

DEFERMENT, SUSPENSION AND CANCELLATION POLICY AND PRACTICE

RATIONALE

This policy outlines the process by which students can apply for deferment or suspension of study. It also outlines the conditions under which suspension or exclusion may occur, the processes by which it may occur and how students may appeal a decision.

SCOPE

This policy applied to all international students studying at Concordia College on a student visa.

DEFINITIONS

CoE: A Confirmation of Enrolment (CoE) is issued by Concordia College to an international student to confirm the student's eligibility to enrol in the particular course program offered by Concordia College.

Day: Any day including weekends and public holidays in or out of term time

PRISMS: The Australian Government's *Provider Registration and International Student Registration System*

POLICY STATEMENT

1. Deferment of commencement of study requested by student

- a. Concordia College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i. illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v. student requiring additional tuition at ELICOS before commencing.
- b. The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
- c. Deferment will be recorded on PRISMS depending on the students CoE status.

2. Suspension of study requested by student

- a. Once the student has commenced the course, Concordia College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
 - i. illness, where a medical certificate states that the student was unable to attend classes
 - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b. Suspensions will be recorded on PRISMS.
- c. The period of suspension will not be included in attendance calculations.
- d. The final decision for assessing and granting a suspension of studies lies with the Principal.

3. 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 seven (7) working days.

4. Exclusion from class (1 – 28 days)

- a. Concordia College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of repeated or serious breaches of the student guidelines.
- 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 not be included in attendance calculations as per Concordia College's Course Progress and Attendance Policy.

5. School initiated suspension of studies (28 days +)

- a. Concordia 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 Concordia College's Behaviour Policy.
- 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 should contact DIAC to see if their visa is affected by the suspension.
- 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.

6. Cancellation of enrolment

- a. Concordia College 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 warranting cancellation under student guidelines.
- b. Concordia College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

7. Complaints and Appeals

- a. Student requested deferment and suspension are not subject to Concordia College's Complaints and Appeals Policy.
- b. Exclusion from class is subject to Concordia College's Complaints and Appeals Policy.
- c. School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Concordia College's Complaints and Appeals Policy.
- d. For the duration of the appeals process, the student is required to maintain his or her enrolment and attendance at all classes as normal. The Principal or the appropriate 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 Concordia College'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 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
- g. The use of extenuating circumstances by Concordia 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.

8. Student Advice

- 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 will be informed to contact the Department of Immigration for advice.

RELATED DOCUMENTS

- Course Progress and Attendance Policy and Practice
- Complaints and Appeals Policy and Practice

Adopted: March 2015

Reviewed: March 2017

Next scheduled review: March 2019