



## International Student Deferment, Suspension and Cancellation Policy

### PURPOSE OF THE POLICY

The purpose of this policy is to outline Rockhampton Girls Grammar School's guidelines in relation to Deferment, Suspension and Cancellation for international students.

### POLICY

#### 1) Deferment of commencement of study requested by student

- a) Rockhampton Girls Grammar School 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 Principal
- c) Deferment will be recorded on PRISMS within 14 days of being granted

#### 2) Suspension of study requested by student

- a) Once the student has commenced the course, Rockhampton Girls Grammar School 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 within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age
- c) The period of suspension will not be included in attendance calculations
- d) The final decision for assessing and granting a suspension of studies lies with the Principal

#### 3) Student initiated cancellation of enrolment

All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Enrolments Officer. Please refer Rockhampton Girls Grammar Schools Refund Policy for information regarding refunds.

#### 4) Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the Principal
- b) All applications for deferment or suspension will be considered within five working days

**5) School initiated exclusion from class ( 1 – 28 days)**

- a) Rockhampton Girls Grammar School 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 Rockhampton Girls Grammar School's Code of Behaviour available on the website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au) and signed before commencement
- 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 and which will be determined by the Principal
- c) 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
- d) Exclusions from class will not be recorded on PRISMS
- e) Periods of exclusion from class will not be included in attendance calculations as per Rockhampton Girls Grammar School's Course Progress and Attendance Policy

**6) School initiated suspension of studies (28 days +)**

- a) Rockhampton Girls Grammar School 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 Rockhampton Girls Grammar School's Code of Behaviour
- b) 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 and which will be determined by the Principal
- c) Students who have been suspended for more than 28 days may need to contact Department of Immigration. (Please see contact details at: <http://www.border.gov.au/about/contact/offices-locations/australia>.)
- d) If special circumstances exist, the student must abide by the conditions of her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal
- e) Suspensions will be recorded on PRISMS
- f) The period of suspension will not be included in attendance calculations

**7) School initiated cancellation of enrolment**

- a) Rockhampton Girls Grammar School 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 Rockhampton Girls Grammar School's Code of Behaviour
- b) Rockhampton Girls Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration, which may impact on a student's visa
- c) Rockhampton Girls Grammar School 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) Students who have had enrolment cancelled are advised to contact Department of Immigration. (Please see contact details at: <http://www.border.gov.au/about/contact/offices-locations/australia>.)

School initiated cancellation of enrolment is subject to Rockhampton Girls Grammar School's Complaints and Appeals Policy.

## 8) Complaints and Appeals

- a) Student requests for deferment, suspension and cancellation of enrolment are not subject to Rockhampton Girls Grammar School's Complaints and Appeals Policy
- b) Exclusion from class is subject to Rockhampton Girls Grammar School's Complaints and Appeals Policy
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Rockhampton Girls Grammar School's Complaints and Appeals Policy
- d) For the duration of the internal appeals process, the school will maintain the student's enrolment and the student will attend as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes
- e) If students access Rockhampton Girls Grammar School's Complaints and Appeals process regarding a school initiated suspension or cancellation of enrolment under Standard 13, the change in enrolment status will not be recorded in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply. NB: Students may still access the external complaints and appeals process, but the school 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.
- f) Extenuating circumstances include:
  - i) the student refuses 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 School 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
- g) The use of extenuating circumstances by Rockhampton Girls Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence
- h) The final decision for evaluating extenuating circumstances lies with the Principal

## 9) Student to seek information from Department of Immigration

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Immigration Website <http://www.border.gov.au/Trav/Stud> for further information about their visa conditions and obligations

## 10) Definitions

- a) Day – any day including weekends and public holidays in or out of term time

## POLICY RELEASE DETAILS

|                |  |
|----------------|--|
| Date of Policy | Updated August 2016                    |
| Approved by    | Board August 2016                      |
| Review Date    | As required by International Education |
| Access         | Public Availability – RGGS Website     |

