

Kincoppal - Rose Bay School of the Sacred Heart
DEFERMENT, SUSPENSION AND CANCELLATION POLICY
(OVERSEAS STUDENTS)



Purpose

The intent of this policy is to communicate principle and procedures relating to the deferment, suspension and cancellation of courses for overseas students.

Document Management

Relevant to	All Staff All Overseas Students All Parents/Guardians of Overseas Students
Reviewed by	Director of Students
Modification history	Created March 2015 Substantial Review 2019
Related documents	Education Agents Policy (Overseas Students) Refund Policy (Overseas Students) Student Transfer Request Policy (Overseas Students) Welfare and Accommodation Policy (Overseas Students)
Related legislation	Commonwealth Education Services for Overseas Students Act, 2000 (amended 2015) NSW Consumer Law Act, 2013 Commonwealth Competition and Consumer Act, 2010 Education Services for Overseas Students (ESOS) Act, 2000 and Regulations, 2001 National Code of Practice 2018
Review	The policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change).

1. Deferment of Commencement of Study Requested by Overseas Student

A deferment occurs when an enrolment is postponed to a future date.

- (a) Kincoppal-Rose Bay School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
- illness, where a certified medical certificate states that the student was unable to attend classes
 - bereavement of close family members such as parents, siblings or grandparents (where possible a certified 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)
 - failure of the student to meet English testing standards to ensure success at school
- (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 depending on the student's CoE status.

2. Suspension of Study requested by student

A suspension occurs when an enrolment is suspended for a period of time as determined by the Principal.

- (a) Once the student has commenced the course, Kincoppal-Rose Bay School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
- illness, where a certified medical certificate states that the student was unable to attend classes
 - bereavement of close family members such as parents, siblings or grandparents (where possible a certified 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)
- (b) Suspension of Study will be recorded on PRISMS.
- (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. 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 10 working days.

4. Exclusion from class (1 - 28 days)

- (a) Kincoppal-Rose Bay 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 of Kincoppal-Rose Bay School Senior School Behaviour Management Policy or Boarding House Behaviour Management Policy.
- (b) An excluded student must abide by the conditions of her 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/Director of Boarding.
- (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. New South Head Road Rose Bay NSW 2029 Australia Tel +61-2-9388 6000 Fax +61-2-9388 6001 www.krb.nsw.edu.au ABN 47 003 942 603 CRICOS Provider Code 02268M
- (e) Periods of 'exclusion from class' will not be included in attendance calculations as per Kincoppal-Rose Bay School's Course Progress and Attendance Policy.

5. Exclusion from Boarding (1-7 days)

- (a) Kincoppal-Rose Bay School may exclude a student from boarding on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion as outlined in the Boarding House Behaviour Management Policy.
- (b) An excluded student must abide by the conditions of her exclusion from boarding. She may or may not also be excluded from the day school at this time.
- (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 boarding will not be recorded on PRISMS.
- (e) If excluded from boarding, the School will work with parents to ensure that suitable accommodation is available. Parents and the Local Support Person will be asked to meet with the School.

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

- (a) Kincoppal-Rose Bay 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 exclusion of Kincoppal-Rose Bay School Senior School Behaviour Management Policy or Boarding House Behaviour Management Policy.
- (b) A suspended student must abide by the conditions of her 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) A student who has been suspended for more than 28 days will be required to return to her home country by the Department of Home Affairs unless special circumstances exist (e.g. the student is medically unfit to travel).

- (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 the student and which will be determined by the Principal/Director of Boarding.
- (e) A suspension will be recorded on PRISMS.
- (f) The period of suspension will not be included in attendance calculations as per Kincoppal-Rose Bay School's Course Progress and Attendance Policy.

6. Cancellation of enrolment

A cancellation occurs when a family decides to withdraw from enrolment procedures, or the School determines that the enrolment is no longer viable.

- (a) Kincoppal-Rose Bay School will 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 resulting in exclusion of Kincoppal-Rose Bay School Senior School Behaviour Management Policy or Boarding House Behaviour Management Policy.
- (b) Kincoppal-Rose Bay School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Department of Home Affairs which will result in automatic cancellation.