

*Overseas Students:
Deferment, Suspension and
Cancellation Policy*

CRICOS 01256A



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

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CHARACTER

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INFLUENCE



Overseas Students: Deferment, Suspension and Cancellation Policy

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE: Overseas Students: Deferment, Suspension and Cancellation Policy

AUTHORS: P. Connolly; M. Lepileo

ACKNOWLEDGEMENTS:

PURPOSE: To provide policy and direction for all the College Community.

RELATED DOCUMENTS:

Overseas Students: Complaints and Appeals Policy

Overseas Students: Course Progress and Attendance Policy

Student Code of Conduct

Student Nurture and Discipline Policy

KEY DATES

ISSUE DATE: August 2016

REVIEW DATE: 2019



1. DEFERMENT OF COMMENCEMENT OF STUDY REQUESTED BY STUDENT

- St Andrews Christian College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - Illness, where a medical certificate states that the student was unable to attend classes.
 - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
 - A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- The final decision for assessing and granting a deferment of commencement of studies lies with the school Principal.
- Deferment will be recorded on PRISMS depending on the students CoE status.

2. SUSPENSION OF STUDY REQUESTED BY STUDENT

- Once the student has commenced the course, St Andrews Christian College will only grant a suspension of study for compassionate and compelling circumstances as outlined above.
- Suspensions will be recorded on PRISMS.
- The period of suspension will not be included in attendance calculations.
- The final decision for assessing and granting a suspension of studies lies with the school Principal.

3. ASSESSING REQUESTS FOR DEFERMENT OR SUSPENSION OF STUDIES

- Applications will be assessed on merit by the school Principal.
- All applications for deferment or suspension will be considered within 10 working days.

4. EXCLUSION FROM CLASS (1 – 28 DAYS)

- St Andrews Christian College 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 conflicting with the school's Student Code of Conduct or resulting in exclusion as per the school's Student Nurture and Discipline Policy.
- 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. These are determined by the school Principal.
- 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.
- Exclusions from class will not be recorded on PRISMS.



- Periods of 'exclusion from class' will not be included in attendance calculations as per the school's Overseas Students: Course Progress and Attendance Policy.

5. SCHOOL INITIATED SUSPENSION OF STUDIES (28 DAYS +)

- St Andrews Christian College 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 conflicting with the school's Student Code of Conduct or resulting in suspension as per the school's Student Nurture and Discipline Policy.
- 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. These are determined by the school Principal.
- 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).
- 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 school Principal.
- Suspensions will be recorded on PRISMS.
- The period of suspension will not be included in attendance calculations.

6. CANCELLATION OF ENROLMENT

- St Andrews Christian College will cancel the enrolment of a student under the following conditions:
 - Failure to pay course fees.
 - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - Any behaviour identified as conflicting with the school's Student Code of Conduct or resulting in cancellation of enrolment as per the school's Student Nurture and Discipline Policy.
- St Andrews Christian College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

7. COMPLAINTS AND APPEALS

- Student requested deferment and suspension are not subject to the school's Overseas Students: Complaints and Appeals Policy.
- Exclusion from class is subject to the school's Overseas Students: Complaints and Appeals Policy.
- School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to the school's Overseas Students: Complaints and Appeals Policy.
- For the duration of the appeals process, the student is required to maintain his / her enrolment and attendance at all classes as normal. The school Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- If students access the school's complaints and appeals process regarding a school initiated suspension 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.
- Extenuating circumstances include if the student:



- Refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
 - Is missing.
 - Has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing.
 - Has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others.
 - Is at risk of committing a criminal offence.
 - Is the subject of investigation relating to criminal matters.
- The use of extenuating circumstances by St Andrews Christian College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
 - The final decision for evaluating extenuating circumstances lies with the school Principal.

8. STUDENT ADVICE

- Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

9. DEFINITIONS

- **Day** – any day including weekends and public holidays in or out of term time.
- **Working day** – any day other than a Saturday, Sunday or public holiday during term time.