Note:
1. All international full-fee paying students attending St Mary’s Anglican Girls’ School are required to be boarders at the school.
2. All international full-fee paying students attending St Mary’s Anglican Girls’ School are required to have a guardian outside the school, resident in Perth, who has been appointed by the parents.

**Deferment of Study**
A student may request deferment of study or suspension of your course due to some personal circumstances, such as severe illness, or family issues which require you to return home for an extended period of time.

In such circumstances, the student is advised to follow these procedures:
3. Discuss the issue with the International Students Co-ordinator (Ms Ross).
4. Together with Ms Ross, communicate the problem to the Principal, Dean of Students and Head of Boarding.
5. Arrangements will be made for you to keep up with your academic programme while you are absent.
6. These arrangements will be communicated to your parents.
7. Arrangements for travel home will be made through the guardian and parents.

**Suspension of Study**
Should the period of absence be longer than 10 weeks (one term), suspension of enrolment may be necessary.

The Principal will advise in writing, that payment of further fees is suspended and that there will be no further communication from teachers. At this time a place in the school will be kept open should you wish to return. However, this place can only be guaranteed until a time agreed to by the Principal, who will consider your ability to fit back into the academic programme of your peers in your age group.

In the case of either Deferment or Suspension of Study, the Department of Education, Employment and Workplace Relations (DEEWR) would be notified and there may be consequent implications for your Student Visa.

**Cancellation of Enrolment**
This may result either from changes in your or your family’s personal circumstances, or from your failure to meet the expectations of the school in relation to regular attendance, behaviour or compliance with the school rules as outlined in the School Code of Conduct, to which you have signed agreement. In either case, there may be consequent implications for your Student Visa.

In the former case, your parents are required to notify the school in writing that you will no longer be attending the school. The usual requirement is for a term’s notice to be given. This information will be passed on by the school to the Department of Education Services.
Where it is a decision of the school that your enrolment be cancelled, this would only follow a fair and thorough process of all efforts being made for the issues and concerns to be resolved.

The school approach is always to deal with issues and concerns before they become sufficiently significant as to warrant cancellation of enrolment. The steps in the process are as follows:

1. The International Student Co-ordinator, together with the Dean of Students and/or Head of Boarding would meet with you to make clear the concerns, both verbally and in writing.

2. A plan would be put in place to enable you to deal with the concerns.

3. Written communication with your parents to make the situation clear to them.

4. Written advice to you and your parents that your failure to address the issues and overcome the concerns would result in deferment, suspension or cancellation of enrolment, with consequent implications for the student’s visa.

Should there be no resolution of the concerns, cancellation of enrolment would be deemed necessary.

1. Your family would be notified of the situation.

2. You would be informed in a meeting with the Principal. If your parents were unable to be present, your guardian would represent them.

3. Should you wish to appeal the decision, you would be given 20 working days to follow the internal complaints and appeals process.

4. Arrangements would be made, through the guardian, for you to travel home. Until departure, you would be the responsibility of and in the care of your guardian.

5. The Department of Education, Employment and Workplace Relations (DEEWR) would be notified.