

National Code Standard 7 – **Transfer Between Registered Providers** **BOS CRICOS Guideline 3.13**

GEORGES RIVER GRAMMAR acceptance of Transfers Policy

Overseas students are restricted from transferring from their principal course of study for a period of six months of the commencement date of that student's principal course of study. This restriction also applies to any course(s) packaged with their principal course of study.

The school can only enrol a student wishing to transfer from another school's course within the first six months of the commencement date of that student's principal course of study if:

- the original school or course in which the student is enrolled has ceased to be CRICOS registered
- the original school has provided a written letter of release
- the original school has had sanctions imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

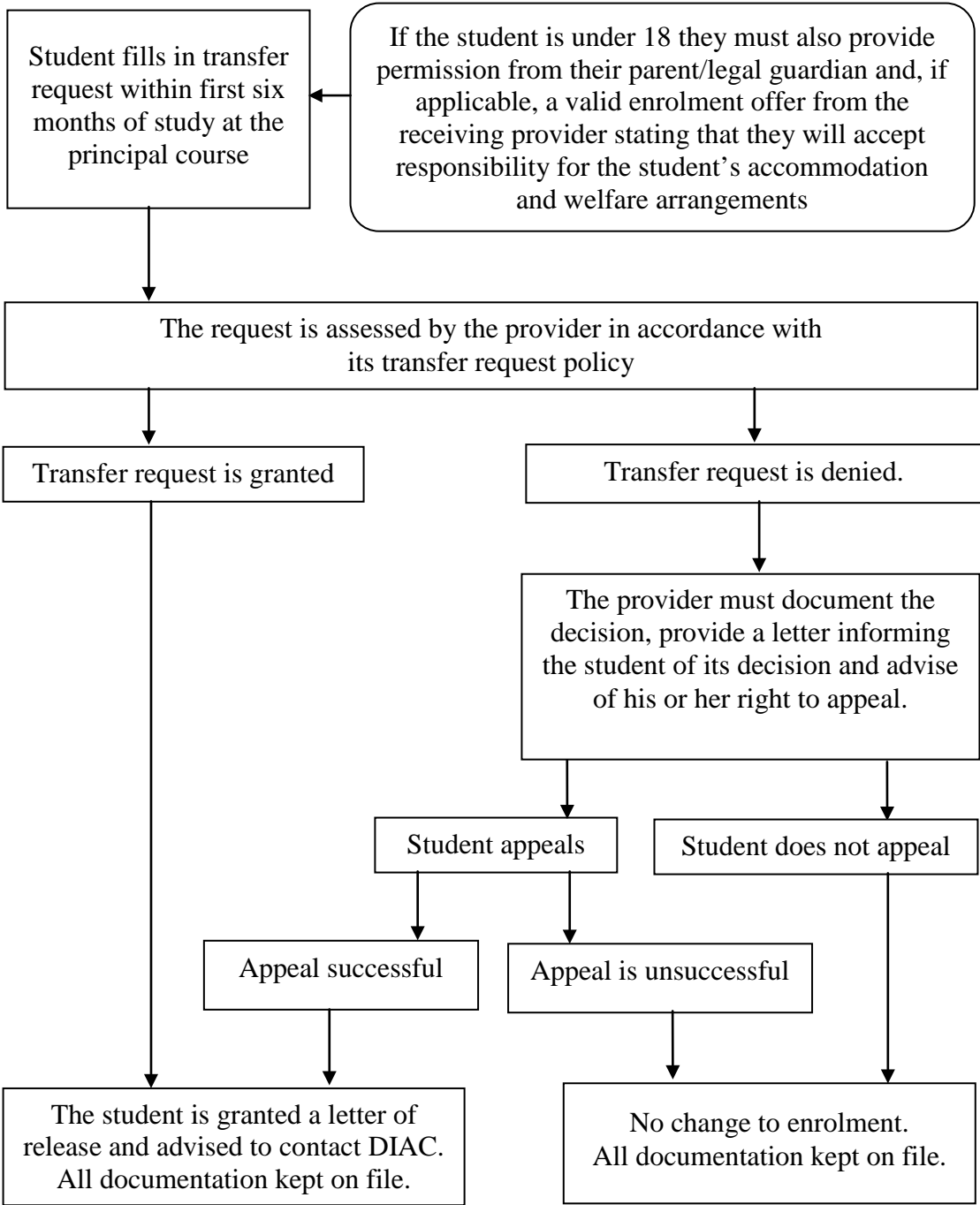
GEORGES RIVER GRAMMAR Procedure in the event that the School is approached about a transfer to the School.

