

## **INTERNATIONAL FULL-FEE PAYING STUDENTS DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT POLICY**

Last reviewed: February 2018

Next review date: January 2019  
By: Head of Boarding in consultation with ISC

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An international student's enrolment can be deferred, suspended or cancelled.

This may be instigated by either the overseas student for compassionate or compelling circumstances or the school for the breach of a student's visa conditions, failure to pay fees, misbehaviour or other conditions as outlined in St Mary's policies.

The school is required to manage the enrolment and maintain up-to-date enrolment information of all international students in the PRISMS data base.

### **Deferment of Study**

If a student's enrolment is deferred, suspended or cancelled, her visa status may be affected. St Mary's Anglican Girls' School will only grant a deferment of commencement of studies for compassionate and compelling circumstances.

These include, but are not limited to severe illness or injury, bereavement of close family members such as parents or grandparents, major political upheaval or natural disasters that impact on studies or a traumatic experience that should be supported with a police officer's or psychologist's report.

The final decision for assessing and granting a deferment of commencement of studies lies with the Principal and a record of the decision will be given in writing to the student and her parent or legal guardian.

A student whose application for deferral is refused may appeal the decision in accordance with the Complaints and Appeals Procedure.

Deferment will be recorded in PRISMS within 14 days of it being granted.

### **Suspension of Study Requested by the Student**

Once the student has started the course, suspension of studies would only be granted in compassionate or compelling circumstances.

These include, but are not limited to, illness where a medical certificate precludes a student from attending class, bereavement of a close family member, major political upheaval or a natural disaster at home requiring emergency travel home, or a traumatic experience supported by a police officer's or psychologist's report.

Suspensions will be recorded in PRISMS within 14 days of it being granted.

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

The final decision for assessing and granting a suspension of studies lies with the Principal and a record of this decision will be given in writing to the student and her parent or legal guardian.

### **Student initiated cancellation of enrolment**

All notifications to withdraw from a course, or applications for refunds, must be made in writing to the School Principal. St Mary's Anglican Girls' School has a detailed refund policy regarding refunds.

Parents are required to notify the School in writing that their daughter will no longer be attending the school.

The usual requirement is for a full term's notice to be given.

### **School-initiated Suspension**

St Mary's Anglican Girls' School may suspend a student from class on the grounds of misbehaviour.

Exclusion will occur as the result of any behaviour identified as resulting in suspension in the Student Code of Conduct which the student signs at the start of each year.

This will be discussed initially with the student and her parents and then they will be informed of the intention to suspend the student and the reason for doing so in writing by the Principal or her delegate.

They will be advised of their right to appeal through the Complaints and Appeals Procedure within 20 working days of the suspension being issued.

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

The school will report this through PRISMS; however, the suspension or cancellation of an international student's enrolment cannot take effect until the internal appeals policy has been completed, unless the international student's health and well-being, or the well-being of others, is likely to be at risk.

### **School-initiated Cancellation of Enrolment**

St Mary's Anglican Girls' School will cancel the enrolment of a student under the following conditions

- Failure to pay course fees
- Any behaviour identified as resulting in the cancellation of enrolment
- A breach of course progress or attendance requirements by the international student

St Mary's Anglican Girls' School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Department of Immigration, which may impact your student visa.

This will be discussed initially with the student and her parents and then they will be informed in writing of the intention to cancel the enrolment of the student and the reason for doing so.

School-initiated cancellation of enrolment is subject to St Mary's Anglican Girls' School Complaints and Appeals Policy within 20 working days.

Cancellation of enrolment will occur after the internal complaints handling and appeals process has been completed. Cancellation of enrolment due to course progress or attendance breaches needs to wait for both internal and external appeal processes to be heard.

**Deferment, suspension and cancelation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students are advised to contact the Department of Immigration for advice should this occur.**