

OVERSEAS STUDENTS DEFERMENT, SUSPENSION AND CANCELLATION POLICY

1. Deferment of commencement of study requested by student

- a) Bishop Druit College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These may 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 supported where possible by police or psychologist reports).
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
- c) Deferment will be recorded on the Provider Registration and International Student Management System (PRISMS), depending on the student's confirmation of enrolment status.

2. Suspension of study requested by student

- a) Once the student has commenced the course, Bishop Druit College will only grant a suspension of study for compassionate and compelling circumstances. These may 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 supported where possible by police or psychologist reports).
- b) Suspensions will be recorded on PRISMS.
- 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 Principal.



3. Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the Principal.
- b) All applications for deferment or suspension will be considered within 7 working days.

4. Exclusion from class (1 – 28 days)

- a) Bishop Drutt College 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 relation to the college's [Behaviour management policy](#).
- 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 Principal.
- 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 will not be included in attendance calculations as per the college's policy regarding overseas student course progress and attendance.

5. School initiated suspension of studies (28 days+)

- a) Bishop Drutt College 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 relation to the college's *Behaviour management policy*.
- 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 Principal.
- c) Students who have been suspended for more than 28 days are required to return to their home country by the Department of Immigration and Border Protection (DIBP) unless special circumstances exist (for example the student is medically unfit to travel).
- d) If special circumstances exist the student must abide by the conditions of their suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.



- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.
- g) Students will receive a letter of intention to suspend their enrolment stating the reasons for this decision. Where students are under 18 years of age a copy will be forwarded to their parents/guardians.

6. Cancellation of enrolment

- a) Bishop Drutt College 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 relation to the college's *Behaviour management policy*.
- b) Bishop Drutt College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance via PRISMS, which may result in visa cancellation.
- c) Students will receive a letter of intention to cancel their enrolment, stating the reasons for this decision. Where students are under 18 years of age a copy will be forwarded to their parents/guardians.

7. Complaints and appeals

- a) Student requested deferment and suspension are not subject to the college's [Overseas student complaints and appeals policy](#).
- b) Exclusion from class is subject to the college's *Overseas student complaints and appeals policy*.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation of enrolment are both subject to the college's *Overseas student complaints and appeals policy*.
- d) For the duration of the appeals process the student is required to maintain enrolment and attendance at all classes at Bishop Drutt College as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.



- e) If students access Bishop Druit College's complaints and appeals process regarding either a school initiated suspension, where the suspension is recorded in PRISMS, or a cancellation of enrolment, 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.
- f) Extenuating circumstances include that the student:
 - i) Refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
 - ii) Is missing.
 - iii) Has medical concerns, severe depression or psychological issues which lead the school to be concerned for the student's wellbeing.
 - iv) 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.
 - vi) Is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by Bishop Druit College 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 Principal.

8. Student advice

- 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 will be advised to contact DIBP for advice.

9. Definitions

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

POLICY ADMINISTRATION

This policy will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

Date of creation	
Date of adoption	
Date of last review	March 2016
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Signature	
Name	Alan Ball
Position held	Principal
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