



1. Aim

The purpose of this policy is to outline the necessary procedures and processes in relation to deferring, suspending or cancelling an overseas student's enrolment at Launceston Church Grammar School.

2. Scope

This policy applies to overseas students enrolled at Launceston Grammar in accordance with CRICOS registration.

3. Legislation

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018: Standard 9

4. Relevant Documentation

Launceston Grammar International Letter of Offer
Launceston Grammar Overseas Student Warning Letters 1 & 2
Launceston Grammar Overseas Student Attendance Monitoring and Intervention Policy
Launceston Grammar Course Progress and Intervention Policy
Launceston Grammar Accommodation and Welfare Policy
Launceston Grammar Student Handbook

5. Policy Information

There may be various reasons for deferment, cancellation or suspension of an overseas' students' enrolment. Each circumstance may effect an overseas students' Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW).

Most circumstances will require Launceston Grammar to maintain up to date enrolment information in Provider Registration and International Student Management System (PRISMS) database.

Circumstances include:

- Deferment of commencement of study requested by student

Launceston Grammar 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; or
- 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.



- Suspension of study requested by student

Once the student has commenced the course, Launceston Grammar 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; or
- a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).

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

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

- Student initiated cancellation of enrolment

All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Please refer to Launceston Grammar's Refund Policy for information regarding refunds.

- Assessing requests for deferment or suspension of studies

Applications will be assessed on merit by the Deputy Head (Students)/Head of Senior Campus or Head of Junior Campus.

All applications for deferment or suspension will be considered within 10 working days.

- School initiated exclusion from class (1 - 28 days)

Launceston Grammar 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 as set out in School's Code of Conduct which is available on the School's website and on myGrammar.

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.

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.

Exclusions from class will not be recorded on PRISMS.



Periods of 'exclusion from class' for up to 5 days will not be included in attendance calculations as per the School's Attendance and Intervention Policy.

- **School initiated suspension of studies (28 days +)**

Launceston Grammar 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 School's Code of Conduct.

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 Head (Students)/Head of Senior Campus or Head of Junior Campus.

Students who have been suspended for more than 28 days may need to contact Department of Home Affairs (www.homeaffairs.gov.au)

If special circumstances exist, the student must abide by the conditions of their suspension which will depend on the welfare and accommodation arrangements in place and which will be determined by the Principal.

Suspensions will be recorded on PRISMS.

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

- **Launceston Grammar cancels students' enrolment**

Launceston Grammar 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); or
- Any behaviour identified as resulting in cancellation as set out in the School's Student Handbook.

Launceston Grammar is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Home Affairs, which may impact on a student's visa.

Launceston Grammar may cancel the enrolment of a student for failure to disclose a pre-existing condition requiring a high degree of specialised support or care.

School initiated cancellation of enrolment is subject to the School's Overseas Students' Complaints and Appeals Policy which is available to students on request.

- **Complaints and Appeals**

In all instances students are made aware of the conditions attached to their student visa and the implication any change may have to their COE and CAAW. Students can refer to the School's Complaints and Appeals Policy. In accordance with




Standard 9 of the National Code, all reporting requirements will be entered into PRISMS by the School.

6. Record Keeping

This document will be kept for three (3) years until review, unless there is a significant legislative organisational change requiring earlier review.

A copy of this document will be located on myGrammar under Policies and Procedures and the master copy held in files by the Compliance Officer.

DOCUMENT CONTROL			
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Signature of Approver:			
Position of Signatory: Principal			