

# Enrolments Office

CRICOS Provider Code:01799C



## Overseas Student Enrolment Pack

### Deferment, Suspension and Cancellation Policy

C.O.P No. 023

Effective Date September 2015

Replaces NEW

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Replaces NEW

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

a) Northside Christian 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 Principal.
- c) Deferment will be recorded on PRISMS within 14 days of being granted.

#### 2. Suspension of study requested by student

a) Once the student has commenced the course, Northside Christian 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 within 14 days of being granted.
- 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 Principal.

#### 3. Student initiated cancellation of enrolment

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- a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted in the first instance to the Director of Studies who will make a recommendation to the relevant Head of School (Junior, Middle or Senior). Please see Northside Christian College's Refund Policy (supplied in Written Agreement) for information regarding refunds.

### 4. Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the Director of Studies who will make a recommendation to the relevant Head of School (Junior, Middle or Senior).
- b) All applications for deferment or suspension will be considered within 14 working days.

### 5. School initiated suspension from class ( 1 – 28 days)

- a) Northside Christian College may suspend 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 Northside Christian College's Student Discipline and Conduct located within the College's Student Handbooks. There are a number of behaviours which will activate this policy; these can be described as serious and extreme behaviours:-
- i) **Serious Behaviour:** where a student displays persistent, repeated disruptive, inappropriate conduct. This may be one or more of the following:
- Disruptive and insolent behaviours.
  - Disregard for following school policies and/or procedures.
  - Repeated and continual disobedience.
  - Interruption to learning processes.
  - Failure to complete assigned work.
  - Behaviours contrary to College ethos within and beyond the College.
  - Non-compliance with the Student Code of Conduct.
  - Passive resistance to directions from staff.
- ii) **Extreme Behaviour:** is usually a single incident of an exceptionally disruptive nature, such as:
- Violence towards a teacher, staff member or student.
  - Physical attack/s.
  - Being in the possession of a weapon at school.
  - Wilful damage/theft of property.
  - Being in possession of banned substances/articles at school.
- 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 or their nominated representative.
- c) Where the student is provided with homework or other studies for the period of the suspension, the student must continue to meet the academic requirements of the course.
- d) Suspension from class will not be recorded on PRISMS.
- e) Periods of 'suspension from class' for up to 5 days will not be included in attendance calculations.

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### 6. School initiated exclusion of studies (28 days +)

- a) Northside Christian College may initiate an exclusion of studies for a student on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in suspension in Northside Christian College's Student Discipline and Conduct located within the College's Student Handbooks.
- 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 or their nominated representative.
- c) Students who have been excluded for more than 28 days may need to contact Department of Immigration. (Please see contact details at: <http://www.immi.gov.au/contacts/australia/index.htm>.)
- d) If special circumstances exist, the student must abide by the conditions of his or her exclusion which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal or their nominated representative.
- e) Exclusion s will be recorded on PRISMS.
- f) The period of exclusion will not be included in attendance calculations.

### 7. School initiated cancellation of enrolment

- a) Northside Christian 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 Northside Christian College's Student Discipline and Conduct located within the College's Student Handbooks.
- b) Northside Christian College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration, which may impact on a student's visa.
- c) Northside Christian College may cancel the enrolment of a student for failure to disclose a pre-existing condition requiring a high degree of specialised support or care.

School initiated cancellation of enrolment is subject to Northside Christian College's Complaints and Appeals Policy. Please see 8), below.

### 8. Complaints and Appeals

- a) Student requests for deferment, and suspension and cancellation of enrolment are not subject to Northside Christian College's Complaints and Appeals Policy.
- b) Suspension from class is subject to Northside Christian College's Complaints and Appeals Policy.
- c) School initiated exclusion, where the exclusion is to be recorded in PRISMS, and cancellation are subject to Northside Christian College's Complaints and Appeals Policy.

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- d) For the duration of the internal appeals process, the school will maintain the student's enrolment and the student will attend classes as normal. The College Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Northside Christian College's Complaints and Appeals process regarding a school initiated exclusion or cancellation of enrolment under Standard 13, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply. NB: Students may still access the external complaints and appeals process, but the school need not await the outcome of this process before changing the student's enrolment status in PRISMS. However, if the school has issued a CAAW for a student, welfare provisions under NC St 5.3 are applicable.
- 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 Northside Christian College to exclude 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 College Principal.

### 9. Student to seek information from Department of Immigration

- 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 can visit the Department of Immigration Website [www.immi.gov.au/students/](http://www.immi.gov.au/students/) for further information about their visa conditions and obligations.

### 10. Definitions

- a) **Day** – any day including weekends and public holidays in or out of term time
- b) **Suspension:** is a defined period where the enrolment of the student is not cancelled, but where the student will be requested not to attend the campus at Northside Christian College, or any other College activities or functions and where parents will be required to make arrangements for the student to stay at home.
- c) **Exclusion:** is where Northside Christian College excludes students from class for a designated period of time.
- d) **Serious Behaviour/s:** persistent, repeated and disruptive inappropriate conduct.
- e) **Extreme Behaviour/s:** an incident of exceptionally disruptive inappropriate conduct.
- f) **Student:** any person enrolled at Northside Christian College – irrespective of age. If the student is under 18 years of age then it is implied that the term "student" may also include the student's parent, guardian or legally appointed representative.

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**Parent:** means either a biological, step-parent, or person acting in the capacity of foster parent or guardian.