



SV500-8 DEFERRING, SUSPENDING OR CANCELLING ENROLMENT POLICY

1. RATIONALE

SV500-8 *Deferring, Suspending or Cancelling Enrolment Policy* addresses the requirements and responsibilities of Bunbury Cathedral Grammar School ('the School') in relation to School initiated, or student-initiated deferment, suspension and/or cancellation of a student's enrolment.

2. SCOPE

This policy includes the following

- 2.1. The Head of School
- 2.2. Deputy Head of School
- 2.3. Head of Secondary
- 2.4. Head of Primary
- 2.5. Head of Boarding
- 2.6. Marketing and Community Relations Manager
- 2.7. Enrolment Co-ordinator
- 2.8. SV500 students and their parents
- 2.9. Education Agents

3. DEFINITIONS

- 3.1. **Deferring enrolment** - a student's commencement of enrolment is delayed and/or put on hold for a period of time.
- 3.2. **Suspending enrolment** - a student remains formally enrolled at the School, but it is agreed that the student will not attend classes, and in some cases will be barred from being on School grounds, for a designated period of time. Suspension of enrolment can be initiated by the student or the School for compassionate, compelling, or disciplinary reasons.
- 3.3. **Cancellation of enrolment** - a student's enrolment with the School is terminated. This can occur prior to the student commencing or while the student is enrolled and a current student at the School. Cancellation can be initiated by the student or the School.

4. POLICY

SV500 Student Initiated Deferrals or Suspensions

- 4.1. A SV500 student may request to defer or suspend their enrolment at the School, based on compassionate or compelling circumstances, which are generally beyond the student's control and have an impact upon the SV500 student's course progress, attendance and/or wellbeing. These circumstances may include, but are not limited to:
 - 4.1.1. Serious illness or injury, where the medical certificate states that the student will be unable to attend classes.
 - 4.1.2. Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - 4.1.3. Major political upheaval, natural disaster, or public health emergency (e.g. Coronavirus).
 - 4.1.4. A traumatic experience, which could include, and should be supported by police or psychologist's reports:
 - involvement in, or witnessing a serious accident
 - witnessing or being victim of a serious crime
 - 4.1.5. The student failing to successfully complete pre-requisite studies at their current school, including ELICOS studies, immediately prior to entry to Bunbury Cathedral Grammar School, which was stipulated as a condition of enrolment



and therefore does not qualify for entry to the year level he or she is enrolled to commence at the School.

- 4.2. Student initiated deferrals or suspension of enrolment must be made in writing to the Head of School and:
 - 4.2.1. be co-signed by both student and parent,
 - 4.2.2. detail the reasons for the request to defer or suspend enrolment and length of the deferral or suspension,
 - 4.2.3. support reasons for the request with appropriate documentation e.g. certified medical reports, police reports, psychologist reports,
 - 4.2.4. provide contact details of and permission for the School to contact the doctor, police, or psychologist etc to verify circumstances.
- 4.3. Approval for requests to defer or suspend the commencement of enrolment of a new student are at the discretion of the Head of School and will consider (but not be limited to) the following:
 - 4.3.1. the seriousness of the reasons for the student making the request
 - 4.3.2. the length of time requested for the deferral or suspension
 - 4.3.3. the year level that the student is entering and the impact the deferral or suspension will have on the student's ability to meet course requirements and the course duration.
 - 4.3.4. the student's English competency and the impact any delay in commencement may have on the student's ability to meet any English preparation requirements and therefore meet principal course requirements and course duration.
- 4.4. Approval for requests to defer or suspend the enrolment of a current student are at the discretion of the Head of School and will consider the following (but are not limited to):
 - 4.4.1. The School can support student learning for a deferral or suspension that does not exceed 20% of term time. Any request for a longer deferral or suspension may pose a risk to the student being able to meet course requirements and course duration;
 - 4.4.2. the seriousness of the reasons for the student making the request and the ability of the School to offer the student appropriate support;
 - 4.4.3. the student's course progress and attendance to date and any risk to attaining satisfactory achievement;
 - 4.4.4. the year level the student is currently studying and the timing in relation to significant assessments e.g. Year 11 and 12 examinations;
 - 4.4.5. a student in Year 11 or 12 being eligible to apply for special considerations in their course of study;
 - 4.4.6. the impact on the student's welfare and accommodation arrangements and ability to comply with School policy on these issues.
- 4.5. Requests by students to cancel enrolment are to be made in writing to the Head of School and will include (but are not limited to) consideration of the following:
 - 4.5.1. The student wishing to transfer to another provider within the first six months of enrolment at the School (see *SV500-3 Student Transfer Policy*).
 - 4.5.2. Any compelling or compassionate circumstances, as defined in 4.1.
 - 4.5.3. The reasons for the student's decision to cancel are reactive, based on misinformation, or the inappropriate advice of an education agent.
 - 4.5.4. The student having sought and received appropriate support from the School for any difficulties they may have been experiencing.
 - 4.5.5. The student's course progress and attendance records to date.
 - 4.5.6. The safety and wellbeing of the student.



