



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

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#### 1. Rationale

As a registered provider of educational services to Full Fee Paying Overseas Students (FFPOS), St Leonard's College can only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement and in limited circumstances.

It is expected that students entering year 11 will commence at the beginning of the school year; the beginning of the two-year Victorian Certificate of Education (VCE) or the International Baccalaureate Diploma Programme (IBDP). Should a student be unable to commence on that date due to, for example, lack of English language proficiency or not arriving in the country in time, their enrolment may be cancelled.

Although it is highly desirable and expected, for students commencing at other levels, there is not the same requirement that they commence at the beginning of a course of study.

Full Fee Paying Overseas Students may be granted leave of absence from their studies only for compassionate and compelling circumstances.

The College may suspend or dismiss a student on the grounds of:

- Misbehaviour by the student,
- Failure to pay an amount which they were required to pay St Leonard's College to undertake or continue to study
- A breach in the progress or attendance requirements as detailed in the St Leonard's College Course Progress and Attendance Policy
- Failure to comply with the College's Accommodation and Welfare Policy.

The Principal determines whether requests for deferment may be granted, and whether a student should be suspended or dismissed.

#### 2. Scope

All full fee paying overseas students

#### 3. References

##### Legislation

- The National Code of Practice for Providers of Education and Training to Overseas Students 2018; Standard 9

##### St Leonard's College Policies and Documents

- FFPOS Accommodation and Welfare Policy
- FFPOS Course Progress and Attendance Policy
- FFPOS Complaints and Appeals (Grievance) Policy

Document: Deferment, Suspension and Cancellation	Issue# 1	Issue year: 2018	Revision year: 2021	Page 1 of 10
---	----------	------------------	---------------------	--------------



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

#### 4. Definitions

- PRISMS The Provider Registration and International Students Management System is the database system used to process information given to the Secretary of DET by registered providers.
- DET Department of Education and Training (Australian)
- DoHA Department of Home Affairs, the government agency responsible for issuing visas.
- CoE Confirmation of enrolment – a document, provided electronically, which is issued by St Leonard's College to intending overseas students and which must accompany their application for a student visa. It confirms the student's eligibility to enrol in secondary studies at St Leonard's College.
- CAAW Confirmation of Appropriate Accommodation and Welfare – a document issued by St Leonard's College indicating the College's approval of the students accommodation, support and general welfare.
- Day Any day including weekends and public holidays in or out of term time.
- FFPOS Full Fee Paying Overseas Student

#### 5. Implementation

##### 5.1. Deferment of Commencement of Study Requested by Student

- Students entering year 11 must be able to commence their studies at the start of the school year.
  - St Leonard's College does not permit deferment of studies at the commencement of year 11.
  - Should a student be unable to commence their studies on the required date, St Leonard's College's FFPOS Refund Policy will apply.
- St Leonard's College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
  - illness, where a medical certificate states that the student was unable to attend classes
  - bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
  - a traumatic experience which has impacted on the student (these cases should be, where possible, supported by police or psychologists' reports).
- The final decision for assessing and granting a deferment of commencement of studies lies with the Principal on advice from the Director of International Relations.

Document: Deferment, Suspension and Cancellation	Issue# 1	Issue year: 2018	Revision year: 2021	Page 2 of 10
---	----------	------------------	---------------------	--------------



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

- The student will be notified in writing of the outcome of the process.
- The College's FFPOS Accommodation and Welfare Policy will not apply during the period of deferment of studies.
- As per section 19 of the ESOS Act, Deferment will be recorded on PRISMS depending on the student's CoE status.

