



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

Deferment, Suspension and Cancellation Policy for full-fee paying overseas students

- 1) Deferment of commencement of study requested by student
 - a. Penleigh and Essendon Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i. Illness where a medical certificate states that the student was unable to attend class
 - ii. Bereavement of close family members such as parents or grandparents
 - iii. Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. A traumatic experience which has impacted on the student (these cases should where possible be supported by police or psychologists' reports)
 - 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 students CoE status.

- 2) Suspension of study requested by student
 - a. Once a student has commenced the course, Penleigh and Essendon Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i. Illness where a medical certificate states that the student was unable to attend class
 - ii. Bereavement of close family members such as parents or grandparents
 - iii. Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv. A traumatic experience which has impacted on the student (these cases should where possible be supported by police or psychologists' reports)
 - b. Suspensions 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 or his/her representative.
 - b. All applications for deferment or suspension will be considered within 3 working days.

- 4) Exclusion from class (1 – 28 days)
- a. Penleigh and Essendon Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion is at the discretion of the Principal and can occur as the result of any breach of discipline or any serious breach or series of breaches of the Rules of the School or if the student has committed any other act (whether or not expressly specified in these Rules) which may damage the good order or reputation of the school. A decision to exclude a student from class studies may be made without giving prior notice to the student or his parents.
 - b. 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 or his/her representative.
 - c. Where a 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.
 - e. Periods of exclusion from class will not be included in attendance calculations as per Penleigh and Essendon Grammar School's Course Progress and Attendance Policy.
- 5) School initiated suspension of studies (28 days+)
- a. Penleigh and Essendon Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Exclusion is at the discretion of the Principal and can occur as the result of any breach of discipline or any serious breach or series of breaches of the Rules of the School or if the student has committed any other act (whether or not expressly specified in these Rules) which may damage the good order or reputation of the school. A decision to suspend a student from his/her studies may be made without giving prior notice to the student or his parents.
 - b. 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 his/her representative.
 - c. Students who have been suspended for more than 28 days are required to return to their home country by DIAC 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 his/her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal or his/her representative.
 - e. Suspensions will be recorded on PRISMS.
 - f. The period of suspension will not be included in attendance calculations.

6. Cancellation of enrolment
 - a. Penleigh and Essendon Grammar School will cancel the enrolment of a student under the following conditions:
 - i. Failure to pay course fees within the period of instruction covered by the fees.
 - ii. Failure to maintain approved welfare and accommodation arrangements.
 - iii. Any behaviour identified as resulting in expulsion in the Penleigh and Essendon Grammar School Behaviour Policy
 - b. Penleigh and Essendon Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation of enrolment.
7. Complaints and Appeals
 - a. Student requested deferment and suspension are not subject to Penleigh and Essendon Grammar School's Complaints and Appeals Policy.
 - b. Exclusion from class is subject to Penleigh and Essendon Grammar School's Complaints and Appeals Policy.
 - c. School initiated suspension, where the suspension is to be recorded in PRISMS and cancellations are subject to Penleigh and Essendon Grammar School's Complaints and Appeals Policy.
 - d. For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes and not necessarily on school property.
 - e. If the student accesses to Penleigh and Essendon Grammar School's complaints and appeals process 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.
 - f. Extenuating circumstances include:
 - i. The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - ii. The student is missing
 - iii. The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - iv. The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - v. Is at risk of committing a criminal offence, or
 - vi. The student is the subject of investigation relating to criminal matters.
 - g. The use of extenuating circumstances by Penleigh and Essendon Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
 - h. The final decision for evaluating extenuating circumstances lies with the Board of Management.

- 8) Student Advice
 - a. Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

- 9) Definitions
 - a. Day – *any day including weekends and public holidays in or out of term time.*

Letter of intention to suspend or cancel enrolment sent to student and copy sent to parent/guardian (if parents are resident overseas.)

Parent /Guardian name
Address:

Student name:
Year:
Current address:
Phone no:
Email address:

This letter is to inform you that Penleigh and Essendon Grammar School intends to

Suspend (Name's) enrolment for days/weeks/months

Cancel (Name's) 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 Immigration on 132881 or contact the local DIAC office to see if this will affect you.

You 20 working days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy attached.

Letter of intention to suspend or cancel enrolment with extenuating circumstances sent to student and copy sent to parent/guardian (if parents are resident overseas.)

Parent /Guardian name

Address:

Student name:

Year:

Current address:

Phone no:

Email address:

This letter is to inform you that Penleigh and Essendon Grammar School intends to

Suspend (Name's) enrolment for days/weeks/months

Cancel (Name's) 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 Immigration on 132881 or contact the local DIAC office to see if this will affect (Name)

(Name) has 20 working days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy attached.

Penleigh and Essendon Grammar School has determined that extenuating circumstances apply in this case. [insert details]

For this reason (Name's) enrolment will be cancelled immediately. This will not affect (Name's) ability to access the complaints and appeals processes of the school.