



# MARIST COLLEGE ASHGROVE

A Catholic boys' day and boarding College in the Marist Tradition

## Deferment, Suspension and Termination Policy

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ITEM	DESCRIPTION
<b>Policy description</b>	This policy outlines the procedures when an international student requests a deferment, suspension or termination of their enrolment.
<b>Department</b>	Enrolments Department
<b>Executive Director</b>	Headmaster
<b>Contact</b>	College Registrar, Ph: 07 3858 4507
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### Revision History

DATE	VERSION	REVIEWED BY	CHANGES MADE
Date of first revision			
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Date closed			

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## Table of Contents

1. POLICY STATEMENT .....	3
2. DEFERMENT OF COMMENCEMENT OF STUDY REQUESTED BY STUDENT .....	3
3. SUSPENSION OF STUDY REQUESTED BY STUDENT .....	4
4. STUDENT INITIATED CANCELLATION OF ENROLMENT .....	4
5. EXCLUSION FROM CLASS (1-28 DAYS) .....	4
6. COLLEGE INITIATED SUSPENSION OF STUDIES (MORE THAN 28 DAYS).....	5
7. COLLEGE INITIATED CANCELLATION OF ENROLMENT .....	5
8. COMPLAINTS AND APPEALS .....	5
9. RELATED LEGISLATION AND DOCUMENTS.....	6



## 1. POLICY STATEMENT

**A copy of this policy is provided to the parent(s)/legal guardian(s) if the student is under age 18 years at a reasonable time prior to a Written Agreement being signed.**

- a) Marist College Ashgrove has a fair, appropriate and objective measure for the correction and/or discipline of students, including deferment, suspension of, and/or termination of enrolment, after each individual case has been carefully considered.
- b) In the event of termination of enrolment by the College, the National ESOS Authority/TPS Director will be notified as required, and arrangements will be made for the return of the student to parental/custodial care as soon as possible, with expenses to be met by the person with whom the College has signed Agreements.
- c) In the event of termination of enrolment by the College, a refund, less any relocation expenses for the student and/or monies owed by the student, will be due as per the Refund Policy.
- d) Enrolment at Marist College Ashgrove is conditional upon the acceptance of, and adherence to the Conditions of Enrolment enclosed with the Prospectus and in other publications. A copy of the Conditions of Enrolment will also be given to the family with their Letter of Offer when both parents/legal guardians and student are asked to read, discuss and sign these Conditions accordingly. One copy is to be returned to the College for the student's file and the other is to be retained for the family's home files and reference.

## 2. DEFERMENT OF COMMENCEMENT OF STUDY REQUESTED BY STUDENT

- a) Marist College Ashgrove will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
  - i. illness, where a medical certificate states that the student was unable to attend classes;
  - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies;
  - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Headmaster.
- c) Deferment will be recorded on PRISMS depending on the student eCoE status.
- d) Applications will be assessed on merit by the Deputy Headmaster together with the Head of Boarding and Head of Teaching and Learning. All applications for deferment or suspension will be considered within 10 working days.



### 3. SUSPENSION OF STUDY REQUESTED BY STUDENT

- a) Once the student has commenced the course, Marist College Ashgrove will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
  - i. illness, where a medical certificate states that the student was unable to attend classes;
  - ii. bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
  - iii. major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies;
  - iv. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) Suspensions will be recorded on PRISMS.
- c) The period of suspension will not be included in attendance calculations.
- d) Applications will be assessed on merit by the Deputy Headmaster together with the Head of Boarding and Head of Teaching and Learning. All applications for deferment or suspension will be considered within 10 working days.
- e) The final decision for assessing and granting a suspension of studies lies with the Headmaster.

### 4. STUDENT INITIATED CANCELLATION OF ENROLMENT

All notifications of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster. Please see Marist College Ashgrove's Refund Policy for information regarding refunds.

### 5. EXCLUSION FROM CLASS (1-28 DAYS)

- a) Marist College Ashgrove 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 resulting in exclusion in Marist College Ashgrove's Conditions of Enrolment.
- b) 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 which will be determined by the Deputy Headmaster and Head of School Boarding.
- c) 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.
- d) Exclusions from class will not be recorded on PRISMS.
- e) Periods of 'exclusions from class' will not be included in attendance calculations as per Marist College Ashgrove's Course Progress and Attendance Policy.



## 6. COLLEGE INITIATED SUSPENSION OF STUDIES (MORE THAN 28 DAYS)

- a) Marist College Ashgrove 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 resulting in suspension in Marist College Ashgrove's Conditions of Enrolment.
- b) Suspended students must abide by the conditions of their suspension form studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Headmaster and Head of Boarding.
- c) Students who have been suspended for more than 28 days may need to contact the Department of Immigration to see if their visa is affected by the suspension (Please see contact details at: <https://www.homeaffairs.gov.au/about/contact>).
- d) If special circumstances exist, the student must abide by the conditions of his suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Headmaster and Head of Boarding.
- e) Suspensions will be recorded in PRISMS.
- f) The period of suspension will not be included in attendance calculations.

## 7. COLLEGE INITIATED CANCELLATION OF ENROLMENT

- a) Marist College Ashgrove will cancel the enrolment of a student under the following conditions:
  - i. Failure to pay course fees;
  - ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532);
  - iii. Any behaviour identified as resulting in cancellation in Marist College Ashgrove's Conditions of Enrolment.
- b) Marist College Ashgrove is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Department of Home Affairs which will result in automatic cancellation.
- c) Marist College Ashgrove may cancel the enrolment of a student for failure to disclose a pre-existing condition requiring a high degree of specialised support or care.
- d) College initiated cancellation of enrolment is subject to Marist College Ashgrove's Complaints & Appeals Policy for International Students.

## 8. COMPLAINTS AND APPEALS

- a) Student requested deferment and suspension **ARE NOT** subject to Marist College Ashgrove's Complaints and Appeals Policy.
- b) Exclusion from class **IS** subject to Marist College Ashgrove's Complaints and Appeals Policy.



- c) College initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation **ARE** subject to Marist College Ashgrove's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The Deputy Headmaster and Head of Boarding will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- a. If student access Marist College Ashgrove's Complaints and Appeals Process regarding a college initiated suspension or cancellation of enrolment under Standard 13, the change in enrolment status will not be reported in PRISMS until the internal Grievance (Complaints and Appeals) process is finalised, unless extenuating circumstances relating to the welfare of the student apply. Students may still access the external complaints and appeals process, but the College need not await the outcome of this process before changing the student's enrolment status in PRISMS. However, if the school has issued a CAAW for a student, welfare provisions under NC St 5.3 are applicable.
- e) Extenuating circumstances include:
  - i. The student refused to maintain approved welfare and accommodation arrangements (for students under 18 years of age);
  - ii. The student is missing;
  - iii. The student has medical concerns or severe depression or psychological issues which lead the college to fear for the student's wellbeing;
  - iv. The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;
  - v. Is at risk of committing a criminal offence; or
  - vi. The student is the subject of investigation relating to criminal matters.
- f) The use of extenuating circumstances by Marist College Ashgrove to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- g) The final decision for evaluating circumstances lies with the Headmaster.

## 9. RELATED LEGISLATION AND DOCUMENTS

- [The National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code 2018\)](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [Education Services for Overseas Students Regulation 2001](#)
- [Education Services for Overseas Students \(Calculation of Refund\) Specification 2014](#)
- Course Progress and Attendance Policy
- Complaints & Appeals policy for International Students
- Welfare and Accommodation Policy