## RELATED POLICIES AND DOCUMENTS

RGGS Code of Behaviour Policy  
RGGS International Parent Student Handbook  
RGGS International Complaints and Appeals Policy

Board of Trustees of Rockhampton Girls Grammar School *trading as*  
Rockhampton Girls Grammar School  
CRICOS Provider No: 00508E



Rockhampton Girls  
Grammar School

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**Appendix A**

**Application for deferment of commencement or suspension of studies**

Please read the attached Deferment, Suspension and Cancellation Policy before completing this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

|                              |           |
|------------------------------|-----------|
| Student Name                 |           |
| Year Level                   |           |
| Current Address in Australia |           |
| Post Code                    |           |
| Address in Home Country      |           |
| Phone No                     | Mobile Ph |
| Email                        |           |

**I am applying for**

A deferment of commencement of studies

A suspension of studies

Please state why you wish to defer/suspend your studies.

Add details

**Attachments:**

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The School may ask for more documentation if required. Applications are usually processed in five working days.

Students are required to maintain the condition of their visa, including maintaining enrolment in a registered course of study. Deferment, suspension and non-commencement of enrolment can have an effect on a student's visa as a result of changes to enrolment status. The Department of Immigration website <http://www.border.gov.au/Trav/Stud/More> provides further detail regarding the conditions of the visa and obligations of students.

Students who have not yet commenced their studies at Rockhampton Girls Grammar School will also need to contact Department of Immigration in case there is any effect on their student visa as a result of changes to enrolment or CoE status. Please see contact details at <http://www.border.gov.au/about/contact/offices-locations/australia>

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date



## Appendix B

### Letter of intention to suspend or cancel enrolment

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Student Name

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Year Level

---

Current Address in Australia

---

Post Code

---

Address in Home Country

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Phone No

---

Mobile Ph

---

Email

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This letter is to inform you that Rockhampton Girls Grammar School intends to

Suspend your enrolment for \_\_\_\_\_ days/weeks/months (circle)

Cancel your enrolment

This is due to:

Add details

Students are required to maintain the condition of their visa, including maintaining enrolment in a registered course of study. Deferment, suspension and non-commencement of enrolment can have an effect on a student's visa as a result of changes to enrolment status. The Department of Immigration website <http://www.border.gov.au/Trav/Stud/More> provides further detail regarding the conditions of the visa and obligations of students.

You have 20 working days in which to appeal the School's decision in accordance with the School's Complaints and Appeals Policy available on the School website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au)

Yours Sincerely

[Name]  
Principal  
Rockhampton Girls Grammar School



Rockhampton Girls  
Grammar School  
Est 1892

## Appendix C

### Letter of intention to suspend or cancel enrolment in the case of extenuating circumstances

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Student Name

---

Year Level

---

Current Address in Australia

---

Post Code

---

Address in Home Country

---

Phone No Mobile Ph

---

Email

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This letter is to inform you that Rockhampton Girls Grammar School intends to

Suspend your enrolment for \_\_\_\_\_ days/weeks/months (circle)

Cancel your enrolment

This is due to:

Add details

Suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration to see if this will affect you. Please see contact details at: <http://www.border.gov.au/about/contact/offices-locations/australia>

Students are required to maintain the condition of their visa, including maintaining enrolment in a registered course of study. Deferment, suspension and non-commencement of enrolment can have an effect on a student's visa as a result of changes to enrolment status. The Department of Immigration website <http://www.border.gov.au/Trav/Stud/More> provides further detail regarding the conditions of the visa and obligations of students.

You have 20 working days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy on the School website [www.rggs.qld.edu.au](http://www.rggs.qld.edu.au)

However, Rockhampton Girls Grammar School has determined that the following extenuating circumstances apply in this case:

Add details

For this reason your enrolment will be suspended/cancelled immediately. This will not affect your ability to access the complaints and appeals processes of the School.

Yours Sincerely

[Name]  
Principal  
Rockhampton Girls Grammar School