

Deferment, Suspension and Cancellation Policy

International Students

For further information please email:

Admissions Office
admissions@carey.com.au

The Application for Enrolment is also available online at carey.com.au

The following School Rules, Policies and Forms can be found on our Website:

- Child Safe Policy
- Reporting Child Abuse Procedure
- Complaints and Appeals Policy
- Overseas Student Transfer Policy
- Student Behaviour
- Uniform and Appearance
- Privacy
- Enrolment Procedure and Policy – International Students
- Fee Schedule and Further Information – International covering:

Annual Fees and Additional Charges, Withdrawal of a Student, Uniform and Books, Digital Learning Program

- Term dates/holidays
- Curriculum (pathways) information (pathways.carey.com.au)

After orientation further School Policies and Information become accessible on CareyLink.

Carey Baptist Grammar School Limited
ABN 83 051 576 062 CRICOS #00135G

* Fees and Condition of Enrolment are subject to change without notice

November 2020



1. INTRODUCTION

Carey Baptist Grammar School (the School) is committed to providing overseas students with fair and equitable outcomes in relation to the deferment, suspension and cancellation of enrolment. The School is guided by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 when making decisions under this policy.

2. PURPOSE

2.1 The purpose of this policy is to outline the circumstances where:

- (a) an overseas student enrolled at Carey may defer (before commencement), suspend (after commencement) or cancel their enrolment; or
- (b) the School can initiate the suspension or cancellation of an overseas student enrolment.

3. SCOPE

This Policy applies to all school staff, homestay providers, Local Support Persons, parents and overseas students of Carey.

4. DEFINITIONS

Overseas Student means a person (whether within or outside Australia) who holds a student visa as defined by the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), but does not include students of a kind prescribed in the ESOS Regulations. Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parents or legal guardian.

5. POLICY

5.1 The School can cancel or suspend an overseas students enrolment in the following circumstances:

- (a) failure to pay Tuition Fees;
- (b) failure to disclose or update information the School requires to assess an application of enrolment;
- (c) provision of false, misleading or incomplete information to the School;
- (d) breach of student visa conditions or had your student visa cancelled;
- (e) unsatisfactory academic progress;
- (f) unsatisfactory attendance;
- (g) disciplinary action arising from misconduct in violation of the Student Code of Conduct;
- (h) if the student is living with a Home Stay Host, and the School either:
 - (i) is concerned, by reason of the student's conduct or circumstances, about the welfare of the student or others; or
 - (ii) determines that the School is no longer able to approve the student's accommodation, support or general welfare arrangements;
- (i) breach of Enrolment Agreement not otherwise set out above.

5.2 If a student's misconduct is sufficiently serious, the School can commence the process to cancel the student's enrolment without first suspending their enrolment. Only the Principal has the authority to make the final decision to suspend or cancel a student's enrolment.

5.3 The School may defer or temporarily suspend a student's enrolment on the grounds of compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These circumstances may include, but are not limited to, the following circumstances:

- (a) serious illness or injury, where a medical certificate states that the overseas student was unable to attend class;
- (b) bereavement of an close family members such as parents or grandparents (where possible, a death certificate should be provided);
- (c) major political upheaval or natural disaster in the home country of the student requiring emergency travel and this has impacted the overseas student's studies;
- (d) a traumatic experience which could include:
 - (i) involvement in or witnessing of a serious accident or witnessing; or
 - (ii) being the victim of a serious crime, and this has impacted the overseas student (these cases should be supported by police or psychologists' reports); or
- (e) where the School has been unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

6. PROCEDURE

6.1 Before initiating a suspension or cancellation, the School will make efforts where possible to counsel students and provide necessary support and advice in cases of compassionate and compelling circumstances. Any notifications of intention to cancel or suspend will be provided in writing including an explanation of the grounds for cancellation or suspension and the duration of suspension to the student.

6.2 If the School initiates a cancellation or suspension of the student's enrolment, the student and the student's parents will be informed in writing of the intention of the School to cancel or suspend the overseas student's enrolment and the reasons for doing so. The student or the student's parents will be advised of their right to appeal through the schools internal complaints and appeals process in accordance with standard 10 of the National Code and within 20 working days, as outlined in section 8.

6.3 In the case of suspension, the student will be provided with homework or other studies and they must continue to meet the academic requirements of the course.

6.4 The School will not suspend an overseas student's enrolment until the internal appeals process is completed, unless the overseas student's health and wellbeing, or the wellbeing of others, is likely to be at risk. This may include if the overseas student:

- (a) refuses to maintain approved care arrangements;
- (b) is missing;
- (c) has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
- (d) has engaged or threatened to engage in behaviour that is reasonably believed to endanger the overseas student or others; or
- (e) is at risk of committing a criminal offence.

6.5 The School will keep evidence to support any finding under this Policy.

7. STUDENT REQUEST FOR DEFERMENT OR SUSPENSION

Defer enrolment

7.1 An overseas student may defer their confirmed place in writing as outlined in the Enrolment Agreement after receiving a Confirmation of Enrolment and at any time before the commencement of Term 1.

7.2 The parent or student should submit the request for deferment or temporary suspension in writing to the School along with supporting documentary evidence. In circumstances where the deferment or temporary suspension is approved by the School, a course variation will be recorded on PRISMS as appropriate or necessary.

7.3 An Overseas Student who chooses to defer their enrolment will not be guaranteed a place at another year level and will need to re-apply to receive another confirmation offer of enrolment.

Suspend or cancel enrolment

7.4 A student may cancel their enrolment at any time in writing as outlined in the Enrolment Agreement.

8. APPEAL OF DECISION TO SUSPEND OR CANCEL ENROLMENT

8.1 Under the Complaints and Appeals Policy, an overseas student will have 20 days to appeal the decision to suspend or cancel your enrolment.

8.2 The School will provide the overseas student with information in writing of the complaints and appeals process in line with the School's Complaints and Appeals Policy.

8.3 The School will not process the suspension or cancellation of the overseas students enrolment until the appeal process has expired, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

9. VISA REQUIREMENTS

9.1 If a student's enrolment is deferred, suspended or cancelled, the School will inform the overseas student of the need to seek advice from Immigration on the potential impact on their student visa due to changes in the student's enrolment status.

9.2 The School will report the change to the overseas students enrolment status to the Department of Home Affairs (DHA) via PRISMS. DHA may suspend the overseas student's visa if enrolment is deferred, suspended or cancelled.

10. MONITORING AND REVIEW

A review of this Policy shall be conducted every two years.

The The School Leasership Team will be responsible for ensuring that this Policy is reviewed and updated.