



## International Students Deferment, Suspension and Cancellation of Enrolment Policy

March 2018

### Purpose

An overseas student's enrolment can be deferred, suspended or cancelled for different reasons. The student may initiate a deferment or suspension on the grounds of compassionate or compelling circumstances. The School may suspend or cancel an enrolment due to student misbehaviour, a failure to pay fees or a breach of course progress or attendance requirements.

Any decision to defer, suspend or cancel an overseas student's enrolment will be made in accordance with the requirements of the National Code, in particular Standard 9.

### Scope

This Policy applies to all International Students.

### Korowa's Policy

#### **Deferment or Suspension by the School: Compassionate or Compelling Circumstances**

In accordance with Standard 9.2 the School may decide to defer or suspend an overseas student's enrolment if it believes there are compassionate or compelling circumstances.

The School will consider the following as compassionate and compelling circumstances:

- medical illness or injury of the overseas student or overseas student's close relative which requires hospitalisation or impedes activities of daily living
- a mental health condition of the student or a student's close relative that results in hospitalisation or functional impairment
- death of a close family member
- adverse experience that has impacted on the overseas student which could include:
  - being a witness to or victim of a serious accident
  - being a witness to or victim of a crime, natural disaster, or terrorism event.
- major political upheaval or natural disaster in the overseas student's home country which requires immediate emergency travel
- inability to begin study in a program on the agreed starting date due to a delay in receiving an international student visa

- where the School is unable to offer to a prerequisite unit, or the overseas student has failed to a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol
- other compassionate or compelling circumstances at the discretion of the School.

There is no maximum period for a deferral for compassionate or compelling reasons, but the deferral must be assessed in accordance with the processes in this policy.

Korowa will assess each application for deferment and/or suspension on its own merits and will request documentary evidence to support the claim, and will keep copies of these documents in the Student's file.

Notification of deferment of studies should be directed to the Enrolments Manager in the first instance and all requests for suspension of studies must, in the first instance, be directed to the International Student Coordinator.

Deferment and suspension WILL be recorded on the Provider Registration and International Student Management System (PRISMS) depending on the students CoE status.

The final decision for assessing and granting a deferment and/or suspension of studies lies with the Principal.

Applications will be assessed on merit and all applications for deferment or suspension will be considered within 20 working days.

### **Suitable Evidence of Compassionate or Compelling Circumstances**

In order for the School to grant the overseas student a deferment, suspension or cancellation of their enrolment on the grounds of compassionate and compelling circumstances, the overseas student must provide the School with suitable documentary evidence to prove the compassionate and compelling circumstances. This may include:

- a medical certificate
- a note from a medical doctor
- death certificate (when possible)

If the School becomes aware that the student has provided us with fraudulent evidence or documents given to support a claim of compassionate or compelling circumstances, we may decide to suspend or cancel their enrolment.

### **Suspension or Cancellation by the School: Misbehaviour, Failure to Pay Fees, Breach of Course Progress or Attendance Requirements**

The School may decide to suspend or cancel an overseas student's enrolment on the basis of, but not limited to:

- misbehaviour by the student in contravention of the Student Behaviour Management Policy (Please refer to the Korowa School Diary)
- the student's or the student's parent/guardians' failure to pay an amount he or she was required to pay the School to undertake or continue the course as stated in the written agreement

- a breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements). Refer to our Unsatisfactory Course Progress or Attendance Policy
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)

A decision to suspend or cancel an overseas student's enrolment for any of the reasons above cannot take effect until an internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Examples of this are:

- The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- The student is missing
- The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
- The student is at risk of committing a criminal offence
- The student is the subject of an investigation involving criminal matters

### **Initiating Suspension or Cancellation**

In accordance with Standard 9.4 prior to the School initiating a suspension or cancellation of the overseas student's enrolment Korowa will:

- inform the overseas student and their parents/guardians of the intention to suspend and/or cancel the student's enrolment and the reasons for doing so, in writing; and
- advise the overseas student of their right to appeal through the School's internal complaints and appeals process, in accordance with Standard 10 (Complaints and Appeals) and our Overseas Students Complaints Handling Policy and Overseas Students Complaints Appeals Policy, within 20 working days.

