

# Deferring, Suspending or Cancelling a Student's Enrolment Policy and Procedure

## 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 deferring, suspending or cancelling an enrolment at The Geelong College.

## 3. Background

The Geelong College provides information to intending students about the grounds on which an enrolment can be deferred, suspended or cancelled prior to enrolment.

The Policy for deferring, suspending or cancelling a student's enrolment is referred to in the following School documentation in:

- a) The Geelong College International Student Policy
- b) The Geelong College Website [International Enrolment](#)

## 4. Process

Staff Member	Action
Head of Senior or Middle School	Assess student application for deferment or suspension of study Approve or reject student application for deferment or suspension of study
Head of Senior or Middle School	Record and advise the student of the outcome of the Student application for deferment or suspension of study, and if the student request is granted, advise the student deferring or suspending his/her enrolment may affect his/her student visa.
Admissions Administrator	Notify the National ESOS Authority via PRISMS as required under s19 of the ESOS Act where the student's enrolment is deferred or temporarily suspended. <b>The notification is to be made within 14 days of suspension or deferment</b>
Admissions Manager	Ensure all records for all steps above are kept on the student's file.

It is the role of the following staff members to undertake these steps in the event of a school-initiated suspension or cancellation of enrolment. There are two options here, depending on whether or not there are extenuating circumstances:

Staff Member	Action
Heads of Senior or Middle School	<b>First Step</b> Make the decision to suspend or cancel a student's enrolment as per the school's <a href="#">Deferment, Suspension and Cancellation Policy</a> provided in pre-enrolment information to the student, and assess if there are extenuating circumstances

Heads of Senior or Middle School	<p><b>Option 1</b></p> <p>If there are <u>not</u> extenuating circumstances, inform the student in writing that:</p> <ul style="list-style-type: none"> <li>a) The school intends to suspend or cancel his/her enrolment</li> <li>b) The student has 20 working days to access the school's internal complaints and appeals process</li> <li>c) Deferment or suspension of enrolment may affect the student's visa.</li> <li>d) Supervise the student's conditions of continuing enrolment and care arrangements and process student's appeal</li> <li>e) Advise the student in writing of the outcome of the appeal process including reasons for the outcome.</li> </ul> <p>If the outcome of the appeal favours the student the school will comply with NC SSt8.5</p>
Admissions Manager	<p>1. If the outcome of the appeal upholds the school's decision, the school then notifies Department of Immigration via PRISMS (under section 19 of the ESOS Act.) within 14 days of this outcome that the student's enrolment is suspended or cancelled and continues to check suitability of care arrangements until one of the criteria in NC BST5.3a-d is met</p>
Admissions Manager	<p><b>Option 2</b></p> <p>If there are extenuating circumstances relating to the welfare of the student, the school contacts Department of Immigration to discuss the situation, or report suspension or cancellation of enrolment of the student via PRISMS with an explanation, or both, depending on the severity of the situation. The student may still access the school's complaints and appeals process, but this can be done from offshore if necessary.</p>
International Student Coordinator	<p>Continue to check the suitability of the students care arrangements (if necessary) as per the conditions in NC DSt5.3, unless it is necessary to advise Department of Immigration via PRISMS that the school can no longer approve the care arrangements for the student.</p>
Head of Senior or Middle School	<p>If the student accesses the School's complaints and appeals process, advise the student in writing of the outcome of the appeal process, including details of reasons for the outcome.</p>
Head of Senior or Middle School	<p><b>In all cases</b></p> <p>Record all outcomes and ensure all records for all steps above are kept on the student's file.</p> <p>In the case of a school-initiated suspension for longer than 28 days, inform the student that this may affect their visa and contact Department of Immigration.</p>

It is the role of the following staff members to undertake these steps in the event of any cancellation of student enrolment, whether this be Student – initiated or School – initiated, as any cancellation of enrolment is considered as Student Default.