



Deferment, Suspension and Cancellation Policy

Relevant Legislation	National ESOS Code: Standard 13
Commencement Date	June 2015
Next Review Date	October 2017

1. Purpose

The purpose of this policy is to address the requirements of Standard 13 of the ESOS National Code which outlines the approved regulations for provision to defer, suspend or cancel an international student's enrolment at The Hutchins School, be that requested by the School or the student.

2. Scope

This policy is applicable to international students enrolled at The Hutchins School.

3. Objectives

The objective of this policy is to provide full disclosure of criteria and procedures for the deferment, suspension or cancellation of an enrolment of an overseas student and is compliant with Standard 13 of the National ESOS Code.

4. Definitions

PRISMS	Provider Registration and International Students Management Systems
CAAW	Confirmation of Appropriate Accommodation/Welfare Arrangements

5. Policy Information

- 1) Deferment of commencement of study requested by student -
 - a. The Hutchins School 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).

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- b. The final decision for assessing and granting a deferment of commencement of studies lies with the Headmaster.
 - c. Deferment will be recorded on PRISMS within 14 days of being granted.
- 2) Suspension of study requested by student -
- a. Once the student has commenced the course, The Hutchins School 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 within 14 days of being granted.
 - 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 Headmaster.
- 3) Student initiated cancellation of enrolment -
- a. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Enrolments Assistant. Please see The Hutchins School's Refund Policy for information regarding refunds.
- 4) Assessing requests for deferment or suspension of studies -
- a. Applications will be assessed on merit by the Deputy Headmaster.
 - b. All applications for deferment or suspension will be considered within 10 working days.
- 5) School initiated exclusion from class (1 - 28 days) -
- a. The Hutchins 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 Hutchins School's Code of Conduct or School Rules which are provided at the time of enrolment and agreed to by the student and family. This includes smoking, drinking of alcohol and possession or taking of drugs.
 - 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 Headmaster.
 - 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' for up to 5 days will not be included in attendance calculations as per The Hutchins School's Course Progress and Attendance Policy.

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- 6) School initiated suspension of studies (28 days +) -
- a. The Hutchins School 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 The Hutchins School's Code of Conduct or School Rules.
 - 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 Headmaster or Deputy Headmaster.
 - c. Students who have been suspended for more than 28 days may need to contact Department of Immigration (please see contact details at: <http://www.immi.gov.au/contacts/australia/index.htm>).
 - d. If special circumstances exist, the student must abide by the conditions of his suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Headmaster.
 - e. Suspensions will be recorded on PRISMS.
 - f. The period of suspension will not be included in attendance calculations.
- 7) School initiated cancellation of enrolment -
- a. The Hutchins 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 Hutchins School's School Rules.
 - b. The Hutchins School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration and Border Protection, which may impact on a student's visa.
 - c. The Hutchins School may cancel the enrolment of a student for failure to disclose a pre-existing condition requiring a high degree of specialised support or care.

School initiated cancellation of enrolment is subject to The Hutchins School's Complaints and Appeals Policy. Please see 8), below:

- 8) Complaints and Appeals
- a. Student requests for deferment, and suspension and cancellation of enrolment are not subject to The Hutchins School's Complaints and Appeals Policy.
 - b. Exclusion from class is subject to The Hutchins 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 Hutchins School's Complaints and Appeals Policy.
 - d. For the duration of the internal appeals process, the School will maintain the student's enrolment and the student will attend classes as normal. The Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
 - e. If students access The Hutchins School's complaints and appeals process regarding a school initiated suspension or cancellation of enrolment under Standard 13, 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. NB: Students may still access the external complaints and appeals process, but the School need not await the outcome of this process before changing the student's enrolment status in PRISMS. However, if the School has issued a CAAW for a

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student, welfare provisions under NC St5.3 are applicable.

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 The Hutchins 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 Headmaster.

9) Student to seek information from Department of Immigration and Border Protection -

- 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 and Border Protection website (www.immi.gov.au/students/) for further information about their visa conditions and obligations.

10) Definitions

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

**NB – please also refer to the 'Schedule of Attendance Breaches' and 'Schedule of Academic Breaches'.

6. Supporting Procedures/Guidelines

- The Hutchins School – School Rules
- Complaints and Appeals Policy (Grievance Policy)
- Schedule of Attendance Breaches
- Schedule of Academic Breaches

7. Related Documents/Systems

Nil

8. Record Keeping

This procedure is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

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