



Overseas Students: Deferring, Suspending or Cancelling Enrolment Policy

1. Purpose and Scope

- 1.1 The purpose of this Policy is to provide the guidelines for excluding an Overseas Student from class, or deferring, suspending or cancelling their enrolment with the School pursuant to Standard 9 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth) (**National Code 2018**).

2. Deferral of commencement of study requested by Overseas Student

- 2.1 Prior to arrival, the enrolment of an Overseas Student will only be deferred in the following circumstances:
 - 2.1.1 if an Overseas Student is waiting to receive approval for a student visa; or
 - 2.1.2 an Overseas Student is suffering from a significant personal hardship (for example, the death on an immediate relative or severe illness).
- 2.2 The School requires evidence to show that the Overseas Student genuinely meets the circumstances for a deferral of enrolment.

3. Suspension of study requested by Overseas Students

- 3.1 Once the Overseas Student has commenced the course, the School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
 - 3.1.1 serious illness or injury, where a medical certificate states that the Overseas Student was unable to attend classes;
 - 3.1.2 bereavement of close family members such as parents or grandparents (where possible a Death Certificate should be provided);
 - 3.1.3 major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the Overseas Student's studies; or
 - 3.1.4 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 Overseas Student (such circumstances should be accompanied by supporting evidence such as a police report).
- 3.2 Where there are compelling or compassionate circumstances, the Overseas Student must provide appropriate evidence.
- 3.3 If an Overseas Student's application to suspend their study is approved on grounds of compassionate or compelling circumstances approved by the School, the School, in its sole discretion, may grant a rebate of fees for a suspension of the Overseas Student's enrolment exceeding 14 days.
- 3.4 Suspensions will be recorded in PRISMS.
- 3.5 The period of suspension will not be included in attendance calculations.
- 3.6 All applications for deferral or suspension of study will be assessed by the Vice Principal/ Head of Corio/Head of Campus as appropriate, and the final decision lies with the Vice Principal.
- 3.7 All applications for deferral or suspension will be considered by the School within 10 working days of receiving the request from the Overseas Student.

4. Exclusion from class without suspension/ cancellation of enrolment

- 4.1 In certain circumstances, if deemed appropriate by the School, the School may initiate a class exclusion without taking the step of suspending or cancelling an Overseas Student's enrolment. In these circumstances the School is not obliged to record the exclusion in PRISMS.
- 4.2 Overseas Students subject to a class exclusion must abide by the conditions of their exclusion, which will depend on the welfare and accommodation arrangements in place for each Overseas Student.
- 4.3 The Overseas Student must reside off campus during a class exclusion with a parent/legal guardian, nominated relative approved by DHA, or their approved Homestay Provider.
- 4.4 Where the Overseas Student is provided with homework or other studies for the period of the class exclusion, the Overseas Student must continue to meet the academic requirements of the course.
- 4.5 Class exclusions will not be recorded on PRISMS.
- 4.6 Periods of class exclusions will not be included in attendance calculations as per the School's Course Progress and Attendance Policy.
- 4.7 The School's Complaints and Appeals Policy does not apply to class exclusions.

5. School initiated suspension of studies

- 5.1 The School may initiate a Suspension of Enrolment for a student on the grounds of misbehaviour by an Overseas Student.
- 5.2 Overseas Students must abide by the conditions of their Suspension of Enrolment which will depend on the welfare and accommodation arrangements in place for each Overseas Student and which will be determined by the Vice Principal.
- 5.3 The Overseas Student must reside off campus during a Suspension of Enrolment with a parent or legal guardian, nominated relative approved by DHA, or their nominated Homestay Provider approved by the School.



- 5.4 Where the Overseas Student is provided with homework or other studies for the period of the Suspension of Enrolment, the Overseas Student must continue to meet the academic requirements of the course.
- 5.5 Overseas Students who have been suspended for more than 28 days should contact Immigration to see if their visa is affected by the suspension.
- 5.6 If special circumstances exist, the Overseas Student must abide by the conditions of their Suspension of Enrolment which will depend on the welfare and accommodation arrangements in place for each Overseas Student and which will be determined by the Vice Principal.
- 5.7 Suspension of Enrolment will be recorded on PRISMS.
- 5.8 The period of Suspension of Enrolment will not be included in attendance calculations.
- 5.9 The School's Complaints and Appeals Policy applies to Suspension of Enrolment.
- 5.10 The suspension of an Overseas Student's enrolment cannot take effect until the internal appeals process is completed, unless the Overseas Student's health or wellbeing, or the wellbeing of others, is at risk.

