



## DEFERRING, SUSPENDING OR CANCELLING INTERNATIONAL STUDENT ENROLMENT

### PRINCIPLES

Ursula Frayne Catholic College recognises:

- that any change to a student's course of study will carry severe implications for the student
- all secondary courses of study provide little facility for modification
- its obligations to keep student's informed of their rights and responsibilities
- its obligation to exercise due care for its students and their needs
- its obligations relating to the student's visa conditions and the potential impact on the visa
- the rights of appeal available to its students
- its obligations to the Commonwealth Department of Education and the School Curriculum and Standards Authority of Western Australia requirements

### PROCEDURES

1. The College encourages students to access College staff in the event they encounter difficulties to gain support in dealing with any situation. This is essential to avoid any undesirable outcomes affecting the student's visa.
2. Students may request a deferment of the commencement of their course of study or the temporary suspension of their course of study on the basis of compassionate and compelling circumstances. Any request must be in writing and include evidence to support the request. The decision will rest with the College Principal in consultation with the Overseas Student Coordinator.
3. Compelling and compassionate grounds for deferral or suspension of studies will generally be circumstances beyond the control of the student that have a demonstrable impact on the student's course progress and wellbeing. Examples may include situations such as:
  - prolonged physical or psychological illness requiring medical treatment advised by way of a medical certificate
  - documented family crisis such as serious illness or death of a parent, grandparent or sibling
  - physical injury that restricts the student's access to the College or classes
  - major political upheaval or natural disaster in the home country requiring emergency travel
  - major episodes of trauma such as violent crime that can be supported by a police report or psychologist's report
4. The College may suspend a student's enrolment in certain circumstances where the student's behaviour is in clear breach of the standards expected of its students and explained in the Student Diary. Incidents that might result in a student's suspension might include but are not limited to:
  - interfering with the rights of others to learn
  - unruly behaviour
  - serious offence to staff or students
  - wilful disobedience
  - behaviours identified as bullying

In the event of any instance of suspension, the student or the parent has the right to access the Complaints and Appeals process.

5. The College provides written notification to the parent/guardian and local carer/homestay in all instances of a student being suspended. Suspension is generally of a week's duration or less. In the case of international students, this is treated as an absence and will count towards their rate of non-attendance. Notification to Department of Education is not provided as it is deemed to be an 'in-house' disciplinary measure.

6. In the event of any instance of or intention to terminate an enrolment, the student or the parent has the right to access the Complaints and Appeals process within 20 working days as outlined in the policy. This may occur where the College has issued formal notice that it intends to terminate the enrolment or merely indicated its intent via oral communication. All matters will be documented and recorded in the student's record file for 2 years.

Where the College seeks to terminate an enrolment and an appeal has been lodged according to the Complaints and Appeals Policy, the student will maintain his/her enrolment until the internal process is completed, unless extenuating circumstances relating to the medical or psychological needs of the student result in the College fearing for the student's wellbeing. Class attendance in these circumstances will be at the complete discretion of the College.

7. In cases where deferment, suspension (longer than 1 week) or cancellations occur, the College will provide notice to the Department of Education through Prisms in the following ways:
  - notification that the deferment or suspension does not affect the end date of the CoE
  - notification that the deferment or suspension will result in a new end date for the CoE
  - notification that the College wishes to permanently cancel (terminate) the student's enrolment meaning that the student's CoE will be cancelled.