



INTERNATIONAL STUDENT PROGRAM DEFERMENT, SUSPENSION AND CANCELLATION POLICY

This policy outlines the policy and procedures of Our Lady of the Sacred Heart College for assessing, approving and recording a deferment of commencement of studies or suspension or cancellation of study by an international student.

DEFERMENT OF COMMENCEMENT OF STUDY REQUESTED BY STUDENT

OLSH College 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 will be 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 that has impacted on expected commencement of studies
- a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
- after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and the school is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.

All applications for deferment will be considered.

The final decision for assessing and granting a deferment of commencement of studies lies with the College Principal. Where a student's request to defer his/her commencement of studies is refused, the student has a right of appeal (see OLSH College Complaints and Appeals policy).

Deferment will be recorded on PRISMS dependent upon the students Confirmation of Enrolment (COE).

SUSPENSION OF STUDY REQUESTED BY STUDENT

Once the student has commenced the course, OLSH College will only grant a suspension of study for compassionate and compelling circumstances. These are circumstances beyond a student's control and may 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/will impact on studies
- a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).

Where there is a significant issue impacting upon a student's attendance or course progress, it is essential the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.

Temporary suspensions of study cannot exceed 12 consecutive months in duration.

Suspensions will be recorded on PRISMS once been granted within 14 days.

The period of suspension will not be included in attendance calculations.

Applications will be assessed on merit by the College Principal.

As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their Confirmation of Enrolment/s and student visa will be considered. Any implications will be communicated to students.

All applications for suspension will be considered within 10 working days.

The final decision for assessing and granting a suspension of studies lies with the College Principal or delegate. Where a student's request to suspend studies is refused, the student has a right of appeal (see Catholic Education SA (CESA) Complaints and Appeals policy) and must do this within 20 days.

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 International Student Co-ordinator. Please see OLSH College's Refund Policy for further information.

A student will be deemed to have inactively notified OLSH College of cancellation of enrolment where:

- the student has not yet finished his/her course/s of study with the school, and
- does not resume studies at the school within 14 days after a holiday break, and
- the student has not previously provided the school with written notification of withdrawal.

Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment above, is not subject to CESA Complaints and Appeals Policy.

SCHOOL-INITIATED SUSPENSION OF STUDIES

OLSH College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspensions will occur as the result of any behaviour identified in OLSH College's Personal Responsibility Policy.

Students may also be suspended for failure to pay fees that she was required to pay in order to undertake or continue the course, as stated in the student's written agreement.

Where OLSH College intends to suspend the enrolment of a student, the College will issue a letter that notifies the student and parents/homestay of this intention. The letter will provide details of the reason/s for the intended suspension as well as details of how to access an appeal (see Catholic Education SA (CESA) Complaints and Appeals policy) and the student must do this within 20 days.

Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Principal or delegate.

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 class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

SCHOOL-INITIATED CANCELLATION OF ENROLMENT

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

- Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
- Failure to pay course fees
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [Alternatively schools may decide that they will not cancel enrolment for this reason]
- Any behaviour identified as resulting in cancellation in OLSH College's Personal Responsibility Policy

Where OLSH College intends to cancel the enrolment of a student it will issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, as well as information about how to access CESA's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.

OLSH College is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs. Where a student is reported for breach of visa condition, his/her enrolment at OLSH College will be cancelled and this may impact on the student's visa. Students should seek advice from Immigration if their visa is affected. Further information can be found in OLSH College's Course Progress and Attendance Policy.

For the duration of the internal appeals process, OLSH College will maintain the student's enrolment and the student will attend classes as normal.

If a student decides to access CESA's complaints and appeals process because they have been notified of a school initiated suspension or cancellation of enrolment under Standard 9, 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. The student must access this process within 20 working days.

Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, but OLSH College need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the school has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.

The use of extenuating circumstances by OLSH 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. These extenuating circumstances relate to the welfare of the student or other members of the College community and may include:

- The student refuses to maintain College approved welfare and accommodation arrangements
- The student cannot be located

- The College has reasonable grounds to believe that the student has significant medical concerns or psychological issues which lead the College to fear for the students' wellbeing
- The student has engaged or has threaten to engage in behaviour that is reasonable 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 final decision for evaluating extenuating circumstances lies with the College Principal or delegate.

STUDENT TO SEEK INFORMATION FROM DEPARTMENT OF HOME AFFAIRS

Deferment, suspension and cancellation of enrolment can influence a student's visa as a result of changes to enrolment status. Students need to seek advice from the Department of Home Affairs <http://www.homeaffairs.gov.au> for further information about their visa conditions, obligations and any potential impact on her visa.