6. Cancelling an Overseas Student's enrolment

- 6.1 An Overseas Student's enrolment may be cancelled for the following reasons:
 - 6.1.1 inadequate response to intervention strategy for lack of student progress;
 - 6.1.2 failure to pay course fees as stated in the Written Agreement;
 - 6.1.3 severe misbehaviour of an Overseas Student including but not limited to:
 - 6.1.3.1 supplying drugs;
 - 6.1.3.2 continued drug use after intervention strategy;
 - 6.1.3.3 continued bullying after intervention strategy;
 - 6.1.3.4 sexual activity; or
 - 6.1.3.5 any other serious misbehaviour determined by the School as being in breach of the Student Rules.
- 6.2 The School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DHA via PRISMS which will result in automatic cancellation.
- 6.3 The Principal is responsible for all decisions concerning cancellation of Overseas Student enrolments.
- 6.4 Parents/legal guardians must pay all fees owing and payable by the parents/legal guardian at the time of cancellation of enrolment.
- 6.5 The School's Complaints and Appeals Policy applies to Cancellation of Enrolment.
- 6.6 The cancellation of an Overseas Student's enrolment cannot take effect until the internal appeals process is completed, unless the Overseas Student's health or wellbeing, or the wellbeing of others, is at risk.

7. Welfare Arrangements

- 7.1 Where the School has suspended or cancelled an Overseas Student's enrolment, the School must continue to approve the welfare arrangements for the Overseas Student until any of the following apply:
 - 7.1.1 the Overseas Student has alternative welfare arrangements approved by another registered provider;
 - 7.1.2 care of the Overseas Student by a Parent/Legal Guardian or nominated relative is approved by DHA;
 - 7.1.3 the Overseas Student leaves Australia; or
 - 7.1.4 the School has notified DHA that it is no longer able to approve the Overseas Student's welfare arrangements or has taken the required action after not being able to contact the Overseas Student (in accordance with the School's Critical Incident Recovery Management Procedure).

8. Complaints and appeals process

- 8.1 Where the School intends to suspend or cancel the Overseas Student's enrolment for any reason (including student misbehaviour and non-payment of fees by the parents/Legal guardians), the School will notify the parents/legal guardians of that intention in writing.
- 8.2 Parents/legal guardians then have 20 working days in which to initiate the School's internal complaints and appeals process.
- 8.3 During the period referred to in clause 8.2, the School must maintain the Overseas Student's accommodation, support and general welfare arrangements pursuant to the CAAW letter. The School may require the Overseas Student to reside off campus with a parent or legal guardian, a relative nominated by DHA or a Nominated Homestay Provider for this period.

9. Process

- 9.1 If an Overseas Student wishes to defer or suspend their studies, they should complete the Leave of Absence / Deferral or Suspension of Studies Application Form available on the Overseas Students section of the Enrolments page of the website (www.ggs.vic.edu.au) or the Overseas Students Policies and Procedures section of the Portal (for current students).
- 9.2 Overseas Students should note that completion of the application form does not constitute a deferral or suspension. The School will inform the Overseas Student of the decision in writing and be guided by the requirements of this Policy.



10. Student advice

10.1 Deferment, suspension and cancellation of enrolment can have an effect on an Overseas Student's visa as a result of changes to enrolment status. Overseas Students will be informed to contact the DHA for advice.

11. Notification of relevant bodies

11.1 The School is responsible for notifying the DET, via PRISMS of the deferment, suspension or cancellation of any Overseas Student enrolments within the timeframes specified in the ESOS Act.

12. Record keeping

12.1 The School will keep records of any action relevant to applications for deferring, suspending or cancelling the student's enrolment as part of the student's record permanently.

13. Definitions

CAAW letter	means Confirmation of Accommodation and Welfare Letter issued by the School to the Overseas Student, whereby the School accepts responsibility for the accommodation and welfare of Overseas Students under 18 years of age
Class Exclusion	means a School initiated exclusion from attendance at classes due to an act which results in suspension according to the Student Rules or other applicable School Policy in place at the time
Confirmation of Enrolment	means a document provided by the School to an Overseas Student to confirm their enrolment. The Confirmation of Enrolment is required by the Department of Home Affairs for the purpose of applying for a student visa
DET	means Department of Education
DHA	means the Department of Home Affairs
ESOS Act	means <i>Educational Services for Overseas Students Act 2000</i>
Nominated Homestay Provider	means a person or family that provides accommodation, support and welfare to Overseas Students on behalf of the School as part of the School's overseas student program
Overseas Student	means a student with a student visa and enrolled at the School pursuant to a Confirmation of Enrolment
PRISMS	means Provider Registration and International Student Management System a Department of Education platform to record information regarding Overseas Students
the School	means Geelong Grammar School

14. Review and circulation

Responsible Department:	<input type="checkbox"/> Academic <input checked="" type="checkbox"/> Corporate Services and Risk <input type="checkbox"/> Finance and Operations <input type="checkbox"/> Head of Campus <input type="checkbox"/> Human Resources <input type="checkbox"/> Medical
Version:	2
Approved by:	<input checked="" type="checkbox"/> Director of Corporate Services <input type="checkbox"/> Principal <input type="checkbox"/> School Council
Effective Date:	30.09.2020
Review Date:	30.09.2022
Location:	<input checked="" type="checkbox"/> School wide <input type="checkbox"/> Bostock <input type="checkbox"/> Corio <input type="checkbox"/> Timbertop <input type="checkbox"/> Toorak
Audience:	<input checked="" type="checkbox"/> School Community <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> School Employees