



014-PP-PBS

Deferring Suspending or Cancelling Student Enrolment Policy

1.0 **Purpose**

1.1 The purpose of this policy and procedure is to ensure that Pal Buddhist School (PBS) responds appropriately to:

- 1.1.1 student requests for deferment, temporary suspension, or cancellation of enrolment in accordance with the requirements of the National Code 2007 as per Standard 13 Deferring, Suspending or Cancelling Student's Enrolment
- 1.1.2 situations where student actions warrant the imposition of short-term suspension, long-term suspension or cancellation of enrolment.

2.0 **Responsibility**

2.1 The Principal / Deputy Principal is responsible for:

- 2.1.1 the implementation of this policy/procedure and to ensure that staff and students are aware of its application and that staff implement its requirements
- 2.1.2 evaluating requests for deferment, suspension or cancellation of enrolment and the subsequent notification to students
- 2.1.3 managing situations of student misconduct that may warrant temporary suspension, long term suspension from class or cancellation of enrolment
- 2.1.4 ensuring staff and students are aware of its application and that staff implement its requirements.

3.0 **Policy Statement**

3.1 Deferment of commencement of study requested by student

3.1.1 Under the requirements of the ESOS Act 2000, if an overseas student has enrolled in a programme at PBS, the registered provider must not allow them to defer commencement of their studies, or suspend their studies, except for compassionate and compelling circumstances including but not limited to:

- 3.1.1.1 illness, where a medical certificate states that the student was unable to attend classes;
- 3.1.1.2 bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- 3.1.1.3 major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies; or
- 3.1.1.4 a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).

- 3.1.2 The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
 - 3.1.3 Deferment will be recorded on PRISMS depending on the student's CoE status and documentary evidence of the assessment of the application will be recorded on the student's file.
- 3.2 Suspension of study requested by student
- 3.2.1 Once the student has commenced the course, PBS School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - 3.2.1.1 illness, where a medical certificate states that the student was unable to attend classes;
 - 3.2.1.2 bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
 - 3.2.1.3 major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies; or
 - 3.2.1.4 a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - 3.2.2 Suspensions will be recorded on PRISMS.
 - 3.2.3 The period of suspension will not be included in attendance calculations.
 - 3.2.4 The final decision for assessing and granting a suspension of studies lies with the Principal.
- 3.3 Assessing requests for deferment or suspension of studies.
- 3.3.1 Applications will be assessed on merit by the Deputy Principal.
 - 3.3.2 All applications for deferment or suspension will be considered within seven working days.
- 3.4 Exclusion from class (1 – 28 days)
- 3.4.1 A student may have his or her enrolment suspended or cancelled as a result of unsatisfactory academic progress, persistent poor attendance, academic misconduct or inappropriate behaviour. PBS 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 **166-PP-PBS Code of Conduct** as follows:

Academic Misconduct

All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means such as copying another student's work, or in any way mislead a teacher or tutor about their knowledge, ability, or the amount of original work they have done.

A Student's Responsibilities:

1 Examinations

- a) Students must not help or receive assistance from other students;

- b) Students must not request the loan of or lend materials or devices to other students;
- c) Students must not bring any materials into the examination room other than those specified for that examination; and
- d) Students must not use computer software or other devices during an examination other than those specified.

A student may be excluded from a final examination in a unit for any of the following reasons:

- unauthorised absence from class;
- failure to meet unit requirements, for example non-submission of assignments or failure to attend class or mid-semester tests;
- academic misconduct; and
- general misconduct (see below).

2 Other Assessment Tasks

- a) Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study;
- b) Students must not use another person's concepts, results or conclusions and pass them off as their own;
- c) In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment; and
- d) Students must not ask another person to produce an assessable item for them.

