



## OVERSEAS STUDENT DEFERMENT, SUSPENSION & CANCELLATION POLICY

### 1. POLICY

An overseas student enrolment can be deferred, suspended or cancelled.

This may be instigated by either the overseas student's parents or guardians for compassionate or compelling circumstances or the school for the breach of student's visa conditions, failure to pay fees, misbehaviour or other conditions as outlined by Fintona Girls' School.

The school is required to and does manage the enrolment and maintain up to date enrolment information of all overseas students in the PRISMS database.

### 2. DEFERMENT

Fintona Girls' School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of a close family member such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist's reports).

The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.

Deferment will be recorded on PRISMS depending on the student's Confirmation of Enrolments status.

### 3. SUSPENSION OF STUDY

Once the student has commenced the course, Fintona Girls' School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:

- 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)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).

Suspensions will be recorded on PRISMS.

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.

Document Title:	E04.00 Overseas Student Deferment Suspension & Cancellation Policy	Original Issue:	May 2019
Document Author:	Registrar	Version / Date:	V2.1 / Jul 2021
Approval Chain:	Deputy Principal>Executive Team>	Next Review:	May 2022
CRICOS No	00139C	Page:	1 of 3

#### **4. ASSESSING REQUESTS FOR DEFERMENT OR SUSPENSION OF STUDIES**

Applications will be assessed on merit by the Registrar and the Deputy Principal.

All applications for deferment or suspension will be considered within five working days.

#### **5. BEHAVIOUR MANAGEMENT - EXCLUSION**

Fintona Girls' School may exclude a student from class/es on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in a breach of Fintona' Girls School Behaviour Management Policy.

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 Deputy Principal in consultation with the Registrar and the relevant Head of School.

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.

Exclusions from class will not be recorded on PRISMS.

Periods of exclusion from class will not be included in attendance calculations.

#### **6. BEHAVIOUR MANAGEMENT – SUSPENSION**

Fintona Girls' School may suspend a student from classes on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Fintona' Girls School Behaviour Management Policy.

Suspended students must abide by the conditions of their suspension from school which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Principal in consultation with the Registrar and the relevant Head of School.

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

Suspensions from school will not be recorded on PRISMS.

#### **7. CANCELLATION OF ENROLMENT**

Fintona Girls' School will cancel the enrolment of a student under the following conditions:

- Failure to pay course fees
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
- Any behaviour identified as resulting in cancellation in Fintona Girls' School's Expectation of Student behaviour (as outlined in the Fintona Girls' School Behaviour Management Policy)

Fintona Girls' School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Department of Immigration and Border Protection.

## **8. GRIEVANCE, COMPLAINTS AND APPEALS**

Student requested deferment and suspension are not subject to Overseas Student Complaints and Appeals Policy.

Exclusion from class is subject to Fintona Girls' School's Overseas Student Complaints and Appeals Policy.

School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to:

- Fintona Girls' School Grievance Handling and Investigation Policy.
- For the duration of the appeals process, the student is required to maintain her enrolment and attendance at all classes as normal. The Deputy Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- If students access Fintona Girls' School Grievance Handling and Investigation process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the grievance and investigation process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- Extenuating circumstances include:
  - the student refuses to maintain approved welfare and accommodation arrangements
  - 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
  - the student is at risk of committing a criminal offence, or
  - the student is the subject of investigation relating to criminal matters.
- The use of extenuating circumstances by Fintona Girls' School to suspend or cancel a student's enrolment prior to the completion of any grievance and investigation process will be supported by appropriate evidence.
- The final decision for evaluating extenuating circumstances lies with the Principal.

## **9. ADVICE TO OVERSEAS STUDENTS**

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration and Border Protection for advice.