

Deferment, Suspension and Cancellation Policy

1. Deferment of commencement of study requested by student

- a. Westbourne Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - 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 (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies, or
 - iv. a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime,and this has impacted on the student (these cases should be supported by police or psychologists' reports)
 - v. where the registered provider was unable to offer a pre-requisite unit; or
 - vi. inability to begin studying on the course commencement date due to delay in receiving a student visa.
- b. The final decision for assessing and granting a deferment of commencement of studies lies with the Director of Admissions & Marketing.
- c. Deferment will be recorded on PRISMS and copies of all documentation pertaining to the deferment will be kept on the student's file.

2. Suspension of study requested by student

- a. Once the student has commenced the course, Westbourne Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
 - 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 (where possible a death certificate should be provided)
 - iii. major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies, or
 - iv. a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime,
 - v. and this has impacted on the student (these cases should be supported by police or psychologists' reports)
 - vi. where the registered provider was unable to offer a pre-requisite unit; or
- b. Applications for suspension of study must be made in writing on the Application for Deferment of Commencement or Suspension of Studies form and forwarded to the Director of Admissions & Marketing along with all supporting documentation. The application form can be obtained from the International Student Administrator.
- c. Suspensions will be recorded on PRISMS and copies of all documentation pertaining to the suspension will be kept on the student's file.
- d. The period of suspension will not be included in attendance calculations.
- e. The final decision for assessing and granting a suspension of studies lies with the Director of Admissions & Marketing.

3. Assessing requests for deferment or suspension of studies

- a. Applications will be assessed on merit by the Director of Admissions & Marketing
- b. All applications for deferment or suspension will be considered within 10 working days of receipt of the Application form and supporting documentation.

4. School initiated suspension of studies

- a. Westbourne 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 Westbourne Grammar School's 'School Rules' as detailed in the School Diary. The School will notify the student of its intention to suspend and the reasons for the suspension in writing. The student will have 20 days in which to access Westbourne Grammar School's Complaints and Appeals Process (see point 6 below).
- 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 Director of Admissions & Marketing.
- 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. 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).
- e. 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 Director of Admissions and Marketing.
- f. Suspensions of more than 5 days will be recorded on PRISMS.
- g. The period of suspension will not be included in attendance calculations.

5. Cancellation of enrolment

- a. Westbourne 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 Westbourne Grammar School's 'School Rules'.
 - iv. Westbourne Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.
- b. The School will notify the student of its intention to cancel the student's enrolment and the reasons for the cancellation in writing. The student will have 20 days in which to access Westbourne Grammar School's Complaints and Appeals Process (see point 6 below).

6. Complaints and Appeals

Westbourne Grammar School's Complaints & Appeals Policy is available at www.westbournegrammar.com or from the International Student Administrator.

- a. Student requested deferment is not subject to Westbourne Grammar School's Complaints and Appeals Policy.
- b. Student requested suspension is subject to Westbourne Grammar School's Complaints and Appeals Policy.
- c. Exclusion from class is subject to Westbourne Grammar School's Complaints and Appeals Policy.
- d. School initiated suspension (where the suspension is to be recorded in PRISMS) and cancellation are subject to Westbourne Grammar School's Complaints and Appeals Policy.
- e. For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The Director of Admissions & Marketing will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- f. If students access Westbourne Grammar 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 internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- g. Extenuating circumstances include;
 - i. the student refuses to maintain approved welfare and accommodation arrangements (for student 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.
- h. The use of extenuating circumstances by Westbourne 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.
- i. The final decision for evaluating extenuation circumstances lies with the Director of Admissions & Marketing.
- j. A copy of all documentation pertaining to the Complaints and Appeals Process will be kept on the student's file.

7. 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 are advised to contact the Department of Immigration and Citizenship for further advice.

Department of Immigration and Citizenship
Casselden Place
2 Lonsdale Street
Melbourne 3000
Tel: 131881
Web: www.immi.gov.au