

Swan Christian College
CRICOS PROVIDER NO: 00459J

Student Deferment, Suspension and Cancellation Policy for Overseas Student's Enrolment

1. Deferment or suspension of study requested by student

Deferment or suspension of study requested by student for compassionate and compelling circumstances include but are not limited to:

- (i) Illness, where a medical certificate states that the student was unable to attend classes;
- (ii) Bereavement to 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;
- (iv) A traumatic experience which has impacted on the student (where possible a supported by police or psychologists' reports).

2. School initiated Suspension of Studies

Swan Christian College may initiate suspension of a student on the grounds of misbehaviour or breach of College rules.

3. School initiated Cancellation of Enrolment

Swan Christian College may cancel a student's enrolment under the following conditions:

- (i) Failure to pay course fees;
- (ii) Any behaviour or serious breach of College rules identified as grounds for possible expulsion.
- (iii) Due to a breach of course progress and/or attendance requirements (in accordance with Standard 8).

Where suspension or cancellation is not initiated by the student the student has appeal rights through the College's Grievance Dispute Resolution Policy and has 20 working days to appeal, should they wish to do so.

The suspension or cancellation cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others is likely to be at risk. Therefore, for the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Principal and/or Dean of Year will determine if participation in studies will be in class or under supervised arrangement outside of classes.

Swan Christian College is required under Section 19 of the ESOS Act 2000, to advise the Department of Home Affairs, Immigration and Citizenship <https://www.homeaffairs.gov.au/> about changes to the student's enrolment and breaches of student visa conditions relating to academic performance and attendance. Deferment, suspension, withdrawal or cancellation of an overseas student's enrolment may affect his/her visa.

Students should contact Immigration to see if their visa is affected by the suspension/cancellation.

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

Parents and students will be advised in writing by the Principal of any school initiated exclusion, suspension or cancellation of studies.

Deferment and suspensions will be recorded on the Provider Registration Information Management System (PRISMS).