



# Deferment, Suspension and Cancellation Policy for International Students

## 1. Communicating with families about changes in enrolment status

All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the College. Parents must therefore keep Brisbane Boys' College informed of their current contact details, as per the conditions of the student visa.

Where relevant and where approved by the parents, Brisbane Boys' College may also share copies of correspondence with the student's education agent to help facilitate communication about any changes in enrolment status. However, the parents with whom the College has a formal written agreement are the primary contact for Brisbane Boys' College in such matters. Brisbane Boys' College will not act on any decision affecting the student's enrolment that is not made by the parents.

## 2. Student-Initiated Changes in Enrolment

As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE and student visa will be considered. Any implications will be communicated to students.

### 2.1 Deferment of commencement of study requested by student

- (a) Brisbane Boys' College 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 will be unable to attend classes
  - (ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - (iii) major political upheaval or natural disaster in the home country that has impacted on expected commencement of studies
  - (iv) a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
  - (v) after undertaking ELICOS studies, the student has not/will not meet the English language benchmark required for entry into the desired course, and Brisbane Boys'

1



College is willing to defer the student's commencement in the course until a later date when the required benchmark is achieved.

- (b) All applications for deferment will be considered within (ten) 10 working days.
- (c) The final decision for assessing and granting a deferment of commencement of studies lies with the Deputy Headmaster – Academic Performance and Innovation P-12. Where a student's request to defer his commencement of studies is refused, the student has a right of appeal (see Brisbane Boys' College's Complaints and Appeals Policy for International Students).
- (d) Deferment will be recorded on PRISMS within 14 Days of being granted.

## 2.2 Suspension of study requested by student

- (a) Once the student has commenced the course, Brisbane Boys' College will only grant a suspension of study 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 classes bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - (ii) major political upheaval or natural disaster in the home country requiring emergency travel that has/will impact on studies
  - (iii) a traumatic experience which has impacted on the student (where possible, these cases should be supported by police or psychologists' reports).
  - (iv) Student return to their home country to sit a university exam (or similar assessment) which impacts upon their education
- (b) Where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact Brisbane Boys' College as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.
- (c) Temporary suspensions of study cannot exceed 6 months duration.
- (d) Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years of age.
- (e) The period of suspension will not be included in attendance calculations.
- (f) Applications will be assessed on merit by the Deputy Headmaster – Academic Performance and Innovation P-12.
- (g) Some examples of circumstances that are **not** considered compassionate and compelling by Brisbane Boys' College include:



- (i) Requests for early departure or late return from vacation, including inability to secure cheap flights
  - (ii) Leaving early or returning late from holidays in order to attend festivals in the student's home country
  - (iii) Returning home to attend family gatherings that occur during term time
- (h) The final decision for assessing and granting a suspension of studies lies with the Deputy Headmaster – Academic Performance and Innovation P-12. Where a student's request to suspend studies is refused, the student has a right of appeal (see Brisbane Boys' Colleges Complaints and Appeals Policy for International Student).

### 2.3 Student-initiated cancellation of enrolment

- (a) All notifications of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Director of Admissions. Please see the Brisbane Boys' College Refund Policy for International Students for information regarding refunds and cancellation fees.
- (b) A student will be deemed to have inactively notified Brisbane Boys' College of cancellation of enrolment where:
  - i. the student has not yet finished his/her course/s of study with the College, and
  - ii. does not resume studies at the College within [14 days] after a holiday break, and
  - iii. the student has not previously provided the College with written notification of withdrawal.
- (c) Student-initiated cancellation of enrolment, including "inactive" cancellation of enrolment in 2.3 (b), above, is not subject to the Brisbane Boys' College Complaints and Appeals Policy for International Students.

## 3. School-Initiated Changes in Enrolment

### 3.1 School-initiated exclusion from class

- (a) Brisbane Boys' College 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 in Brisbane Boys' College's Behaviour Management Guidelines.
- (b) Students may also be excluded from class for failure to pay fees that he/she was required to pay in order to undertake or continue the course, as stated in the written agreement.
- (c) Where Brisbane Boys' College intends to exclude a student from class it will first issue a letter which notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended exclusion, as well as information about how to access Brisbane

3



Boys' College's internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class is outlined below.