- 4.5.7. Appropriate welfare and accommodation arrangements being in place should the student be transferring to another school.
- 4.5.8. The student's parents being fully aware and supportive of the student's request (in writing).
- 4.5.9. The student understanding the risk to their SV500 if they cancel, do not commence at another school, and return home.
- 4.5.10. The ability of the School to continue to offer the course for which the student is enrolled in.
- 4.5.11. The student being aware of the School's *SV500-16 Refund Policy* and the financial consequences for the student, depending upon the timing of their enrolment being cancelled and the required period of notification being provided to the School.
- 4.6. Notification of School's decision
 - 4.6.1. The School will notify the student in writing of its decision regarding a request to defer, suspend or cancel an enrolment, and the reasons for this decision.
 - 4.6.2. The notification will inform the student of the need to seek advice from immigration on the potential impact on the student's visa.
 - 4.6.3. The notification will clarify the student's position in relation to welfare and accommodation arrangements and expectations.
 - 4.6.4. The notification will clarify the student's position in relation to fees owing to the School and/or any requests for a refund.
 - 4.6.5. The student will be advised of their right to lodge an internal appeal, in the case of the student's request being denied.
- 4.7. Records
 - 4.7.1. The School will maintain records of the request, supporting documents, the decision-making process, reasons for the decision and notification of the decision to the students. The records will be stored in the student's electronic file and hard records.
 - 4.7.2. In the case of the request for deferral, suspension or cancellation being granted, the School will notify the commencement and completion dates of the deferral or suspension via PRISMS, and the commencement date of a cancellation. See *SV500 Procedures: Notifying Prisms of deferrals, suspensions, or cancellations of enrolment*.
 - 4.7.3. Coinciding with notification of a deferral, suspension or cancellation, the School will also update the student's contact details on PRISMS, for both Australia and the student's home country.
 - 4.7.4. As required, the School may create an additional CoE via PRISMS to cover the student's new commencement date after the period of deferral or suspension.

SV500 School Initiated Deferrals, Suspensions and Cancellations of Student Enrolment

- 4.8. Bunbury Cathedral Grammar School may initiate the deferral, suspension or cancellation of a student's enrolment based on a range of circumstances, including but not limited to:
 - 4.8.1. compassionate or compelling circumstances as detailed in 4.1;
 - 4.8.2. concerns for a student's health and wellbeing, including a student at risk to their own safety and wellbeing and/or the safety and wellbeing of others;
 - 4.8.3. misbehaviour by the student;
 - 4.8.4. the School being provided with false or misleading information, or information being withheld, which impacts on the student's preparedness and ability to meet course requirements, cope with being an international student, and the School's ability to support the student;



- 4.8.5. the student failing to make suitable progress in the pre-entry English preparation (ELICOS) course, as a condition of the student's enrolment;
- 4.8.6. the student failing to successfully complete pre-requisite studies at their previous school, immediately prior to entry to the School, which was stipulated as a condition of enrolment;
- 4.8.7. the student's failure to pay tuition and/or non-tuition fees;
- 4.8.8. a breach of course progress or attendance requirements;
- 4.8.9. the student breaches welfare or accommodation requirements;
- 4.8.10. the School is unable to contact the student.

