

# International Students Deferment, Suspension and Cancellation Policy

## VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

<b>Introduction</b>	This statement outlines the Geraldton Grammar School policy on deferment, suspension and/or cancellation for international students at the school.
<b>Scope and application</b>	Policy applies to all employees of Geraldton Grammar School but mainly the policy makers – members of the senior management or executive team
<b>Related legislation and guidelines</b>	
<b>Related Policies</b>	International Students Behaviour Management Policy, International Students Progress and Attendance Policy, Senior School Assessment Policy, Middle School Assessment Policy

<b>Date</b>	<b>Action</b> (issue, reissue, amendment, replacement of pages, etc.)	<b>Initials</b>
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## **INTERNATIONAL STUDENTS DEFERMENT, SUSPENSION AND CANCELLATION POLICY**

This policy is provided to all international students at Geraldton Grammar School.

### **1) Deferral of commencement of study requested by student:**

- a) Geraldton Grammar School will only grant a deferral of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
  - 1. Illness, where a medical certificate states that the student was unable to attend classes
  - 2. Bereavement of close family members such as parents or grandparents (where a possible a death certificate should be provided)
  - 3. Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
  - 4. A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b) The final decision for assessing and granting a deferral of commencement of studies lies with the Principal.
- c) Deferral will be recorded on Provider Registration and International Student Management System (PRISMS) depending on the students Certificate of Enrolment (CoE) status.

### **2) Suspension of study requested by student:**

- a) Once the student has commenced the course, Geraldton Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
  - 1. Illness, where a medical certificate states that the student was unable to attend classes
  - 2. Bereavement of close family members such as parents or grandparents (where a possible a death certificate should be provided)
  - 3. Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
  - 4. A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b) Suspensions will be recorded on Provider Registration and International Student Management System (PRISMS).
- c) The period of suspension will not be included in attendance calculations
- d) The final decision for assessing and granting a suspension of studies lies with the Principal.

### **3) Assessing requests for deferral or suspension of studies:**

- a) Applications will be assessed on merit by the Principal.
- b) All applications for deferral or suspension will be considered within 10 working days.

**4) Exclusion from class (1-28 days):**

- a) Geraldton Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in Geraldton Grammar School's Behaviour Management Policy.
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- c) Where the student is provided with homework or other studies, for the period of the exclusion, the student must continue to meet academic requirements of the course.
- d) Exclusions from class will not be recorded on Provider Registration and International Student Management System (PRISMS).
- e) Periods of 'exclusion from class' will not be included in attendance calculations as per the Geraldton Grammar School's Course Progress and Attendance Policy.

**5) School initiated suspension of studies (28 days +):**

- a) Geraldton Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Geraldton Grammar School's Behaviour Management Policy.
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student which will be determined by the Principal.
- c) Students who have been suspended for more than 28 days should contact Department of Immigration and Border Protection (DIBP) to see if their visa is affected by the suspension.
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- e) Suspensions will be recorded on Provider Registration and International Student Management System (PRISMS).
- f) The period of suspension will not be included in attendance calculations.

**6) Cancellation of enrolment:**

- a) Geraldton Grammar School will cancel the enrolment of a student under the following conditions;
  - 1. Failure to pay course fees
  - 2. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
  - 3. Any behaviour identified as resulting in cancellation in Geraldton Grammar School's Management Policy.

- b) Geraldton Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration and Border Protection (DIBP) which may impact on a student's visa.

**7) Complaints and Appeals:**

- a) Student requested deferment and suspension are not subject to Geraldton Grammar Schools Addendum to Grievance Policy for Overseas Students.
- b) Exclusion from class is subject to Geraldton Grammar School's Addendum to Grievance Policy for Overseas Students.
- c) School initiated suspension, where the suspension is to be recorded in Provider Registration and International Student Management System (PRISMS), and cancellation are subject Geraldton Grammar School's Addendum to Grievance Policy for Overseas Students.
- d) For the duration of the appeals process, the student is required to maintain your enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Geraldton Grammar School's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in Provider Registration and International Student Management System (PRISMS), or cancellation, the suspension or cancellation will not be reported in Provider Registration and International Student Management System (PRISMS) until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include;
  - 1. The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
  - 2. The student is missing
  - 3. The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's well being
  - 4. The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
  - 5. Is at risk or committing a criminal offence, or
  - 6. The student is the subject of investigation relating to criminal matters
- g) The use of extenuating circumstances by Geraldton Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

**8) Student Advice:**

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Immigration and Border Protection (DIBP) Website for further information about their visa conditions and obligations.

**9) Definitions:**

- a) Day – any day including weekends and public holidays in or out of term time.