



Citipointe Christian College
THE CHRISTIAN OUTREACH COLLEGE BRISBANE



Citipointe Christian College
International

DEFERMENT, SUSPENSION and CANCELLATION POLICY

The Policy below for deferring, suspending or cancelling a student's enrolments is based on the ISCA 2007 National Code Transition handbook at www.isca.edu.au

1. Deferment of commencement of study requested by student

- a) The College 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 Registrar/Headmaster.
- 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, The College 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.
- 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 Headmaster.
3. Student initiated cancellation of enrolment
- e) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to Registrar/Headmaster. Please see The College Refund Policy for information regarding refunds.
4. Assessing requests for deferment or suspension of studies
- a) Applications will be assessed on merit by Headmaster.
 - b) All applications for deferment or suspension will be considered within 14 working days.
5. College initiated exclusion from class (1 – 28 days)
- a) The College 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 The College Behaviour Management Policy/Code of Conduct in the Primary and Secondary Parent Handbooks and Student Diaries.
 - 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 Head of College/Headmaster.
 - 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 (internal suspension) will not be recorded on PRISMS.
 - e) Periods of exclusion from class (internal suspension) will not be included in attendance calculations as per The College Course Progress and Attendance Policy.
 - f) An external suspension will NOT be included in the attendance calculations.
6. College initiated suspension of studies (28 days +)
- a) The College 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 The College's Behaviour Management Policy/Code of Conduct.
 - 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 Head of College/Headmaster.
 - 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.immi.gov.au/>)

- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of College/Headmaster.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

7. College initiated cancellation of enrolment

- a) The College 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)
- b) Any behaviour identified as resulting in cancellation in The College's Behaviour Management Policy/Code of Conduct in the Primary, Secondary and International Parent Handbooks and Student Diaries.
- c) The College 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.

College initiated cancellation of enrolment is subject to The College's Complaints and Appeals Policy. Please see item 8 below.

8. Complaints and Appeals

- a) Student requests for deferment, and suspension and cancellation of enrolment are not subject to The College's Complaints and Appeals Policy.
- b) Exclusion from class (internal suspension) is not subject to The College's Complaints and Appeals Policy.
- c) Exclusion from College (external suspension) is subject to the College's Complaints and Appeals Policy.
- d) College initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to The College's Complaints and Appeals Policy.
- e) For the duration of the appeals process, the student will remain enrolled and must attend as required to maintain enrolment and attendance at all classes as normal. The Head of College/Headmaster will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- f) If students access The College's complaints and appeals process regarding a College initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

- g) 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 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.
- h) The use of extenuating circumstances by The College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- i) The final decision for evaluating extenuating circumstances lies with the Headmaster.

9. Student to seek advice 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 will be informed to contact the Department of Immigration for advice. (Please see <http://www.border.gov.au/>)

10. Definitions

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