

## Policy: Deferment, Suspension or Cancellation of an International Student's Enrolment

**Rationale:** It is in the best interest of the student and school to continue enrolment uninterrupted, however there are sometimes extenuating circumstances in which a student may need to defer or cancel their enrolment, and there are sometimes extenuating circumstances in which a school may need to suspend a student's enrolment.

**Purpose:** It is the purpose of this policy to lay down guidelines that are fair and in the best interest of the student, in the first place, and also in the best interest of the school in the unlikely event that either the school or the students wish to defer, suspend or cancel enrolment.

### **Guidelines:**

#### **National Code: Standard 9 – Deferring, Suspending, or Cancelling the Student's Enrolment**

Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

1. Victoria Park Christian School has procedures for assessing, approving and recording a deferment of the commencement of study or suspension of study for the student, including keeping documentary evidence on the student's file of the assessment of the application.
2. Victoria Park Christian School may defer or suspend the enrolment of the student if it believes there are compassionate or compelling circumstances.
3. Victoria Park Christian School may suspend or cancel a student's enrolment including, but not limited to, on the basis of:
  - misbehaviour by the student
  - the student's failure to pay an amount he or she was required to pay to undertake or continue the course as stated in the written agreement.
  - a breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (overseas student visa requirements).
4. Before imposing a suspension or cancellation Victoria Park Christian School will:
  - inform the overseas student of that intention and the reasons for doing so, in writing
  - advise the overseas student and their family of their right to appeal through the school's internal complaints and appeals process, in accordance with Standard 10

(Complaints and Appeals), within 20 working days.

**5.** When there is any deferral, suspension or cancellation action taken under this standard, Victoria Park Christian School will:

- inform the overseas student and their family of the need to seek advice from Immigration on the potential impact on his or her student visa
- report the change to the overseas student's enrolment under section 19 of the ESOS Act.

**6.** The suspension or cancellation of the overseas student's enrolment under Standard 9.3 cannot take effect until the internal appeals process is completed, unless the overseas student's health or well-being, or the well-being of others, is likely to be at risk.

**7.** Victoria Park Christian School may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 per cent of the scheduled course contact hours and the overseas student provides genuine evidence demonstrating compassionate or compelling circumstances apply.