### **Deferral, Suspension or Cancellation Action**

In accordance with Standard 9.5 when there is any deferral, suspension or cancellation action taken by the School Korowa will:

- inform the overseas student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa (see Effect on CoE below)
- report the change to the overseas student's enrolment under section 19 of the ESOS Act via the Provider Registration and International Student Management System (PRISMS)

### **Effect on CoE**

The School will inform overseas students that deferring, suspending or cancelling an enrolment on any grounds may affect their student visa.

In the event of a decision to defer, suspend or cancel an enrolment, there are three possible outcomes on a student's CoE:

1. The School notifies the DET through PRISMS that they are deferring or suspending an overseas student's enrolment for a period without affecting the end date of the CoE. The notice of deferment or suspension will be recorded in PRISMS but this will not change the CoE. The overseas student will be still listed as studying.
2. The School notifies the DET through PRISMS that they are deferring or suspending an overseas student's enrolment for a period which will affect the end date of the CoE. PRISMS will cancel the original CoE and immediately offer the School the opportunity to create a new CoE with a more appropriate end date. If the School does not know when the overseas student will return, the School can choose to not create a new CoE, but to wait until the overseas student has notified it of their intended date of return to the School.
3. The School notifies the DET through PRISMS that it wants to permanently cancel (terminate) the overseas student's enrolment. Once the PRISMS notification process is complete, the overseas student's CoE status will be listed as 'cancelled.' If the student is under the age of 18, the CoE cancellation won't cancel the CAAW and the School is still responsible for welfare arrangements until one of the conditions of Standard 5.6 are met. Refer to our Younger Overseas Students Policy.

### **Impact of Deferral and Suspension on Student Attendance**

If an overseas student's enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS) will not be included in attendance monitoring calculations

### **Procedural Fairness**

The School is committed to ensuring procedural fairness when deferring, suspending or cancelling an overseas student's enrolment with Korowa.

Where a decision has been considered to defer, suspend or cancel the enrolment of the student, the Principal will:

- write to the student, and the student's parents/guardians stating:
  - the reasons that the student's enrolment is under consideration for being deferral suspension or cancellation
  - the relevant rules, policies, standards of behaviour alleged to be breached
  - the relevant allegations said to warrant suspension or withdrawal of enrolment
- allow the student and/or the student's parents/guardians to give a response, either in writing or verbally
- allow the student to have a support person of the student's choosing
- arrange a meeting with the student, the student's support person where applicable, and the student's parents/guardians where possible
- arrange for an interpreter, if one is required
- ensure that any meetings are documented.

## Record Keeping

Each decision relating to the overseas student's enrolment, includes evidence of any assessments made by the School and notifications to the Cth DET through PRISMS, will be recorded and maintained on the file, in accordance with our Overseas Students Records Management and Retention Policy.

## Related Documents

- Student Behaviour Management Policy
- Korowa Complaints and Grievances Policy
- Bullying Prevention and Intervention Policy
- Suspension and Withdrawal of Enrolment Policy
- Student Wellbeing Policy
- Korowa Student ICT Responsible Use Policy
- Overseas Students Records Management and Retention Policy.
- Younger Overseas Students Policy.
- Overseas Students Complaints Handling Policy
- Overseas Students Complaints Appeals Policy
- Unsatisfactory Course Progress or Attendance Policy

## Policy Owner

This Policy is owned by the Principal

## Review Date

This Policy will be reviewed every two years with the next review due in March 2020. An interim review may take place following any changes in legislation.

CRICOS Provider Code: 01022G

CRICOS Course Code: 018172K Primary Years P-6 ; 011306B Secondary Years 7-12