



## 1. Purpose and Scope

This Policy sets out the standards and circumstances under which Christ Church Grammar School (the School) will consider the deferment of study or the suspension of study by a Full Fee-Paying Overseas Student (FFPOS). It also sets out the conditions that would lead to the cancellation of studies.

All Full Fee-Paying Overseas students are bound by this policy which complies with Standard 9 of *the National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

## 2. Definitions

**CoE** means Certificate of Enrolment

**Compassionate or compelling circumstances** are circumstances beyond the control of the student which are having an impact on the student's wellbeing or progress through a course. These are determined by Christ Church Grammar School, but could include:

- Serious illness, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies or
- A traumatic experience, which could include
  - Involvement in or witnessing of a serious accident; or
  - Witnessing or being victim of a serious crime and this has impacted on the student (these cases should be supported by policy or psychologist's reports)
- A global pandemic preventing the student from leaving his home country or border closures preventing entry to Australia
- Where Christ Church Grammar School is unable to offer a pre-requisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which he is eligible to enrol

**Day** means any day including weekend and public holidays in or out of term time

**PRISMS** means Provider Registration and International Student Management System.

**Student** means a full fee-paying overseas student

**Working day** means any day Monday to Friday that is not a public holiday in Western Australia

### 3. Policy principles

#### 3.1 Deferment of commencement of study requested by the student

Christ Church Grammar School will only grant a deferment of commencement of studies for compassionate or compelling circumstances.

Deferment will be recorded on PRISMS depending on the Student's CoE status.

#### 3.2 Suspension of study requested by the student

Once the student has commenced the course, the School will only grant a suspension of study for compassionate or compelling circumstances.

Suspensions of study will be recorded on PRISMS.

The period of suspension of study will **not** be included in attendance calculations.

#### 3.3 Assessing requests for deferment or suspension of studies

All applications for deferment or suspension of study will be considered within 20 working days of receipt by the School.

The final decision for granting a deferment or suspension of the commencement of studies will be made by the Principal.

#### 3.4 Exclusion from class (1 to 5 school days)

The School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion may occur because of a breach of the Code of Conduct for all students.

Before excluding a student from class, Christ Church Grammar School will inform both the overseas student and his parents in writing, of the intention to suspend him and the reasons for doing so.

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 for boarding students must be off campus with their guardian.

Where the student is provided with homework or other study materials for the period of exclusion, the student must continue to meet the academic requirement of the course.

Exclusions from class will **not** be recorded on PRISMS.

Periods of 'exclusion from class's will **not** be included in attendance calculations as per the *Full Fee-Paying Overseas Student (FFPOS) Monitoring Course Progress and Attendance Policy*.

#### 3.5 School initiated suspension of studies (14+ School days)

Christ Church Grammar School may initiate a suspension of studies for a student on the grounds of misconduct by the student. Suspension will occur because of behaviour identified as resulting in suspension in the Code of Conduct for all students.

Before imposing a suspension, the School will inform both the overseas student and his parents in writing, of the intention to suspend him and the reasons for doing so.

Suspended students must abide by the conditions of their suspension of studies which will depend on the welfare and accommodation arrangements in place for the student. Boarding students must stay off campus with their guardian during the period of suspension.

Students who are suspended from studies for more than 14 days should contact the Department of Home Affairs to see if their visa is affected by the suspension.

Suspensions **will** be recorded on PRISMS.

The period of suspension of studies will **not** be included in attendance calculations.

### **3.6 Cancellation of enrolment**

Before imposing a cancellation of enrolment due to serious misconduct the School will inform both the overseas student and his parent in writing, of the intention to cancel his enrolment and the reasons for doing so.

The School will cancel the enrolment of a student under the following conditions:

- Failure to pay course fees
- Failure to maintain approved welfare and accommodation arrangements
- Any behaviour identified as a serious breach of conduct which requires that the Principal exclude a student permanently from the School
- A student, and if under the age of 18, his parents decide to leave Christ Church Grammar School

### **3.7 Duty of Care**

If the School suspends or cancels the enrolment of the overseas student, then the School will continue to provide and approve the welfare arrangements for that student until one of the following applies:

- The student has alternative welfare arrangements approved by another registered provider
- Care of the student by a parent or nominated relative is approved by the Department of Home Affairs
- The student leaves Australia
- The School has notified the Department of Home Affairs that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student

### **3.8 Complaints and Appeals**

Student requested deferment and suspension of studies are not subject to Christ Church Grammar School's Disputes and Complaints Policy.

Exclusion from class is subject to the School's Disputes and Complaints Policy.

School initiated suspension, where the suspension is recorded in PRISMS, as well as cancellation of enrolments is subject to the School's Disputes and Complaints Policy.

While the complaint or appeal is being processed, the student is required to maintain his enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of class.

If a student and/or his parents access the School's Disputes and Complaints Policy regarding a School initiated suspension or cancellation where this would be normally reported in PRISMS, it will not be reported until the complaints and appeals process is finalised. This is unless the following extenuating circumstances relating to welfare apply:

- The student refuses to maintain welfare and accommodation arrangements for all students over the age of 18
- The student is missing
- The student has medical concerns, severe depression or other mental health concerns which lead the School to be worried about the student's wellbeing
- The student has taken part in, or threatened to take part in, behaviour that is reasonably believed to endanger the student or others
- The student is at risk of committing a criminal offence or under investigation relating to criminal matters
- The use of extenuating circumstances by the School to suspend or cancel a student's enrolment before the completion of the complaints and appeals process will be supported by appropriate evidence. The final decision for evaluating this evidence lies with the Principal

### 3.9 Student and Parent Advice

Deferment, suspension, and cancellation of enrolment can have an impact on a student's visa because of changes to the enrolment status. Students and/or their parents will be advised to contact the Department of Home Affairs for advice.

## 5. Related Legislation and Policies

School Education Act 1999

Education Services for Overseas Students Act (2000)

The National Code of Practice for Providers of Education and Training to Overseas Students 2018

Code of Conduct for Students

Disputes and Complaint Policy

Duty of Care for Students Policy

FFPOS Refund Policy

FFPOS Transfer Policy

FFPOS Monitoring Course Progress and Attendance Policy

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