B. PBS's Responsibilities:

Procedural Fairness

1. Students must be treated fairly, with dignity and with due regard to their privacy.
2. Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the student conduct committee to have so behaved.
3. Past misconduct is not evidence that a student has behaved in the same manner again.
4. Each case is dealt with on its own merits and according to its own circumstances with the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

C. Penalties

1. Penalties imposed will take into account the nature and the extent of the misconduct.
2. Penalties imposed will take into account the student's stage in the programme.
3. Penalties imposed will take into account the conventions of the field of study.

4. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from PBS.
5. The following penalties may be imposed: a warning, a reduction in grades, receiving zero for an assessment event, failing the unit, exclusion from PBS.

D. Notification and Appeal

Students must be notified in writing of penalties as a consequence of academic misconduct.

The grounds for appeal are:

- procedural irregularities, and/or
- factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.

Appeals must be lodged in writing with the Principal within 20 days of the date of the student being notified of the consequence.

E. General Misconduct

Students are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without impediment due to the misconduct of others.

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals PBS property or the property of others; alters/defaces PBS documents or records; prejudices the good name of PBS, or otherwise acts in an improper manner.

PBS will report all criminal acts committed by its students to the relevant authorities.

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

1. Contravenes any rules or acts;
2. Prejudices the good name or reputation of PBS;
3. Prejudices the good order and governance of PBS or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of PBS;
4. Fails to comply with conditions agreed in the contract;
5. Wilfully disobeys or disregards any lawful order or direction;
6. Refuses to identify him or herself when lawfully asked to do so by an officer of PBS;
7. Fails to comply with any penalty imposed for breach of discipline;
8. Misbehaves in a class, meeting or other activity under the control or supervision of PBS, or on PBS premises or other premises to which the student has access as a student of PBS;
9. Obstructs any member of staff in the performance of their duties;

10. Acts dishonestly in relation to admission to PBS;
11. Knowingly makes any false or misleading representation about things that concern the student as a student of PBS or breaches any of PBS's rules;
12. Alters any documents or records;
13. Harasses or intimidates another student, a member of staff, a visitor to PBS, or any other person while the student is engaged in study or other activity as an PBS student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
14. Breaches any confidence of PBS;
15. Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from PBS premises while acting as an PBS student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
16. Steals, destroys or damages a facility or property of PBS or for which PBS is responsible; or
17. Is guilty of any improper conduct.

F. Penalties for General Misconduct

1. Penalties imposed will take into account the nature and the extent of the misconduct.
2. A student's second offence is penalised more severely than their first offence and a third, successive offence will result in exclusion from PBS, eg:

Penalty 1: Friday Reflection → for student disruptive behaviour.

Penalty 2: Suspension → for student failure to attend Friday Reflection → – Student is suspended and must complete set work by each Teacher for the day in suspension and report to the Principal at the commencement of the next day with completed work.

Penalty 3: Expulsion → for non-sign-off of set work.

If the student admits to the alleged misconduct, the Principal may impose one or both of the following:

- a charge for the cost of damage to facilities and equipment; and/or
- temporary exclusion from PBS.

The Principal of PBS may impose the penalty of permanent exclusion from PBS in the case of physical or verbal abuse of students or staff of PBS, repeated or severe misconduct, or in the case of criminal acts.

G. Notification and Appeal

Students must be notified in writing of penalties as a consequence of general misconduct.

The grounds for appeal are:

- procedural irregularities, and/or
- factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.

Appeals must be lodged in writing with the Principal within 20 days of the date of the student being notified of the consequence. The process will commence within 10 working days from the date of receipt of the student's appeal.

3.5 Exclusion from class (1 – 28 days) – continued

- 3.5.1** 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 Deputy Principal.
- 3.5.2** 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.
- 3.5.3** Exclusions from class will not be recorded on PRISMS.
- 3.5.4** Periods of 'exclusion from classes will not be included in attendance calculations as per PBS's Course Progress and Attendance Policy.

