



Policy for deferring, suspending or cancelling an international student's enrolment at Launceston Church Grammar School

Preamble:

This policy is designed to cover the situation whereby either;

- i) a student wishes to seek a deferral of enrolment
- ii) a student wishes to seek a temporary suspension of enrolment
- or iii) the School intends to either withdraw or temporarily suspend the enrolment of an international student

In compliance with Commonwealth Legislation the School can only defer or temporarily suspend the enrolment of any international student for either;

- i) compassionate or compelling circumstances
- or ii) failure to meet the standards of behaviour expected of a student at the Launceston Church Grammar School.

Should a student's enrolment be deferred, suspended for a period of time or withdrawn, the School will inform the Department of Education using the PRISMS system. The student will be informed as part of the notification given to them.

All correspondence from the student, their agent and/or family, as well as all correspondence from the School will be maintained on the student's enrolment file. Any supporting material provided by the student will also be kept on this file. This file is maintained by the School's Registrar.

The Policy:

1. Students wishing to seek a deferral of enrolment.

1.1 The process

Should a student wish to seek a deferral of enrolment at Launceston Church Grammar School, a written application will be required. The application is to include reasons for the deferral and, if possible, the period of deferment sought.

In addition the School would seek a letter of confirmation from the parent/legal guardian of any student under the age of 18 at the time of their application for deferral, confirming their approval for the student to seek deferral. The School will not accept confirmation via e-mail, even if a scanned signature is included, unless accompanied by a written request.

On receiving the application the School will confirm in writing to the student receipt of the application. The letter from the School will inform the student that the deferral of their enrolment may affect the student's visa. The letter will also include a contact number for DIBP should the student wish to seek further advice. A copy of this letter will be sent to the parent/guardian of the applicant, as well as and where appropriate to the agent of the applicant.

If the application is successful, then the student will be informed in writing. The confirmation letter will advise the student again that they must contact DIBP to confirm their visa status. The parent/guardian of the student will be sent a copy of this letter.

The School will inform the Department of Education via PRISMS.

1.2 Unsuccessful applications

If the student is unsuccessful they will be informed in writing. The parent/guardian will also be informed.

The student may appeal the decision. The appeal application must be in writing and must detail why the applicant considers that the grounds presented for the appeal should be considered. In such an instance the material provided with the original application will be reviewed.

Should the appeal be successful then the process will be as above in 1.1.

Should an appeal be unsuccessful, the student will be supplied with a letter confirming that the appeal has not been accepted. A copy of this letter will be sent to the parent/guardian of the applicant, as well as and where appropriate to the agent of the applicant.

Students who lodge an unsuccessful appeal will have access to the School's grievance procedures should they wish to challenge the appeal decision and pursue the matter further. There will be no charges for any appeal through the grievance policy on the grounds of an unsuccessful application.

2. Students wishing to seek a temporary suspension of enrolment.

The process for a student seeking a temporary suspension of enrolment will be the same as for an application for deferral.

Unsuccessful applicants will have the same rights as above in 1.2. They will be required to follow the same process as above.

If an application or an appeal is successful then the School will inform the Department of Education via PRISMS. The written confirmation to the student in these cases will, as above, include a comment to the effect that suspension of enrolment may affect the student's visa. The letter will contain advice that the student should contact DIBP for further advice and a contact number will be provided.

Parents and guardians will also be informed and copies of correspondence forwarded to them.

3. When the School intends to either temporarily suspend or withdraw the enrolment of an overseas student.

In general the Launceston Church Grammar School reserves the right to suspend or withdraw enrolment if a student has failed to meet the expectations of behaviour that the School has of any and all of its students.

3.1 The process

In the situation of continuing poor behaviour and/or in the case of a serious breach of discipline, the student will be issued with a warning letter reminding the student of the School's expectations and that repeated or continued poor behaviour may lead to the student being suspended or, if serious enough, that the student's enrolment may be withdrawn by the School (however, see below). A copy of the letter will be sent to the parent/guardian, and, where appropriate, agent of the student.

Poor behaviour may include continued and/or repeated failure to submit work or poor attendance.

The written warning will inform the student that the suspension or withdrawal of their enrolment may affect the student's visa. The written warning will also include a contact number for DIBP should the student wish to seek further advice.

Should the student continue to fail to meet the requirements of the School, Launceston Church Grammar School may move to either suspend or withdraw the enrolment of the student concerned.

In instances of very serious breaches of discipline the School may, after sufficient investigation, move to withdraw a student's enrolment irrespective of the student's prior behaviour record.

Should the School move to suspend or withdraw a student's enrolment the student will be notified in writing as to the School's intention. The parent/guardian of any student enrolled at the Launceston Church Grammar School will be informed in writing if their child/ward is issued with such a letter and a copy of the letter to the student concerned will be included. In this letter the student will be informed of their right to appeal to the Headmaster.

As required under Standard 13.4 the School will...

"inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access the registered provider's internal complaints and appeals process as per Standard 8.1. If the student accesses the registered provider's internal complaints and appeals process, 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."

This notice will be included in the letter to the student outlining any intention to suspend or withdraw the enrolment of the student.

3.2 Appeals

Any appeal must be in writing and must include grounds as to why the student should not have their enrolment suspended or withdrawn.

In cases where a serious breach of discipline has occurred or is alleged to have occurred, the School may withdraw the student from any or all classes during any period of appeal and/or investigation. The student will be expected to complete and submit any work required during this period.

The appeal process will be completed expeditiously. The student will be informed in writing of the success or otherwise of their appeal.

3.3 Successful appeals

If a student is successful in his or her appeal, then he or she will resume normal classes.

The School may review the case should new information become available.

3.4. Unsuccessful appeals

Should an appeal against a notice for the withdrawal or temporary suspension of enrolment be unsuccessful, the student will be supplied with a letter confirming that the appeal has not been accepted. The written confirmation to the student in these cases will, as above, include a comment to the effect that suspension or cancellation of their enrolment may affect the student's visa. The letter will contain advice that the student should contact DIBP for further advice and a contact number will be provided. The student will also be informed that the School will notify the Department of Education.

Parents and guardians will also be informed and copies of correspondence forwarded to them.

If a student is suspended or has his or her enrolment withdrawn and any appeal is unsuccessful, then the School will inform the Department of Education via PRISMS.

Students who lodge an unsuccessful appeal will have access to the School's grievance procedures should they wish to challenge the appeal decision and pursue the matter further.

4. Copies of this policy.

A copy of this policy will be available upon request. It is also available on the School's website and in orientation material provided to new international students.