

St Peter's 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 close family members such as parents or grandparents
- 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.

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

Suspension of study requested by student

Once the student has commenced the course, St Peter's 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
- 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.

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 deferment of commencement of studies is at the discretion of the Principal.

Student initiated cancellation of enrolment

All notification of withdrawal from a course, or applications for refunds, must be made in writing submitted to The Principal. Please see the St Peter's Girls' School Refund Policy for information regarding refunds. Assessing requests for deferment, suspension or cancellation of studies will be assessed on merit by the Principal. All applications for deferment, suspension or cancellation will be considered within five (5) working days.

1. Assessing requests for deferment or suspension of studies:
 - a. Applications will be assessed on merit by the Principal.
 - b. All applications for deferment or suspension will be considered within 10 working days
2. School initiated exclusion from class (1-28 days):
 - a. The School 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 School's Code of Conduct.
 - 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 Principal.

- 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” will be included in attendance calculations as per the School’s Course Progress and Attendance Policy.
3. School initiated suspension of studies (28 days+):
- a. The School may initiate a suspension of studies for a student on the ground of misbehaviour identified as resulting in suspension in the School’s Code of Conduct.
 - 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.
 - c. Students who have been suspended for more than 28 days may need to contact Department of Immigration (Please see contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us>).
 - d. If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
 - e. Suspensions will be recorded on PRISMS.
 - f. The period of suspension will not be included in attendance calculations.
4. School initiated cancellation of enrolment:
- a. The School will cancel the enrolment of a student under the following conditions:
 - i. Failure to pay course fees.
 - ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iii. Any behaviour identified as resulting in cancellation in the Code of Conduct.
 - b. The School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department Education and Training, which may impact on a student’s visa.

St Peter’s Girls’ School will notify the student in writing of its intention to cancel or suspend their enrolment. Students may appeal any decision and this appeal must be made in writing to the Principal within 20 business days. St Peter’s Girls’ School will notify DIBC if the student’s enrolment is suspended or cancelled.

5. Complaints and Appeals
- a. Student requests for deferment, and suspension and cancellation of enrolment are not subject to the School’s Complaints and Appeals Policy.
 - b. Exclusion from class is subject to the School’s Complaints and Appeals Policy.
 - c. School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to the School’s Complaints and Appeals Policy.
 - d. For the duration of the appeals process, the student will remain enrolled, must attend and is required to maintain enrolment and attendance at all classes as normal. The Principal will determine if participation in studied will be in class or under a supervised arrangement outside of classes.

- e. If students access the School's complaints and appeals 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 complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
 - f. Extenuating circumstances included:
 - i. the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age);
 - ii. the student is missing;
 - iii. the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing;
 - iv. the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;
 - v. is at risk of committing a criminal offence, or
 - vi. the student is the subject of investigation relating to criminal matters.
 - g. The use of extenuating circumstances by the School 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.
6. Student to seek information from Department of Immigration.
- a. Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Immigration website <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions> for further information about their visa conditions and obligations.
7. Definitions
- a. Day – any day including weekends and public holidays in or out of term time.

Policy Certification

Policy authorised by :	Principal
Responsibility of updating Policy/Procedure:	Business Director
Date policy implemented:	28/01/2014
Date Ratified:	14/01/2014
Date Reviewed/Revised:	7/10/2019
Date for next Review/Revision:	7/10/2021