School Deferment, Suspension and Cancellation Policy

1. Communicating with families about changes in enrolment status

a) All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school.

b) Parents must therefore keep The Cathedral College informed of their current contact details, as per the conditions of the student visa.

STUDENT-INITIATED CHANGES IN ENROLMENT

2. Deferment of commencement of study requested by student

a) The Cathedral College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

i) illness, where a medical certificate states that the student will be unable to attend classes

ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)

iii) major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies

iv) a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).

v) after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.

b) All applications for deferment will be considered within 10 working days.

c) The final decision for assessing and granting a deferment of commencement of studies lies with the *Principal.* Where a student's request to defer his/her commencement of studies is refused, the student has a right of appeal (see The Cathedral College*'s* Complaints and Appeals policy).

d) Deferment will be recorded on PRISMS within 14 days of being granted.

3. Suspension of study requested by student

a) Once the student has commenced the course, The Cathedral College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

i. illness, where a medical certificate states that the student was unable to attend classes bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
ii. major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies
iii. a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
iv. Student return to their home country to sit a university exam (or similar assessment) which impacts upon their education

b) Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.

c) Temporary suspensions of study cannot exceed 6 months duration.

d) Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.

e) The period of suspension will not be included in attendance calculations.

f) Applications will be assessed on merit by the Principal

g) Examples of circumstances that are not considered compassionate and compelling at The Cathedral College include:

i. Requests for early departure or late return from vacation, including inability to secure cheap flights
ii. Leaving early or returning late from holidays in order to attend festivals in the student's home country
iii. Returning home to attend family gatherings that occur during term time.

h) As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.

i) All applications for suspension will be considered within 10 working days.

j) The final decision for assessing and granting a suspension of studies lies with the Principal. Where a student's request to suspend studies is refused, the student has a right of appeal (see The Cathedral College*'s* Complaints and Appeals policy).

4. Student-initiated cancellation of enrolment

a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Please see *The Cathedral College's* Refund Policy for information regarding refunds.

b) A student will be deemed to have inactively notified *The Cathedral College* of cancellation of enrolment where:

I. the student has not yet finished his/her course/s of study with the school, and
II. does not resume studies at the school within [14 days] after a holiday break, and
III. the student has not previously provided the school with written notification of withdrawal.

c) Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment in 4.b), above, is not subject to *The Cathedral College's* Complaints and Appeals Policy.

SCHOOL-INITIATED CHANGES IN ENROLMENT

5. School-initiated exclusion from class

a) *The Cathedral College* 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 *The Cathedral College's* Behaviour Policy/Code of Conduct.

b) Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.

c) Where *The Cathedral College* intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access *The Cathedral College* 's internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.

d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal and/or College Leadership Team.

e) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.

f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

6. School-initiated suspension of studies

a) *The Cathedral College* 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 *The Cathedral College's* Behaviour Policy/Code of Conduct.

b) Students may also be suspended for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the student's written agreement.

c) Where *The Cathedral College* intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access *The Cathedral College*'s internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.

d) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal and/or College Leadership Team.

e) Students who have been suspended for more than 28 days may need to contact Department of Immigration. (Please see contact details at: http://www.border.gov.au/about/contact/offices-locations .)

f) Suspensions will be recorded on PRISMS.

g) The period of suspension will not be included in attendance calculations.

7. School-initiated cancellation of enrolment

a) *The Cathedral College* will cancel the enrolment of a student under the following conditions:

i) Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care

ii) Failure to pay course fees

iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [Alternatively schools may decide that they will not cancel enrolment for this reason]

iv) Any behaviour identified as resulting in cancellation in The Cathedral College's Behaviour Policy/Code of Conduct

b) Where *The Cathedral College* intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access *The Cathedral College*'s internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.

c) *The Cathedral College* is required to report any confirmed breach of course progress and attendance requirements to the Department of Immigration. Where a student is reported for breach of visa condition, his/her enrolment at *The Cathedral College* will be cancelled and this may impact on the student's visa. Further information can be found in *The Cathedral College*'s Course Progress and Attendance Policy.

c) For the duration of the internal appeals process, *The Cathedral College* will maintain the student's enrolment and the student will attend classes as normal. The [Principal and/or College Leadership Team] will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

d) If a student decides to access *The Cathedral College's* complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).

e) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but *The Cathedral College* need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.

f) The use of extenuating circumstances by *The Cathedral College* to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

g) The final decision for evaluating extenuating circumstances lies with the Principal.

8. Student to seek information from Department of Immigration

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 Website http://www.border.gov.au/Trav/Stud 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
Extenuating circumstances - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk. Examples include:

- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- the student is missing
- the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
- the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- is at risk of committing a criminal offence, or
- the student is the subject of investigation relating to criminal matters.

POLICY FOR DEFERRING, SUSPENDING OR CANCELLING ENROLMENT WAS LAST UPDATED BY
Enrolments Office on 21/11/2022