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## DEFERMENT, SUSPENSION AND CANCELLATION POLICY

### 1) Deferment of commencement of study requested by student

- a) The College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These 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, where possible, supported by police or psychologists' reports)
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the College Director.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.

### 2) Suspension of study requested by the student

- a) Once the student has commenced the course, the College will only grant a suspension of study for compassionate and compelling circumstances. These 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, where possible, supported by police or psychologists' 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 College Director

### 3) Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the College Director

- b) All applications for deferment or suspension will be considered within 10 working days.

#### **4) Exclusion from class (1 – 28 days)**

- a) The College may exclude a student from class studies on the grounds of misbehavior by the student. Exclusion will occur as the result of any behavior identified as resulting in exclusion in the College's Behaviour Policy/Code of Conduct (ref other sections in this handbook).
- 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 Head of Welfare.
- 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 Course Progress and Attendance Policy.

#### **5) School initiated suspension of studies (28 days +)**

- a) The College may initiate a suspension of studies for a student on the grounds of misbehavior by the student. Suspension will occur as the result of any behavior identified as resulting in suspension in the College's Behaviour Policy/Code of Conduct.
- 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 Head of Welfare.
- c) Students who have been suspended for more than 28 days are required to return to their home country by DIAC unless special circumstances exist (e.g. the student is medically unfit to travel).
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of Welfare.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

#### **6) Cancellation of enrolment**

- a) The 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). Alternatively the College may decide that they will not cancel enrolment for this reason.

- iii) Any behavior identified as resulting in cancellation in the College's Behaviour Policy/Code of Conduct.
- b) The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

## **7) Complaints and Appeals**

- a) Student required deferment and suspension are not subject to the College's Complaints and Appeals Policy.
- b) Exclusion from class is subject to the College's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to the College's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain your enrolment and attendance at all classes as normal. The Head of Welfare will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access the College'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 finalized, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuation circumstances include;
  - i) The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
  - ii) The student is missing.
  - iii) The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing.
  - iv) The student has engaged or threatened to engage in behavior that is reasonably believed to endanger the student or others.
  - v) Is at risk of committing a criminal offence, or
  - vi) The student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by the 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 evaluation extenuating circumstances lies with the College Director.

## **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 informed to contact the Department of Immigration for advice.

## **9) Definitions**

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

January 2021