3.6 Exclusion from studies (28 days +)

- 3.6.1** PBS may exclude a student on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in **166-PP-PBS Code of Conduct**.
- 3.6.2** 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 Deputy Principal.
- 3.6.3** Students who have been excluded for more than 28 days are required to return to their home country by DIBP unless special circumstances exist (e.g. the student is medically unfit to travel).
- 3.6.4** If special circumstances exist, the student must abide by the conditions of his or her exclusion which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Principal.
- 3.6.5** Exclusions will be recorded on PRISMS.
- 3.6.6** The period of exclusion will not be included in attendance calculations.
- 3.6.7** Any student who wishes to discontinue their studies is free to do so, but there is no obligation on the part of PBS to reinstate any student who has withdrawn. A student who has withdrawn may reapply at a later date, subject to any relevant immigration restrictions that may apply. Any such re-application will be considered through the normal application processes.
- 3.6.8** PBS undertakes responsibility for students under 18 years of age for a period of seven days after the end date of their Course until:

- the student is accepted by another provider and that provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
- the student leaves Australia;
- other suitable arrangements are made that satisfy the Migration Regulations; or
- the School reports to DIBP that it can no longer approve of the arrangements for the student via PRISMS and by phone.

4.0 **Scope**

4.1 This policy relates to students studying in Australia on a Student Visa and domestic students.

5.0 **Definitions used in this Policy**

5.1 All terminology used within this policy is consistent with definitions in Section 20.

6.0 **Legislation**

- ESOS Act 2000
- National Code 2007

7.0 **Policy Content**

7.1 Eligibility

Students eligible to apply for a Deferment of Studies are as follows:

1. International students who have been enrolled for more than one term are eligible to apply for a Deferment of Studies if they have successfully completed courses in the programme and are meeting programme requirements in accordance with Faculty rules.
2. Students in the first term of study should contact the Deputy Principal for advice on commencement options.

7.2 Acceptable grounds for granting a Deferment of Studies (Standard 13, National Code)

Documented medical grounds or exceptional compassionate circumstances are the only grounds acceptable for approval of an application.

1. An illness or disability (certified by a licensed medical practitioner or registered psychologist).
2. Exceptional compassionate circumstances-- for example, the death of a close family member (parent, grandparent, sibling, spouse or child-- where possible a death certificate should be provided).
3. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies.
4. A traumatic experience that has impacted on the student (supported by police or psychologist's reports) and include:
 - a. Involvement in, or witnessing of an accident or
 - b. Witnessing or being the victim of crime.

7.3 Documentation

To expedite the decision, the student should provide the original or certified copy of:

1. Medical certificate or supporting documentation from registered psychologist/medical practitioner; or
2. Death certificate ; or
3. Police or psychologist's report ; and
4. A copy of their departure ticket.

7.4 Length of Deferment

Deferment of Studies can be granted for only one term at a time and for a maximum of 12 months during the total duration of the student's programme. International students need to be aware of the implications regarding their student visa status as a result of taking Deferment of Studies.

7.5 The final decision for assessing and granting a deferment of commencement of studies lies with the Principal or Deputy Principal.

7.6 Deferment will be recorded on PRISMS depending on the students CoE status.

8.0 Cancellation of Enrolment

8.1 PBS will cancel the enrolment of a student under the following conditions;

8.1.1 Failure to pay course fees;

8.1.2 Failure to maintain approved welfare and accommodation arrangements (visa condition 8532);
or

8.1.3 Any behaviour identified as resulting in cancellation in **166-PP-PBS Code of Conduct**.

8.2 PBS is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which will result in automatic cancellation.

8.3 The Principal must be informed ASAP where a student is responsible for a serious incident, breach of security or misconduct threatening the welfare of fellow students or staff

8.4 A **218-FM-PBS Alleged Misconduct Incident Report Form** is prepared by the staff members in question and submitted to the Principal

8.5 Where a decision is made by the Principal to cancel student enrolment for misconduct the student will be notified in writing by the Principal through an Intention to Cancel Enrolment letter which will include reference to **003-PP-PBS Student Complaints and Appeals policy** the **355-FM-PBS Student Appeals Form**

8.6 If extenuating circumstances exist, the student will be reported in PRISMS prior to the completion of the internal appeals process.

