

<b>PROCEDURE</b>	<b>FFPOS DEFERMENT, SUSPENSION AND CANCELLATION</b>
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<b>P-7-10</b>	VERSION	1	ISSUE DATE	25 MARCH 2010
	AUTHOR	R V H MORGAN	ISSUE DATE	25 MARCH 2010
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	<i>Statement / Action</i>	<i>Responsibility</i>
<b>1</b>	<b>Deferment of Commencement of Study Requested by Student</b>	
1.1	The School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to: <ul style="list-style-type: none"> <li>a. Illness, where a medical certificate states that the student was unable to attend classes</li> <li>b. Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)</li> <li>c. Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies</li> <li>d. A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)</li> </ul>	Student
1.2	The final decision for assessing and granting a deferment of commencement of studies lies with the Admissions Board.	Admissions Board
1.3	Deferment will be recorded on PRISMS depending on the students CoE status.	
<b>2</b>	<b>Suspension of Study Requested by Student</b>	
2.1	Once the student has commenced the course, the School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to: <ul style="list-style-type: none"> <li>a. Illness, where a medical certificate states that the student was unable to attend classes</li> <li>b. Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)</li> <li>c. Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies</li> <li>d. A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)</li> </ul>	Student
2.2	Suspensions will be recorded on PRISMS	DOS Office
2.3	The period of suspension will not be included in attendance calculations.	
2.4	The final decision for assessing and granting a suspension of studies lies with the Admissions Board	Admissions Board
<b>3</b>	<b>Assessing Requests for Deferment or Suspension of Studies</b>	
3.1	Applications will be assessed on merit by the Head of School	Head of School
3.2	All applications for deferment or suspension will be considered within 10 working days.	
<b>4</b>	<b>Exclusion from Class (1-28 days)</b>	
4.1	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 Behaviour Policy/Code of Conduct. [Refer to School Rules].	Head of School
4.2	Excluded students must abide the 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 Head of School.	Head of School

4.3	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.	
4.4	Exclusions from class will not be recorded on PRISMS.	
4.5	Periods of 'exclusion from class' will be included in attendance calculations.	
<b>5.</b>	<b>School Initiated Suspension of Studies (28 days +)</b>	
5.1	The 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 serious and inappropriate. [Refer to the School Rules].	Head of School
5.2	Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangement in place for each student and which will be determined by the Head of School.	Head of School
5.3	Students who have been suspended for more than 28 days are required to return to their home country by Australian Immigration Authorities unless special circumstances exist (e.g. the student is medically unfit to travel).	Student
5.4	If special circumstances exist, the student must abide the by the conditions of his or her suspension which will depend on the welfare and accommodation arrangement in place for each student and which will be determined by the Head of School.	Student
5.5	Suspensions will be recorded on PRISMS.	DOS Office
5.6	The period of suspension will not be included in attendance calculations.	
<b>6.</b>	<b>Cancellation of Enrolment</b>	
6.1	The School will cancel the enrolment of a student under the following conditions: <ul style="list-style-type: none"> <li>a. Failure to pay course fees</li> <li>b. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)</li> <li>c. Any behaviour identified as resulting in cancellation. [Refer to the School Rules]</li> </ul>	Admissions Board
6.2	The School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Australian Immigration Authorities which will result in automatic cancellation.	DOS Office
<b>7.</b>	<b>Complaints and Appeals</b>	
7.1	Student requested deferment and suspension are not subject to the Schools Complaints and Appeals Policy.	
7.2	Exclusion from class is subject to the School's Complaints and Appeals Policy.	
7.3	School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to the School's Complaints and Appeals Policy.	
7.4	For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Head of School will determine if participation in studies will be in class or under a supervised arrangement outside of classes.	Head of School
7.5	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.	
7.6	Extenuating circumstances include: <ul style="list-style-type: none"> <li>a. The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)</li> <li>b. The student is missing</li> <li>c. The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing</li> <li>d. The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others</li> <li>e. Is at risk of committing a criminal offence, or</li> </ul>	

	f. The student is the subject of investigation relating to criminal matters	
7.7	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.	Head of School
7.8	The final decision for evaluating extenuating circumstances lies with the Principal.	Principal
<b>8</b>	<b>Student Advice</b>	
8.1	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 Australian Immigration Authorities for advice.	DOS Office
<b>9</b>	<b>Definitions</b>	
9.1	Day - <i>any day including weekends and public holidays in or out of Term time</i>	