

## **1. Deferment, Suspension and Cancellation Policy**

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### **1. Scope**

This policy is applicable to International students enrolled at The Geelong College (the school).

### **2. Purpose**

The purpose of the policy is to advise Full Fee-Paying Overseas Students of the requirements regarding the deferment, suspension or cancellation of their studies at The Geelong College.

### **3. Deferment of commencement of study requested by student**

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

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

The final decision for assessing and granting a deferment of commencement of studies lies with the Principal. Deferment will be recorded on PRISMS within 14 days of being granted.

### **4. Suspension of study requested by student**

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

- a) illness, where a medical certificate states that the student was unable to attend classes
- b) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- c) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- d) 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 within 14 days of 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.

### **5. Student initiated cancellation of enrolment**

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

### **6. Assessing requests for deferment or suspension of studies**

- a) Applications will be assessed on merit by the Head of School
- b) All applications for deferment or suspension will be considered within 10 working days.

## **7. School initiated exclusion from class (1 – 28 days)**

- a)** The Geelong 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 Geelong College Code of Conduct or School Rules which are provided at the time of enrolment and agreed to by the student and family. This includes smoking, drinking of alcohol and possession or taking of drugs
- 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 Head of School
- c)** 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
- d)** Exclusions from class will not be recorded on PRISMS
- e)** Periods of 'exclusion from class' for up to 5 days will not be included in attendance calculations as per The Geelong College Course Progress and Attendance Policy.

## **8. School initiated suspension of studies (28 days +)**

- a)** The Geelong 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 Geelong College Code of Conduct / School Rules
- 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 and which will be determined by the Principal or Head of School
- c)** Students who have been suspended for more than 28 days may need to contact the Department of Immigration. (Please see contact details at: <http://www.immi.gov.au/contacts/australia/index.htm>)
- d)** If special circumstances exist, the student must abide by the conditions of their suspension which will depend on the welfare and accommodation arrangements in place for each student and which will, be determined by the Principal / Head of School
- e)** Suspensions will be recorded on PRISMS
- f)** The period of suspension will not be included in attendance calculations.

## **9. School initiated cancellation of enrolment**

The Geelong College will cancel the enrolment of a student under the following conditions:

- a)** Failure to pay course fees
- b)** Any behaviour identified as resulting in cancellation in The Geelong College Code of Conduct.

The Geelong College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration, which may impact on a student's visa.

The Geelong College may cancel the enrolment of a student for failure to disclose a pre-existing condition requiring a high degree of specialised support or care.

School initiated cancellation of enrolment is subject to The Geelong College Complaints and Appeals Policy.

## **10. Complaints and Appeals**

- a)** Student requests for deferment, and suspension and cancellation of enrolment are not subject to The Geelong College Complaints and Appeals Policy
- b)** Exclusion from class is subject to The Geelong College Complaints and Appeals Policy

- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to The Geelong College Complaints and Appeals Policy
- d) For the duration of the internal appeals process, the school will maintain the student's enrolment and the student will attend classes as normal. The Head of School will determine if participation in studies will be in class or under a supervised arrangement outside of classes
- e) If students access The Geelong College complaints and appeals process regarding a school-initiated suspension or cancellation of enrolment under Standard 13, 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. NB: Students may still access the external complaints and appeals process, but the school need not await the outcome of this process before changing the student's enrolment status in PRISMS.
- f) Extenuating circumstances include:
  - i. the student is missing
  - ii. the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
  - iii. the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
  - iv. is at risk of committing a criminal offence, or
  - v. the student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by The Geelong 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
- h) The final decision for evaluating extenuating circumstances lies with the Principal and Head of School.

#### **11. Student to seek advice from Department of Immigration**

The International Student Coordinator must inform the overseas student that deferment, suspension and cancellation of enrolment can have an effect on their visa as a result of changes to enrolment status. Students can visit the Department of Immigration Website [www.immi.gov.au/students/](http://www.immi.gov.au/students/) for further information about their visa conditions and obligations.