8.7 PBS will cancel the enrolment of a student under the following conditions;

8.7.1 Failure to pay course fees

8.7.2 Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)

8.7.3 Any behaviour identified as resulting in cancellation in **166-PP-PBS Code of Conduct**.

8.8 PBS will report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which may impact on a student's visa.

9.0 Complaints and Appeals

9.1 Students who request deferment and suspension are not subject to PBS Complaints and Appeals Policy.

9.2 Exclusion from class is subject to PBS's Complaints and Appeals Policy.

9.3 Exclusions and cancellations of enrolment are subject to PBS's Complaints and Appeals Policy.

9.4 For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The DP will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

9.5 If students access PBS's complaints and appeals process regarding an exclusion, where the exclusion is recorded in PRISMS, or cancellation, the exclusion 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.

9.6 Extenuating circumstances include;

9.6.1 the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age);

9.6.2 the student is missing;

9.6.3 the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's well-being;

9.6.4 the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;

9.6.5 is at risk of committing a criminal offence, or

9.6.6 the student is the subject of investigation relating to criminal matters.

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

9.8 The final decision for evaluating extenuating circumstances lies with the Principal.

10.0 Student Advice

10.1 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.

Part B Procedures

Process

All applications for Deferment, Suspension or Cancellation of Studies must be made in writing using **400-FM-PBS Deferring, Suspending & Cancelling Student Enrolment Form** and must include all the relevant, supportive documentation. **Applications** are to be lodged with the DP. Six months' notice in writing and addressed to the Principal is required of intention to withdraw a student from the School; six months' fee is charged for withdrawal without such notice.

Students will be given the right of review in the case of an unfavourable decision, providing they can submit additional documentation to that already provided. All requests for review made by students will be forwarded to the Principal for review. Students will have 20 working days to access PBS internal complaints and appeals process as per Standard 8.1. If the student accesses the internal complaints and appeals process, the suspension or cancellation of the student's enrolment under this standard cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

The following information must be given to students, in writing, upon the application for a Deferment of Studies: Deferring, suspending or cancelling his or her enrolment may affect his or her student visa. Information concerning the suspension will be conveyed to the Secretary of AGDoE via PRISMS as required under section 19 of the ESOS Act. DIBP is likely to make enquiries concerning the reasons for deferment and are able to check movement records to determine whether the student has left Australia.

It is strongly advised that the student contact the Australian Embassy in their home country to check the status of their student visa before attempting to travel back to Australia. If their student visa has been cancelled they may wish to provide the Australian Embassy with documentation to substantiate and clarify the grounds that necessitated their Deferment of Studies in Australia.

11.0 **Policy Requirements**

In relation to deferment, suspension or cancellation of a student's enrolment PBS will:

- 11.1 inform students, prior to enrolment, of grounds on which enrolment may be deferred, suspended or cancelled and that deferment, suspension or cancellation of enrolment may affect their student visa
- 11.2 locate the **014-PP-PBS Deferring, Suspending of Cancelling Student Enrolment** policy on the PBS website
- 11.3 provide further information during the student orientation program
- 11.4 maintain the student's enrolment for the duration of any appeal in the case where a student lodges an internal appeal against an PBS decision
- 11.5 grant a deferral, suspension of enrolment only in the case where a student meets the grounds of compassionate and compelling circumstances and notify AGDoE accordingly
- 11.6 cancel enrolment if a student:
 - i) fails to be financial and pay course fees

- ii) fails to maintain approved welfare and accommodation arrangements (in the case where the student is under 18 years)
- iii) is proven to have demonstrated serious misbehaviour as defined in the **Definitions** section of this policy below

- 11.7 follow **004-PP-PBS Student Discipline and Misconduct Policy** in relation to circumstances where suspension or cancellation relates to serious unacceptable behaviour
- 11.8 grant deferrals / suspensions for a period of up to six months if supported by appropriate documentation. [Where Suspension/Deferral is granted for more than two weeks, the student must defer the whole term and recommence their studies in the next term if their request is approved]
- 11.9 not record attendance in calculations for monitoring purposes where a student is suspended in PRISMS
- 11.10 not enter into PRISMS, or include in attendance calculations, time associated with suspension from class for a short periods of time
- 11.11 update the student's record and CoE in SAS and include all relevant documents in the student file.