- Contact the current provider to advise that request has been made to BGS. (Enrolment Application required with student details required before contact)
- Determine the situation re position of provider regarding the transfer.
- If agreeable, provide offer letter to student. If not advise student that transfer cannot proceed.
- Where transfer proceeds copies of Transfer Release and Parent's Permission Letter for Transfer to be received and filed in student's record.
- Issue eCoE and CAAW as required.
- Record on Release Record listing.

GEORGES RIVER GRAMMAR Student Transfer Request Assessment Policy

- 1) Students can apply for a letter of release to enable them to transfer to another education provider at no charge. Applications will be entered in the School's Release Record Listing.
- 2) GEORGES RIVER GRAMMAR will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
 - b) It has been agreed by the school the student would be better placed in a course that is not available at GEORGES RIVER GRAMMAR.
 - c) Any other reason stated in the policies of GEORGES RIVER GRAMMAR
- 3) GEORGES RIVER GRAMMAR will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged
 - b) GEORGES RIVER GRAMMAR is concerned that the student's application to transfer is a consequence of the adverse influence of another party
- 4) In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
- 5) Students under 18 years of age MUST also have;
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer
 - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative
 - c) Evidence that the student is always in DIAC approved welfare and accommodation arrangements
- 6) All applications for transfer will be considered ASAP or within 5 days and the applicant notified of the decision.
- 7) Students whose request for transfer has been refused may appeal the decision in accordance with GEORGES RIVER GRAMMAR's complaints and appeals policy. The complaints and appeals policy is available within the Overseas student policies on the School Website.

Student transfer request assessment flowchart



Standard 7 - Application for letter of release

Application for student transfer/letter of release

Please read the attached Student Transfer Request Assessment Policy before filling out this form to see if you meet the requirements to be granted a letter of release for transfer.(There is no charge for this process)

Student name:

Grade:

Current Address in Australia:

Address in home country:

Phone no:

Mobile Ph:

Email address:

Reason for transfer:

Please state why you wish to transfer to another school.

Attachments:

Attach a letter of offer from the institution to which you wish to transfer. If you are under 18 years of age and not in the care of a parent or suitable nominated relative, the letter of offer must also show that the institution will accept responsibility for approving your accommodation, support and general welfare arrangements.

If there are any gaps between school approved accommodation, support and general welfare arrangements please detail any DIAC approved interim arrangements.

If you are under 18 years of age, please attach a letter from your parents to indicate that you have their permission to transfer

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The school may ask for more documentation if it requires it. Applications are usually processed in 5 working days.

Student signature

Date

Standard 7 – Letter of release

Letter of release

Student name:

Grade:

Current Address:

Phone no:

Email address:

We have received your application for a letter of release. As the reasons stated in your application fall within the school's Student Transfer Request Assessment Policy, the school is pleased to grant your request.

You should be aware that your decision to transfer to a different education provider may have visa implications and you should contact the nearest Department of Immigration and Citizenship office as soon as possible to discuss this with them.

If you wish to seek a refund of fees, please refer to the school's Refund Policy provided on School Website and follow the appropriate procedure.

GEORGES RIVER GRAMMAR

Date:

Standard 7 – Letter of refusal to release

Letter of refusal to release

Student name:

Grade:

Current Address:

Phone no:

Email address:

We have received your application for a letter of release. As the reasons stated in your application did not meet the school's Student Transfer Request Assessment Policy, regrettably the school has refused to grant your application.

You have the right to appeal the school's decision in accordance with the school's Complaints and Appeals Policy which is attached/available on the School Website.

If you choose to appeal, until the process is complete, you must continue to maintain your enrolment and attendance at all classes as normal.

GEORGES RIVER GRAMMAR

Date:



Standard 8 – Complaints and appeals policy (grievance policy)

BOS CRICOS Guideline 3.14

GEORGES RIVER GRAMMAR Complaints and Appeals Policy

1) Purpose

- a) The purpose of GEORGES RIVER GRAMMAR's Complaints and Appeals Policy is to provide a student with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
- b) The internal complaints and appeals processes are conciliatory and non-legal.

2) Complaints against other students

- a) Grievances brought by a student against another student will be dealt with under the school's Behaviour Policy/Code of Conduct/Harrasment Policy

3) Informal Complaints Resolution

- a) In the first instance, GEORGES RIVER GRAMMAR requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- b) Students should contact the Registrar in the first instance to attempt mediation/informal resolution of the complaint.
- c) If the matter cannot be resolved through mediation, the matter will be referred to the Principal/other and GEORGES RIVER GRAMMAR's internal formal complaints and appeals handling procedure will be followed.

