

Policy

St Peter's Girls' School will only grant a deferment of commencement of studies for compassionate or 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 fourteen (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 or 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 fourteen (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) business 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 ten (10) business days.

School initiated exclusion from class (1-28 days)

1. 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.
2. 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.
3. 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.
4. Exclusions from class will not be recorded on PRISMS.

5. Periods of “exclusion from class” will be included in attendance calculations as per the School’s Course Progress and Attendance Policy.

School initiated suspension of studies (28 days+)

1. The School may initiate a suspension of studies for a student on the grounds of misbehaviour identified as resulting in suspension in the School’s Code of Conduct.
2. 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.
3. Students who have been suspended for more than twenty-eight (28) days may need to contact the Department of Home Affairs. (Please see contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us>).
4. If special circumstances exist, the student must abide by the conditions of her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
5. Suspensions will be recorded on PRISMS.
6. The period of suspension will not be included in attendance calculations.

School initiated cancellation of enrolment

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

- i. Failure to pay course fees as stated in the Written Agreement.
- ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
- iii. Any behaviour identified as resulting in cancellation in the School’s Code of Conduct.

The School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance on PRISMS, 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 twenty (20) business days. St Peter’s Girls’ School will notify DHA if the student’s enrolment is suspended or cancelled.

Complaints and Appeals

1. Student requests for deferment, suspension and cancellation of enrolment are not subject to the School’s Complaints and Appeals Policy.
2. Exclusion from class is subject to the School’s Complaints and Appeals Policy.
3. School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation is subject to the School’s Complaints and Appeals Policy.
4. 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 studies will be in class or under a supervised arrangement outside of classes.
5. 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.
6. Extenuating circumstances include:
 - 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.
7. 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.
8. The final decision for evaluating extenuating circumstances lies with the Principal.

Student to seek information from Department of Home Affairs

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 below for further information about their visa conditions and obligations.

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions>

Definitions

Day – any day including weekends and public holidays in or out of term time.

Record Keeping

It is the School's policy to retain records of all Deferments, Suspensions and Cancellations involving a student for at least 2 years after the student ceases to be an accepted student at St Peter's Girls' School.

Procedure

Refer to

ISLE 003 Notification that Enrolment will not be cancelled
 ISLE 004 Notification that Enrolment will be cancelled
 ISLE 012 Intention to Suspend or Cancel Enrolment with extenuating circumstances
 ISLE 013 Intention to Suspend or Cancel Enrolment
 ISLE 014 Student Deferment or Suspension Application
 ISLE 015 Student Application for Transfer between Registered Providers
 ISPO 003 Complaints and Appeals Policy
 ISPO 005 Deferment, Suspension and Cancellation Policy
 ISPO 006 Refund Policy

Assessing Deferment, Cancellation or Suspension of Enrolment

- Student Initiated Deferment, Cancellation or Suspension:
 - Student notifies the School by submitting a written request to the Principal;
 - Principal assesses whether there are compassionate and compelling grounds for deferment.
- All student-initiated requests will be considered within five (5) business days.
- Requests will be assessed based on compassionate and compelling grounds which include but are not limited to:
 - Illness, where a medical certificate states that the student was unable to attend class;
 - 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 the student.

Approving Deferment, Cancellation or Suspension

- Student initiated Deferment, Cancellation, Suspension:
 - Applications will be assessed and approved on merit by the Principal;
 - Compassionate and compelling grounds for approval of request include but are not limited to:
 - Illness, where a medical certificate states that the student was unable to attend class;
 - 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 the student.
 - Applications will be considered within five (5) business days.

Recording Deferment, Cancellation or Suspension

- Deferment will be recorded:
 - on PRISMS within 14 days;
 - all related documentation will be filed in the student's file and uploaded onto Synergetic DocMan.
- Cancellation will be recorded:
 - on PRISMS within 14 days
 - with the Department of Immigration
 - all related documentation will be filed in the student's file and uploaded onto Synergetic DocMan.
- Suspension will be recorded:
 - on PRISMS within 14 days
 - all related documentation will be filed in the student's file and uploaded onto Synergetic DocMan.

All records or application and outcomes will be kept on file for a minimum of two (2) years after the student has ceased to be enrolled at St Peter's Girls' School.

Determining when a student is at risk of cancellation of enrolment

All efforts should be made to prevent a cancellation of enrolment where the student/parent has not requested such.

- A student is at risk of cancellation of enrolment when:
 - Fee payment is late;
 - The student has not maintained satisfactory attendance;
 - The student has not maintained satisfactory course progress;
 - The student has not maintained approved welfare and accommodation arrangements;
 - The student behaves in a manner that does not comply with the School's Code of Conduct.
- To ensure a student is not at risk of cancellation of enrolment:
 - In relation to fees, the Finance Department follow the Debtors Management Policy to obtain payment or to come to an agreement about fee payment;
 - Monitor student attendance and intervene when attendance drops too low;
 - Monitor course progress and intervene when progress is not of a high enough standard;
 - Monitor welfare and accommodation arrangements;
 - Monitor potential warning factors in student's behaviour to prevent actions not complying with the School's Code of Conduct;
- Student and parents (if the student is under 18 years) will be notified in writing of any of the above requirements that lead a student to be at risk of cancellation of enrolment.

Policy Certification

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| 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 |