12.0 Suspension from Class

- 12.1 Once the student has commenced the course, PBS will only grant a suspension of study for compassionate and compelling circumstances. These include but not limited to;
 - 12.1.1 Illness, where a medical certificate states that the student was unable to attend classes
 - 12.1.2 bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - 12.1.3 major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - 12.1.4 a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist' reports).
- 12.2 Suspensions will be recorded on PRISMS.
- 12.3 The period of suspension will not be included in attendance calculations.
- 12.4 The final decision for assessing and granting a suspension of studies lies with the Principal or Deputy Principal.
- 12.5 Students may be immediately suspended (short-term for a period not exceeding 4 school days or long-term for a period not exceeding 20 school days) from classes for serious misconduct.
- 12.6 Suspension of a student may be recommended by the teacher and must be supported by the Principal.
- 12.7 The length of the suspension will be determined by the Principal taking into consideration student's previous conduct record, continued access to educational programs, progress and assessments.
- 12.8 All misconduct issues will be reported by teachers to the Principal who will recommend appropriate action in line with the **004-PP-PBS Student Discipline and Misconduct Policy**.

- 12.9 The student will be required to adhere to the terms of the suspension and/or behavioural or monitoring contract. Failure to do so may result in cancellation of enrolment.
- 12.10 Where the student is under 18 years the guardian / parents will be notified by phone and follow up letter by the Principal of the intended suspension and informed that they (parent / guardian) will be responsible for the student whilst the period of suspension is completed.
- 12.11 To maintain the Accommodation Service Provider contact terms, the Student Services Officer will maintain contact with the provider during the period of the suspension.
- 12.12 The Principal will inform the Admissions Manager that attendance records will reflect “suspended” for the period of the suspension and will not be counted in determining the percentages of student current and projected attendance.
- 12.13 The student may lodge an appeal as per the **003-PP-PBS Student Complaints and Appeals policy** using the **355-FM-PBS Student Appeals Form**.

13.0 Assessing Requests for Deferment or Suspension of Studies

- 13.1 Applications will be assessed on merit by Principal or Deputy Principal.
- 13.2 All applications for deferment or suspension will be considered within three working days.

14.0 Exclusion from Class (1-28 days)

- 14.1 PBS may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any misbehaviour identified as resulting in exclusion in **166-PP-PBS Code of Conduct**.
- 14.2 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 or Deputy Principal.
- 14.3 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.
- 14.4 Exclusions from class will not be recorded on PRISMS.
- 14.5 Periods of ‘exclusion from class’ will not be included in attendance calculations as per **124-PP-PBS Course Progress Policy** and **096-PP-PBS Attendance Policy**.

15.0 School Initiated Suspension of Studies (28 days+)

- 15.1 PBS may initiate a suspension of studies or 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 **166-PP-PBS Code of Conduct**.
- 15.2 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 or Deputy Principal.
- 15.3 Students who have been suspended for more than 28 days should contact DIBP to see if their visa is affected by the suspension.
- 15.4 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 Principal or Deputy Principal.
- 15.5 Suspensions will be recorded on PRISMS.

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

16.0 Procedure for student request for deferment, suspension or cancellation of enrolment

A student seeking to defer, suspend or cancel enrolment must:

16.1 complete the **400-FM-PBS Deferring, Suspending or Cancelling the Student's Enrolment Form**

16.2 submit the completed form to the Student Services Officer with all supporting documentation.