4) Formal Complaints Handling Procedure

- a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- b) The student must notify the school in writing of the nature and details of the complaint or appeal.
- c) Written complaints or appeals are to be lodged with the Principal.
- d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or

suspension or cancellation of enrolment, the student has 20 days from the date of notification in which to lodge a written appeal.

- e) Internal complaints and appeals processes are available to students at no cost.
- f) Each complainant has the opportunity to present his/her case to the Principal/other.
- g) Students may be accompanied and assisted by a support person at all relevant meetings.
- h) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal/other.
- i) Once the Principal/other has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome.
- j) If the grievance procedure finds in favour of the student, GEORGES RIVER GRAMMAR will immediately implement the decision and any corrective and preventative action required.
- k) GEORGES RIVER GRAMMAR undertakes to finalise all grievance procedures within 20 working days [or as soon as is practicable].
- l) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. [or otherwise if that is the school's policy]

5) External Appeals Process

- a) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.
- b) The external body used for GEORGES RIVER GRAMMAR's external complaints and appeals processes is The Illawarra Grammar School in a reciprocal arrangement.

6) Definitions

- a) Working Day – *any day other than a Saturday, Sunday or public holiday during term time*
- b) Student – *a student enrolled at GEORGES RIVER GRAMMAR or the parent(s)/legal guardian of a student where that student is under 18 years of age*
- c) Support person – *a friend/teacher/relative not involved in the grievance*



Standard 9 Course completion policy BOS CRICOS Guideline 3.15

Course completion within expected duration of study policy

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- b) The school will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - i) compassionate or compelling circumstances
 - ii) student participation in an intervention strategy as outlined in 1.e.
 - iii) an approved deferment or suspension of study has been granted in accordance with GEORGES RIVER GRAMMAR's Deferment, Suspension and Cancellation Policy.
- c) Where the school decides to extend the duration of the student's study, the school will report via PRISMS and/or issue a new COE if required.
- d) The School will allow the student to undertake no more than 25 percent of the student's total course by distance and/or online learning. The School provider must not enrol the student exclusively in distance or online learning units in any compulsory study period.
- e) Except in the circumstances specified in 3.15.2 of the BOS Guidelines (summarised above b), the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.



Standard 10 – Monitoring Course progress policy BOS CRICOS Guideline 3.16

GEORGES RIVER GRAMMAR Course progress policy

2) Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each semester of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full period of attendance.
- d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any study period [or any other measure of satisfactory course progress as required by the school].
- e) If a student does not achieve competency in at least 50% of units studied in an assessment period, the Registrar & Relevant Head of Department (HOD) or Head of School will meet with the student to develop an intervention strategy for academic improvement. This may include;
 - i) additional supervised study periods
 - ii) tutorial assistance
 - iii) other intervention strategies as deemed necessary
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- g) The student's individual strategy for academic improvement will be monitored over the following semester by the Registrar /HOD/ Head of School and records of student response to the strategy will be kept.
- h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, GEORGES RIVER GRAMMAR will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- i) The school will notify DEST via PRISMS of the student not achieving satisfactory course progress as soon as practicable where

- i) the student does not access the complaints and appeals process within 20 days, or
- ii) withdraws from the complaints and appeals process, or
- iii) the complaints and appeals process results in favour of the school

Overseas students are part of the normal school population and normal school procedures are followed for progress in all BOS courses.

The School has specific policies that apply also with Overseas students as part of the normal School population:

*Individual Year Group Assessment manuals

*Staff Handbook Whole School assessment (P187-)
Non Completion of assessment tasks (P191)
N Awards (P216/7)
Welfare Policy (P183-)

Standard 10 – Letter of intention to report for unsatisfactory course progress

Letter of intention to report for unsatisfactory course progress

Student name:

Grade:

Current Address:

Phone no:

Email address:

This letter is to inform you that under section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act), GEORGES RIVER GRAMMAR intends to report you to the Department of Immigration and Citizenship for unsatisfactory course progress.

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a ‘registered course’
- attend classes, and
- achieve a satisfactory academic result

According to our records, you have not achieved satisfactory course progress as defined in the National Code of the ESOS Act [and the school’s course progress policies and procedures attached/available in GEORGES RIVER GRAMMAR if applicable].

You have 20 days in which to appeal the school’s decision in accordance with the school’s Complaints and Appeals Policy attached/available in GEORGES RIVER GRAMMAR.

