

DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT POLICY (INTERNATIONAL STUDENTS)

INTRODUCTION

This policy outlines the procedures around deferment, suspension and cancellation of enrolment of international students at Walford Anglican School for Girls.

An international student's enrolment can be deferred, suspended or cancelled. This may be initiated by either the international student and their family for compassionate or compelling circumstances, or by Walford for the breach of a student's visa conditions, failure to pay fees, misbehaviour or other conditions as outlined in the School's policies.

All international students are subject to all the requirements details in this policy, in addition to the School's Enrolments Policy and other School policies.

Walford is required to manage the enrolment and maintain up-to-date enrolment information of all international students in the PRISMS database.

DEFINITIONS

International students are defined as those who are not Australian or New Zealand Citizens, who are studying in Australia and are known as Full Fee Paying Overseas Students (FFPOS).

Day refers to any day including weekend and public holidays in or out of term time.

COMMUNICATION OF DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT

Deferment, suspension, and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Families will be informed to contact the Department of Immigration for advice. Students and families are advised to seek advice from the Department of Home Affairs on the potential impact on their visa if enrolment is deferred, suspended or cancelled.

Parents, legal guardians or the family-appointed agent must notify the Head of Enrolments in writing if they wish to defer, refuse or vary an offer of enrolment (or boarding, if applicable). This must occur by the date stated in the offer, otherwise fees will be payable in accordance with the Enrolments Policy and Terms and Conditions of Enrolment and Boarding.

If parents cancel their child's enrolment prior to commencement, only the Walford Old Scholars' Life Membership component of the enrolment fee (if applicable) will be refundable.

Parents who wish to vary the date of entry for their child's enrolment or admission to boarding (either to another date in the same school year or to a subsequent intake year), understand that:

- Written notice must be given to the School in accordance with the Enrolments Policy. (For students in R-12, one full term's notice in writing to the Principal.)
- The School in its absolute discretion may or may not agree to that request.
- If the School agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.
- Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the School's Terms and Conditions of Enrolment and Boarding and otherwise comply with the School's enrolment requirements at that time.

- The School may or may not in its absolute discretion require the payment of a further enrolment fee and/or boarding confirmation fee.

Parents, legal guardians or the family-appointed agent must notify the Principal in writing if they wish for a student's study to be suspended.

Should a student's enrolment be suspended or cancelled, Walford will continue to approve the welfare arrangements for the student until:

- Alternative welfare arrangements are approved by another registered provider;
- Care of the student by a parent or nominated relative is approved by Immigration;
- The student leaves Australia; or
- Walford has notified Immigration this it is no longer able to approve the student's welfare arrangements after not being able to contact the student.

DEFERMENT OF COMMENCEMENT OF STUDY OR FAMILY-INITIATED SUSPENSION OF STUDY

Walford will only grant:

- a) a deferment of commencement of studies (before commencement); or
- b) a suspension of study (after commencement);

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 a close family member;
- Major political upheaval or natural disaster in the home country requiring emergency travel; or
- A traumatic experience supported by a police or psychologist's report.

Deferment or suspension will be recorded on PRISMS within 14 days of it being granted.

The period of suspension will not be included in attendance calculations.

The final decision for assessing and granting a deferment of commencement of studies, or a family-initiated suspension of study, lies with the Principal and will be recorded, documented and placed in the student file.

SCHOOL-INITIATED SUSPENSION OR EXCLUSION

Walford may suspend a student from studies or exclude a student from classes, on the grounds of misbehaviour by the student. Suspension or exclusion from class, will occur as the result of any behaviour identified as resulting in suspension or exclusion in Walford's Student Code of Behaviour and Behaviour Support Policy.

Students and their parents / legal guardians will be informed of their suspension and the reasons for doing so in writing, by the Principal or her delegate.

Suspended or excluded students must abide by the conditions of their suspension or exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal or her delegate.

Where the student is provided with homework or other studies for the period of exclusion, the student must continue to meet the academic requirements of the course.

Periods of suspension or exclusion from class will not be included in attendance calculations as per Walford's Progress and Attendance Policy.

Suspensions will be recorded on PRISMS.

The period of suspension or exclusion will not be included in attendance calculations.

CANCELLATION OF ENROLMENT – FAMILY INITIATED

Families are asked to let the School know, in writing to the Head of Enrolments, if they have accepted a place but wish to cancel the enrolment before a student commences.

One full term's notice in writing to the Principal must be given before removal of a student, in Reception to Year 12, from the School. If such notice is not given, a full term's charges and fees will be payable in lieu of notice (whether boarding, tuition or other charges). These charges will be payable at the rate applicable to the student at the time of removal, or if removed during non-term time, then at the rate applicable to the student during the preceding term.

CANCELLATION OF STUDY – SCHOOL INITIATED

Walford 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);
- A breach of course progress or attendance requirements by the international student; or
- Any behaviour identified as resulting in cancellation according to School policies.

Walford is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Department of Immigration, which may impact a student's visa.

Walford may cancel the enrolment of a student for failure to disclose a pre-existing condition requiring a high degree of specialised support or care.

Students will be informed of the cancellation and the reasons for doing so in writing.

School-initiated cancellation of enrolment is subject to the School's Handling Complaints Policy.

COMPLAINTS AND APPEALS

A school-initiated suspension or cancellation of enrolment will not take effect until the international student has been given a chance to complete an internal appeals process, unless their health or wellbeing, or the wellbeing of others, is likely to be at risk.

Family requests for deferment, suspension and cancellation of enrolment are not subject to Walford Anglican School for Girls Handling Complaints Policy.

School-initiated exclusion from class, suspension or cancellation of enrolment, where the suspension is to be recorded on PRISMS, are subject to the School's Handling Complaints Policy.

For the duration of the internal appeals process, the School will maintain the student's enrolment and the student will attend classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

If students access Walford's complaints process regarding a school-initiated suspension or cancellation of enrolment, the change in enrolment status will not be recorded in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

Extenuating circumstances include:

- The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age);
- The student is missing;
- The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing;
- The student 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; and/or

- The student is the subject of investigation relating to criminal matters.

The use of extenuating circumstances by the School to suspend or cancel a student's enrolment prior to the completion of any complaints process will be supported by appropriate evidence.

The final decision for evaluating extenuating circumstance lies with the Principal.

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