The Student Services Officer will:

16.3 assess the request based on the information provided and if needed, convene a meeting with the student

16.4 check with the Finance Department to ensure no outstanding tuition fees. [If fees are outstanding the request may not be approved pending review of compassionate and compelling circumstances]

16.5 forward the application and subsequent recommendation to the Principal to assess potential impact on academic progress.

The Principal will:

16.6 decide to approve or not approve the **400-FM-PBS Deferring, Suspending or Cancelling the Student's Enrolment Form** and return to the Student Services Officer for processing

The Student Services Officer will, if the request ***is approved***:

16.7 advise the student of the outcome in writing

16.8 advise the student to consider the potential impact on their studies. [The letter must also indicate that the student should check the validity of their visa if they are leaving the country during this period]

16.9 advise the Admissions Manager of the outcome to enable the student's status and enrolment information on SAS to be updated. If the end date on the CoE is affected, a course variation will be submitted against the student's CoE on PRISMS and a new CoE will be created. Copies of all documents will be included in the student file.

The Student Services Officer will, if the request is ***not approved***:

16.10 advise the student in writing and include information regarding access to the complaints and appeals process

16.11 advise the Admissions Manager of the outcome

16.12 place a copy of all documents in the student's file

17.0 Procedure for student suspension for misbehaviour

In the case where an immediate short-term temporary suspension is imposed on a student:

- 17.1 the staff member concerned will complete 218-FM-PBS Alleged Misconduct Incident Report Form and provide a copy of this form the Principal / Deputy Principal
- 17.2 The Principal / Deputy Principal will assess the situation and make a decision on appropriate action which may include:
 - 17.2.1 no further action
 - 17.2.2 an interview with the student to resolve the issue
 - 17.2.3 temporary suspension
 - 17.2.4 long term suspension
 - 17.2.5 cancellation of enrolment

18.0 Complaints and appeals

- 18.1 Student requested deferment and suspension are not subject to **003-PP-PBS Student Complaints and Appeals Policy**.
- 18.2 Exclusion from class is subject to **003-PP-PBS Student Complaints and Appeals Policy**.
- 18.3 School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to **003-PP-PBS Student Complaints and Appeals Policy**.
- 18.4 For the duration of the appeals process, the student is required to maintain the enrolment and attendance at all classes as normal. The Principal or Deputy Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- 18.5 If student's access **003-PP-PBS Student Complaints and Appeals** process regarding a school 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.
- 18.6 Extenuating circumstances include;
 - 18.6.1 the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - 18.6.2 the student is missing
 - 18.6.3 the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - 18.6.4 the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - 18.6.5 is at risk of committing a criminal offence, or
 - 18.6.6 the student is the subject of investigation relating to criminal matters.

19.0 Student advice

- 19.1 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 DIBP Website for further information about their visa conditions and obligations.

20.0 Definitions

- 20.1 **Defer/Suspend enrolment** - To temporarily suspend studies in PRISMS (adjourn, delay, postpone) Defer, Temporarily Suspend, Leave of Absence.
- 20.2 **Deferment** - Course commencement date is deferred by the student to a later date, prior to a student date of the course.
- 20.3 **Temporary Suspension** - To Defer/Suspend enrolment for a period of Less than 28 days as entered in PRISMS. The student not required to leave the country.
- 20.4 **Significant period of suspension** - a period of 28days plus and less than 6 months. Student must return to home country unless medically unfit to travel. Appropriate Documentation required.
- 20.5 **Medically Unfit to Travel** - A doctors certificate stating that student is unable to travel
- 20.6 **Valid return airfare** – An airfare ticket showing departure date no more than 28 days from suspension date.
- 20.7 **Cancellation of enrolment** – to permanently terminate a student’s enrolment or the student withdraws entirely from the course.
- 20.8 **Suspension** – to temporarily disallow a student entry to studies.
- 20.9 **Short period of suspension** – a period not exceeding three weeks.
- 20.10 **To ‘maintain the student’s enrolment’** – the school does not notify AGDoE of any change to the students enrolment status via PRISMS.
- 20.11 **Suspension of studies requested by the student** - Leave from studies is granted to the student after the commencement date of course.
- 20.12 **Prohibited Weapon** - Weapons that are listed on Schedule One of *the Weapons Prohibition Act (1998)*.
- 20.13 **Restricted Substance** - Any substance specified in Schedule Four of the Poisons List. These are substances which in the public interest should be supplied only upon the written prescription of a medical practitioner, nurse practitioner, dentist or veterinary surgeon.
- 20.14 **Serious Misbehaviour** - Serious misbehaviour is that which warrants immediate suspension and includes:
- physical violence resulting in injury or behaviour that seriously interferes with the safety and well-being of others
 - possession of a firearm or knife (as defined by schedule One of the Weapons Prohibition Act) without reasonable cause
 - use of, supplying or being in the possession of a suspected illegal substance or supplying a restricted substance.

