



TIGS

The Illawarra Grammar School

Academic • Christian • Caring

International Student Programme

DEFERMENT, SUSPENSION & CANCELLATION POLICY & PROCEDURES

DEFERMENT, SUSPENSION AND CANCELLATION POLICY

This policy applies to all students enrolled in courses at The Illawarra Grammar School and The Illawarra Grammar School Centre for English.

1) Deferment of commencement of study requested by student

- a) The Illawarra Grammar School 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 Headmaster.
- c) Deferment will be recorded on PRISMS depending on the student's CoE status.

2) Suspension of study requested by student

- a) Once the student has commenced the course, The Illawarra Grammar School 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 Headmaster.

Assessing requests for deferment or suspension of studies

- a) Application for deferment or suspension of studies should be made using the Application for Deferment of Commencement or Suspension of Studies form. This form can be downloaded from the School's website.
- b) The application should be submitted to the Director of Enrolments for consideration.
- c) The application will be considered within ten (10) working days.
- d) Students will be advised in writing of the outcome of their application.

3) Exclusion from class (1 – 28 days)

- a) The Illawarra Grammar School 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 The Illawarra Grammar School's Whole School Discipline 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 that will be determined by the Headmaster.
- 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 Illawarra Grammar School's International Student Programme Attendance & Academic Progress Policy.

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

- a) The Illawarra Grammar School 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 The Illawarra Grammar School's Whole School Discipline 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 that will be determined by the Headmaster.
- c) Students who have been suspended for more than 28 days should contact DIBP to see if their visa is affected by the suspension.
- 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 that will be determined by the Headmaster.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

Process for Notification

If the School intends to initiate an exclusion from class or suspension of studies, a letter of intention will be sent to the student's currently notified address. The student will have twenty (20) working days from the date of the letter of intention to complain or appeal against the School's exclusion or suspension.

5) Cancellation of enrolment

- a) The Illawarra Grammar School 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 The Illawarra Grammar School's Whole School Discipline Policy.

- b) The Illawarra Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which may have an impact on a student's visa.

Process for Notification

If the School intends to cancel an enrolment, a letter of intention will be sent to the student's currently notified address. The student will have twenty (20) working days from the date of the letter of intention to complain or appeal against the School's cancellation of enrolment.

6) Students under 18 years of age

- a) When an under 18 year old student is excluded from class, the School will contact the student's parent or legal guardian to inform them of the situation and invite their assistance in addressing the behaviour that led to the exclusion.
- b) When an under 18 year old student is suspended from studies or their enrolment is at risk of cancellation, a copy of the Letter of Intention to Suspend or Cancel Enrolment will be forwarded to the parent or legal guardian. The School will discuss the situation with the parent or legal guardian to achieve the best possible outcome.

Student Welfare

If the school terminates, suspends or cancels the enrolment of a younger student for whom it has approved welfare and accommodation arrangements, the school will continue to check the suitability of arrangements for that student until:

- the student is accepted by another provider and that provider takes over responsibility for approving the student's welfare and accommodation arrangements, or
- the student leaves Australia, or
- other suitable arrangements are made that satisfy the Migration Regulations, or
- the school reports to DIBP that it can no longer approve of the arrangements for the student.

8) Complaints and Appeals

- a) Student requested deferment and suspension are not subject to The Illawarra Grammar School's International Student Programme Complaints and Appeals Policy.
- b) Exclusion from class is subject to The Illawarra Grammar School's International Student Programme Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to The Illawarra Grammar School's International Student Programme Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access the School'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 The Illawarra Grammar School 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 Headmaster.

9) 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 can visit the DIBP website 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*