4.9. **Reporting SV500 Students and Appeals Process**

- 4.9.1. In the case of any deferral, suspension or cancellation of enrolment initiated by the School, where the School is planning to report the student (to Department of Home Affairs via PRISMS), the student must be provided with a notice of intention to report in writing and twenty (20) working days to access the registered provider's internal complaints and appeals process. See *SV500-19 Complaints and Internal Appeals Policy* and *SV500 Procedures: Reporting Students to Immigration (via PRISMS)*.
- 4.9.2. The requirement to provide the student with access to *SV500-19 Complaints and Internal Appeals Policy*, as detailed in 4.9.1 applies even when the student's misbehaviour is grounds for immediate expulsion, except in the circumstances outlined in 4.9.4
- 4.9.3. Generally, the School can proceed with the deferral, suspension, or cancellation after the internal complaints and appeals process has been completed. The only time that the School is required to wait for the completion of both the internal and external appeals process is for course progress and/or attendance breaches.
- 4.9.4. The SV500 student does not have to be given the opportunity to appeal a School initiated deferral, suspension, or cancellation of enrolment when the overseas student's safety, health or wellbeing or the safety and wellbeing of others is likely to be at risk. The School must keep evidence to support this concern/belief/assertion. Such circumstances may include but are not limited to:
 - the SV500 student is refusing to maintain approved care arrangements, if they are under 18 years of age
 - the SV500 student is missing
 - the School having medical concerns and/or the students suffers from depression or psychological issues which lead the School to fear for the student's wellbeing
 - the SV500 student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - the SV500 student has (allegedly) committed or is at risk of committing a criminal offence.

4.9.5 In the case of any deferral, suspension or cancellation of enrolment, whether initiated by the School or by the SV500 student, the School must

- inform the student of the need to seek advice from Immigration on the potential impact on their visa, and
- report the change to the student's enrolment in PRISMS.

4.10. **Welfare and Accommodation Arrangements**

- 4.10.1. Where the School has approved the CAAW for an SV500 student, in all cases of deferral, suspension or cancellation of a student's enrolment, whether student or School initiated, the School remains responsible for the welfare and accommodation arrangements of the student until suitable alternative arrangements are in place. See *SV500-14 Welfare Policy*.



- 4.10.2. In the case of a cancellation as outlined in 4.9, the School will invoke its Emergency Accommodation and Welfare Plan (see *SV500-14 International Student Welfare Policy*).

5. LEGAL AND OTHER REQUIREMENTS

See SV500-4 CRICOS Registration Policy

6. ASSOCIATED POLICIES, PROCEDURES, GUIDELINES AND FORMS

- ❖ SV500- 18 Attendance Policy
- ❖ POL-060 Critical and Emergency Incident Management and Response Plan
- ❖ SV500-10 Student Accommodation Policy
- ❖ SV500-2 International Student Entry Requirements Policy
- ❖ SV500-13 Support Services Policy
- ❖ SV500-14 Welfare policy
- ❖ SV500-19 Complaints and Internal Appeals Policy
- ❖ SV500-5 Course Delivery and Duration Policy
- ❖ SV500-20 Course Progress Policy
- ❖ SV500-22 External Appeals Policy
- ❖ SV500-7 Fee Policy
- ❖ SV500-16 Refund Policy
- ❖ SV500-23 Visa Requirements Policy

Version Control				
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