21.0 Compassionate Compelling Circumstances:

- 21.1 Unusual, exceptional or compelling circumstances that are not part of daily life experience The following are Grounds that must be strictly addressed with Appropriate Documentation evidence provided:

- 21.1.1 Serious illness or injury, where a medical certificate states that the student is unable to attend classes for a significant period of time
- 21.1.2 If illness is psychological – must provide a psychologists report
- 21.1.3 Bereavement of close family members such as parents or grandparents
- 21.1.4 Major political upheaval or natural disaster in the home country requiring emergency travel
- 21.1.5 A traumatic experience which could include involvement in, or witnessing a serious accident; and witnessing or being the victim of a serious crime

21.2 The following are **not** unusual or exceptional circumstances and are not grounds:

- 21.2.1 Work-related pressures
- 21.2.2 Daily life traumas and stresses
- 21.2.3 Relationship difficulties and break ups
- 21.2.4 Minor illnesses i.e. non-life threatening
- 21.2.5 Celebratory relationship events e.g. Weddings
- 21.2.6 Any type of Health or religion-related claims regarding food handling where food handling is a clear requirement of the enrolled course program

22.0 Extenuating circumstances relate to student welfare and may include but not limited to situation where a student:

- 22.1 refuses to maintain approved care arrangements
- 22.2 is missing
- 22.3 is suffering from severe depression or psychological issues which lead to provider concern for student wellbeing
- 22.4 has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others
- 22.5 is at risk of committing a criminal offence

Note: Any claim of extenuating circumstances will need to be supported by appropriate evidence

23.0 Misconduct

- 23.1 Misconduct is grounds for suspension, suspension or cancellation as per **004-PP-PBS Student Discipline and Misconduct Policy**. Under extenuating circumstances the appeals wait period is waived.

24.0 Grounds Evidence – Documents to be provided with an application

24.1 Appropriate documentation:

- 24.1.1 If the student is requesting suspension/deferral on grounds then the student must provide the appropriate documentation.

- 24.1.2** If the student is unable to return to home country medically unfit to travel documents are required. Specific dates must be provided. Terms such as 'early', 'mid', 'late' or month only are not acceptable.
- 24.1.3** If the student is going offshore then they must be able to show a valid Departure and Return airfare. Itinerary or confirmations are not acceptable.
- 24.1.4** Bereavement – A Death Certificate must be provided
- 24.1.5** A Traumatic Experience – A Police Report must be provided

25.0 Associated documents

- 25.1 003-PP-PBS Student Complaints and Appeals policy
- 25.2 004-PP-PBS Student Discipline and Misconduct Policy
- 25.3 355-FM-PBS Student Appeals Form
- 25.4 400-FM-PBS Deferring Suspending or Cancelling the Student's Enrolment Form

26.0 Revision History

Review Date: December 2015

Rev.	Date	Description of modifications
1	04/03/2015	Original Policy Draft