



8.14 Deferment, Suspension or Termination of Enrolment

The School may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

Students may, through formal agreement, be given permission to defer commencement, take a leave of absence or temporarily suspend their studies during the course. Such absences, however, may affect the student's visa status. The registered provider may also seek to cancel the student's enrolment.

International students are informed that any deferment, suspension or cancellation of enrolment may affect their student's visa and if subject to any of these events they should contact the Department of Immigration for Visa advice.

8.14.1 Notification of Deferment, Suspension or Termination of Enrolment

8.14.1.1 Where the school undertakes to suspend or terminate an enrolment

- the reasons for the action will be documented and a written notification will be sent to the student and parent/guardian.
- the student and parent/guardian will be advised they have 20 working days to appeal using the Pittwater House grievance procedure.
- the school commits to maintain the enrolment whilst the appeal is considered.

8.14.1.2 Students, parents and guardians are aware of and have access to the schools Code of Behaviour and Discipline which is available on the policies and procedures page of the schools website and on the school MyHouse portal.

Lack of knowledge will not be accepted as defence where the suspension or termination of enrolment is due to a breach of this code.

8.14.1.3 Where a deferment, suspension or termination is initiated by a student or their parent/guardian it must notify the school in writing, addressed to the Principal and be accompanied by documents and/or evidence supporting the need for

8.14.1.4 Companionate or compelling circumstances which would substantiate deferment, or suspension of enrolment include but are not limited to:

- Medical illness supported by a medical certificate
- Bereavement of family or in some cases close friends
- Major events, such as a natural disaster and major political upheaval
- Traumatic experiences (supported by police or emergency services report, a psychologist's report, or a formal report by the schools counsellor)

8.14.2 Assessment

- All requests for deferment, suspension or termination will be considered within 10 working days during school terms and the applicant notified of the decision.
- The processing of deferments, suspensions or terminations applied for during periods of school recess will be delayed until the required staff return to work.
- The final decision for assessing and granting transfers, suspensions or termination of enrolment lies with the Principal.

8.14.3 Appeals

Students who have had a request for deferment, suspension or termination denied may appeal the decision using the Pittwater House Grievance Policy and Procedures.

8.14.4 Records

- Transfers, suspensions and terminations of enrolment will be recorded in PRISMS, following decisions made including any appeal made using the Pittwater House Grievance Policy and Procedures and if required, a new CoE will be issued.
- Copies of all documents pertaining to the request for, assessment of, grant or refusal of and final processing of transfers, suspensions and terminations of enrolment will be maintained in the student file.