GEORGES RIVER GRAMMAR

Date:



Standard 11 – Attendance policy (80% attendance)
BOS CRICOS Guideline 3.17

GEORGES RIVER GRAMMAR Attendance policy

3) Course attendance

- a) Satisfactory course attendance is attendance of 80% of scheduled course contact hours.
- b) Student attendance is:
 - i) checked and recorded daily
 - ii) assessed regularly
 - iii) recorded and calculated over each semester.
- c) Late arrival at school will be recorded and will be included in attendance calculations.
- d) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal/Head of School.
- e) Any absences longer than 5 consecutive days without approval will be investigated.
- f) Student attendance will be monitored by Year Advisor /Registrar over a semester to assess student attendance.
 - i) Any period of exclusion from class will not be included in student attendance calculations. [See Standard 13 – Deferring, suspending and cancelling enrolment for an explanation of this item]
- g) Students at risk of breaching GEORGES RIVER GRAMMAR's attendance requirements will be counselled and offered any necessary support when they have absences of concern during any assessment period.
- h) If the calculation of attendance indicates that the student has passed the attendance threshold for the study period, GEORGES RIVER GRAMMAR will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3.j.
- i) The school will notify DEST via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:

- i) the student does not access the complaints and appeals process within 20 days
 - ii) withdraws from the complaints and appeals process
 - iii) the complaints and appeals process results in a decision for the school.
- j) Students will not be reported for failing to meet the 80% threshold where:
- i) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
 - ii) has not fallen below 70% attendance.
- k) The method for calculating 70% attendance number of study days x contact hours x 30%.
- l) If a student is assessed as having nearly reached the threshold for 70% attendance, the Registrar] will assess whether a suspension of studies is in the interests of the student as per GEORGES RIVER GRAMMAR's Deferment, Suspension and Cancellation Policy.
- m) If the student does not obtain a suspension of studies under the GEORGES RIVER GRAMMAR's Deferment, Suspension and Cancellation Policy, and falls below the 70% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h. – 3.i

4) Definitions

- a) *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
- i) serious 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
 - iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v) where the school was unable to offer a pre-requisite unit
 - vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) *School day* – any day for which the school has scheduled course contact hours

Standard 11 – Letter of intention to report for unsatisfactory attendance

Letter of intention to report for unsatisfactory attendance

Student name:

Grade:

Current Address:

Phone no:

Email address:

This letter is to inform you that under section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act), GEORGES RIVER GRAMMAR intends to report you to the Department of Immigration and Citizenship for unsatisfactory attendance.

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a ‘registered course’
- attend classes, and
- achieve a satisfactory academic result

According to our records, you have not achieved satisfactory course attendance as defined in the National Code of the ESOS Act and/or the school’s Course Progress and Attendance Policy attached/available in GEORGES RIVER GRAMMAR.

You have 20 days in which to appeal the school’s decision in accordance with the school’s Complaints and Appeals Policy attached/available in GEORGES RIVER GRAMMAR.

GEORGES RIVER GRAMMAR

Date:



Standard 12: Course credit
BOS CRICOS Guideline 3.18

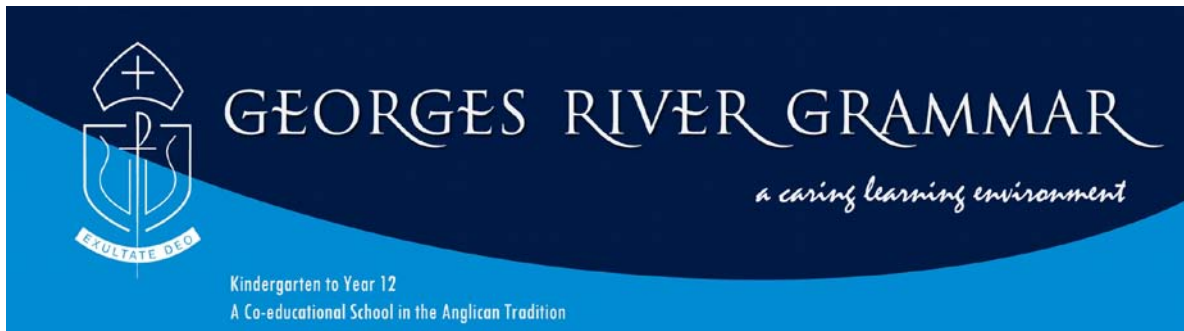
Statement regarding course credit

Entry into any course is subject to the assessment of the school. Course credit may only be offered as outlined below.

For students transferring from interstate up to year 10, the school does not offer course credit and entry into any course is subject to the assessment of the school.