#### 5.2. Suspension of Study Requested by Student

- Once the student has commenced the course, St Leonard's College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
  - illness, where a medical certificate states that the student was unable to attend classes
  - bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
  - a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- The final decision for assessing and granting a suspension of studies lies with the Principal on advice from the appropriate Head of Section (Head of Middle School or Head of Senior School) and the Director of International Relations.
- The College's FFPOS Accommodation and Welfare Policy will not apply during the period of deferment of studies.
- In accordance with section 19 of the ESOS Act, suspension of a student's studies will be recorded on PRISMS.
- St Leonard's College will notify the student of the result of their request to suspend their studies in the form of the proforma on page 6 of this document. In the case of extenuating circumstances, the proforma on page 9 of this document applies.
- The period of suspension will not be included in attendance calculations.
- St Leonard's College will notify a student that a suspension of their studies may affect his or her student visa.

#### 5.3. Assessing Requests for Deferment or Suspension of Studies

All applications for deferment or suspension will be considered within eight working days and the result notified to the student. A full report of the process will be reported on the student's file.

#### 5.4. School Initiated Exclusion from Class (1 – 28 days) and Suspension of Studies (28 days +)

- St Leonard's College may exclude a student from both curricular and cocurricular programs on the grounds of misbehaviour by the student or suspend the student if he or she is unwilling to comply

Document: Deferment, Suspension and Cancellation	Issue# 1	Issue year: 2018	Revision year: 2021	Page 3 of 10
---	----------	------------------	---------------------	--------------



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

with the College's FFPOS Accommodation and Welfare Policy. Suspension will be imposed by the Principal.

- If a student is suspended from studies, the College will notify the student and their parent(s)/guardian(s) and; unless extenuating circumstances relating to the welfare of the student apply, will allow 20 working days to access the College's complaints and appeals process.
- Excluded students must abide by the conditions of their exclusion from studies and must continue to comply with the College's FFPOS Accommodation and Welfare Policy.
- Where the student is provided with homework or other studies for the period of the exclusion from class (1-28 days), the student must continue to meet the academic requirements of the course.
- The College's FFPOS Accommodation and Welfare Policy does not apply if students are suspended for more than 28 days. Students who have been suspended for more than 28 days are required to return to their home country by DoHA unless special circumstances exist (eg the student is medically unfit to travel), in which case the parents will be required to assume the accommodation and welfare arrangements of the student.
- 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 Director of International Relations.
- Exclusion from class will not be recorded on PRISMS. Suspensions will be recorded on PRISMS and on the student's file.
- The period of suspension will not be included in attendance calculations.
- Periods of exclusion from class will be included in attendance calculations.

#### 5.5. Cancellation of Enrolment

- St Leonard's College may cancel the enrolment of a student under the following conditions:
  - failure to pay course fees.
  - failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
  - any behaviour identified as inappropriate resulting in cancellation as determined by the Principal.
  - the student is missing and all reasonable attempts to locate the student have failed.
- If a student's enrolment is cancelled, the College will notify the student and parent/s and allow twenty (20) working days to access the College's complaints and appeals process, unless extenuating circumstances relating to the welfare of the student apply.
- St Leonard's College will report the failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DoHA which will result in automatic cancellation.

Document: Deferment, Suspension and Cancellation	Issue# 1	Issue year: 2018	Revision year: 2021	Page 4 of 10
---	----------	------------------	---------------------	--------------



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

- A record of the process and the outcome will be included in the student's file.

#### 5.6. Complaints and Appeals

- Student requested deferment and suspension are not subject to the St Leonard's College FFPOS Complaints and Appeals (Grievance) Policy.
- Exclusion from class is subject to the St Leonard's College FFPOS Complaints and Appeals (Grievance) Policy.
- School initiated suspension; where the suspension is to be recorded in PRISMS, and cancellation are subject to the St Leonard's College FFPOS Complaints and Appeals (Grievance) Policy.
- For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal, unless the Principal determines that participation in studies will be under a supervised arrangement outside of classes. The Head of School (Head of Junior School, Head of Years 5 & 6, Head of Middle School or Head of Senior School) will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- If a student accesses St Leonard's College FFPOS Complaints and Appeals (Grievance) Policy 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.
- Extenuating circumstances include:
  - the student refuses to maintain approved welfare and accommodation arrangements
  - the student is missing
  - the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
  - the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
  - the student is at risk of committing a criminal offence; or,
  - the student is the subject of investigation relating to criminal matters
- The use of extenuating circumstances by St Leonard's 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.
- The final decision for evaluating extenuating circumstances lies with the Principal.