For students transferring from interstate in Year 11 the student may receive course credit for units completed based on the assessment of the school.

If VET course credit is sort VETAB policies apply. Assessment will be made by VET course co-ordinator.



Standard 13: School Deferment, Suspension and Cancellation Policy.
BOS Guideline 3.19

GEORGES RIVER GRAMMAR Deferment, Suspension and Cancellation Policy

1) Deferment of commencement of study requested by student

- a) GEORGES RIVER GRAMMAR 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 Registrar.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.

2) Suspension of study requested by student

- a) Once the student has commenced the course, GEORGES RIVER GRAMMAR 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 Registrar.

3) Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the Registrar.
- b) All applications for deferment or suspension will be considered within 5 working days.

4) Exclusion from class (1 – 28 days)

- a) GEORGES RIVER GRAMMAR 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 GEORGES RIVER GRAMMAR's Behaviour Policy/Code of Conduct as outlined in the Student Organiser Page 11. (Where behaviour modification procedures as per the policy have not been successful and the matter has escalated to Level 4.)

These behaviours may include:

- Challenging teachers or constant classroom disruption
 - Extreme insolence
 - Physical abuse
 - Serious Bullying
 - Serious physical violence to another student
 - Serious damage to School property
- 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 Senior School/ Head of Junior School or Head of Primary School in consultation with the Registrar.
 - 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 GEORGES RIVER GRAMMAR's Course Progress and Attendance Policy.

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

- a) GEORGES RIVER GRAMMAR 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 GEORGES RIVER GRAMMAR'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 Senior School/ Head of Junior School or Head of Primary School in consultation with the Registrar.
- 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 Senior School/ Head of Junior School or Head of Primary School in consultation with the Registrar.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.
- g)

6) Cancellation of enrolment

- a) GEORGES RIVER GRAMMAR 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 GEORGES RIVER GRAMMAR's Behaviour Policy/Code of Conduct (See section 4a)
- b) GEORGES RIVER GRAMMAR 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 requested deferment and suspension are not subject to GEORGES RIVER GRAMMAR 's Complaints and Appeals Policy.
- b) Exclusion from class is subject to GEORGES RIVER GRAMMAR's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to GEORGES RIVER GRAMMAR'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 Senior School/ Head of Junior School or Head of Primary School in consultation with the Registrar.

will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

- e) If students access GEORGES RIVER GRAMMAR'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 finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating 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 behaviour 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 GEORGES RIVER GRAMMAR 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 Registrar.

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*

Standard 13 – Application for deferment of commencement or suspension of studies

Application for deferment of commencement or suspension of studies

Please read the attached Deferment, Suspension and Cancellation Policy before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

Student name:

Grade:

Current Address in Australia:

Address in home country:

Phone no:

Mobile Ph:

Email address:

I am applying for

A deferment of commencement of studies

A suspension of studies

Please state why you wish to defer/suspend your studies.

Attachments:

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The school may ask for more documentation if required. Applications are usually processed in 10 working days.

Deferment and suspension of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

Students who have not yet commenced their studies at **GEORGES RIVER GRAMMAR** will also need to contact DIAC in case there is any effect on their student visa as a result of changes to enrolment or CoE status.

Student signature

Date

Standard 13 – Letter informing of intention to suspend or cancel enrolment

Letter of intention to suspend or cancel enrolment

Student name:

Grade:

Current Address:

Phone no:

Email address:

This letter is to inform you that GEORGES RIVER GRAMMAR intends to

Suspend your enrolment for days/weeks/months

Cancel your enrolment

This is due to:

Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

You have 20 working days in which to appeal the school’s decision in accordance with the school’s Complaints and Appeals Policy attached/available in GEORGES RIVER GRAMMAR.

GEORGES RIVER GRAMMAR

Standard 13 – Letter informing of intention to suspend or cancel enrolment (with extenuating circumstances)

Letter of intention to suspend or cancel enrolment with extenuating circumstances

Student name:

Grade:

Current Address:

Phone no:

Email address:

This letter is to inform you that GEORGES RIVER GRAMMAR intends to

Suspend your enrolment for days/weeks/months

Cancel your enrolment

This is due to:

Suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

You have 20 working days in which to appeal the school’s decision in accordance with the school’s Complaints and Appeals Policy attached/available in GEORGES RIVER GRAMMAR.

However, GEORGES RIVER GRAMMAR has determined that extenuating circumstances apply in this case. [Insert details]

For this reason your enrolment will be suspended/cancelled immediately. This will not affect your ability to access the complaints and appeals processes of the school.