#### 5.7. Student Advice

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. In accordance with standard 9.5.1 of the National Code, students will be informed to contact the Department of Home Affairs (DoHA) for advice. In all cases of deferment,

Document: Deferment, Suspension and Cancellation	Issue# 1	Issue year: 2018	Revision year: 2021	Page 5 of 10
---	----------	------------------	---------------------	--------------



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

suspension or cancellation of study, the student and parent(s)/guardian(s) are notified of the outcome in writing.

#### 5.8. Application for deferment of commencement or suspension of studies (for completion by student)

Please read the attached *Deferment, Suspension and Cancellation Policy* before filling out 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: \_\_\_\_\_

Address in home country: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

#### I am applying for:

A deferment of commencement of studies

A suspension of studies

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

.....  
.....  
.....

#### Attachments:

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The College may ask for more documentation if required. Applications are usually processed in eight (8) working days.

Document: <i>Deferment, Suspension and Cancellation</i>	Issue# 1	Issue year: 2018	Revision year: 2021	Page 6 of 10
--	----------	------------------	---------------------	--------------



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

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Deferment and suspension of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Home Affairs (DoHA) on 131 881 or contact the local DoHA office to see if this will affect you.

Students who have not yet commenced their studies at St Leonard's College's will also need to contact DoHA in case there is any effect on their student visa as a result of changes to enrolment or CoE (Confirmation of Enrolment) status.

---

Student signature

Date

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Parent(s)/Guardian(s) signature

Date



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

#### 5.9. Letter from St Leonard's College informing of intention to suspend or cancel enrolment

Student name: \_\_\_\_\_

Year level: \_\_\_\_\_

Current address in Australia: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

This letter is to inform you that St Leonard's College intends to:

Suspend your enrolment for  days/weeks/months

Cancel your enrolment

This is due to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deferment, 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 Home Affairs on 131 881 or contact the local DoHA office to see if this will affect you.

You have 20 working days in which to appeal against the College's decision in accordance with the *St Leonard's College Complaints and Appeals (Grievance) Policy*.

Document: Deferment, Suspension and Cancellation	Issue# 1	Issue year: 2018	Revision year: 2021	Page 8 of 10
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# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

#### 5.10. Letter from the College informing of intention to suspend or cancel enrolment (with extenuating circumstances)

Student name: \_\_\_\_\_

Year level: \_\_\_\_\_

Current address in Australia: \_\_\_\_\_

Phone number \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email address \_\_\_\_\_

This letter is to inform you that St Leonard's College intends to:

Suspend your enrolment for  days/weeks/months

Cancel your enrolment

This is due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Home Affairs on 131 881 or contact the local DoHA office to see if this will affect you.

You have 20 working days in which to appeal against the College's decision in accordance with the *St Leonard's College Complaints and Appeals Policy* attached.

However, St Leonard's College has determined that extenuating circumstances apply in this case. [Insert 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 College.

Document: <i>Deferment, Suspension and Cancellation</i>	Issue# 1	Issue year: 2018	Revision year: 2021	Page 9 of 10
--	----------	------------------	---------------------	--------------



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Deferment, Suspension, Cancellation

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**6. Prepared by**

Director of International Relations

**7. Approved by**

Stuart Davis, Principal

23/10/18

Signature

Date

**8. Reason for Revision**

New Policy.

*All policies at St Leonard's College are subject to a maximum three (3) year review cycle (unless otherwise stated) irrespective of any amendments made during this period.*

Document: Deferment, Suspension and Cancellation	Issue# 1	Issue year: 2018	Revision year: 2021	Page 10 of 10
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