- (d) Excluded students must abide by the conditions of their exclusion from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Deputy Headmaster – Academic Performance and Innovation P-12.
- (e) 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.
- (f) Exclusions from class will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

### 3.2 School-initiated suspensions of study

- (a) Brisbane Boys' College 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 Brisbane Boys' College's Behaviour Management Guidelines. Students may also be suspended for failure to pay fees that he was required to pay in order to undertake or continue the course, as stated in the student's written agreement.
- (b) Where Brisbane Boys' College intends to suspend the enrolment of a student, it will first issue a letter that notifies the student and parents of this intention. The letter will provide details of the reason/s for the intended suspension, as well as information about how to access Brisbane Boys' College's internal appeals process. Further information about the appeals process in the event of a school-initiated suspension is outlined below.
- (c) Suspended students must abide by the conditions of their suspension from studies and must adhere to any welfare and accommodation arrangements in place, as determined by the Deputy Headmaster – Academic Performance and Innovation P-12.
- (d) Students who have been suspended for more than 28 days may need to contact Department of Home Affairs (Immigration). Please see contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations>
- (e) Suspensions will be recorded on PRISMS.
- (f) The period of suspension will not be included in attendance calculations.

### 3.2 School-initiated cancellation of enrolment

- (a) Brisbane Boys' College will cancel the enrolment of a student under the following conditions:
  - (i) Any breach of an agreed condition of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care
  - (ii) Failure to pay course fees
  - (iii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [Alternatively Brisbane Boys' College may decide that it will not



- cancel enrolment for this reason]
- (iv) Any behaviour identified as grounds for cancellation of enrolment as outlined in the following:
- Brisbane Boys' College Behaviour Management Guidelines
  - Brisbane Boys' College Student Diary
  - Student Enrolment Contract.
- (b) Brisbane Boys' College is required to report any confirmed breach of course progress and attendance requirements to the Department of Home Affairs. Where a student is reported for breach of visa condition, his/her enrolment at Brisbane Boys' College will be cancelled and this may impact on the student's visa. Further information can be found in Brisbane Boys' College's Course Progress, Attendance and Duration Policy for International Students.
- (c) For the duration of the internal appeals process, Brisbane Boys' College will maintain the student's enrolment and the student will attend classes as normal. The Deputy Headmaster – Academic Performance and Innovation P-12 will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- (d) If a student decided to access Brisbane Boys' College's complaints and appeals process because he has been notified of a College initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply (see Definitions below).
- (e) Where extenuating circumstances are deemed to exist, a student may still access the complaints and appeals process, however Brisbane Boys' College need not await the outcome of this process before changing the student's enrolment status in PRISMS. If the College has issued a CAAW for such a student, welfare provisions under Standard 5.6 are applicable.
- (f) The use of extenuating circumstances by Brisbane Boys' 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.
- (g) The final decision for evaluating circumstances rests with the Headmaster.

### 3.3 Student to seek information from Department of Home Affairs

- (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 can visit the Department of Home Affairs (Immigration) website at: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500> for further information about their visa conditions and obligations.



#### 4. Definitions

*Compassionate and Compelling Circumstances* are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing, and may include but are not limited to:

- (i) illness or injury, which is supported by a medical certificate stating the overseas student was unable to attend classes;
- (ii) bereavement of a close family member such as a parent, sibling or grandparent (where required by the College, a death certificate should be provided);
- (iii) major political upheaval or natural disaster in the overseas student's home country requiring emergency travel that has impacted or is likely to impact on the overseas student's studies; or
- (iv) a traumatic experience which has impacted on the overseas student (supported by police or a psychologist's report where required by the College).

*Day* – any day including weekends and public holidays in or out of term time

*Extenuating Circumstances* may include but are not limited to:

- (i) the overseas student fails to comply with welfare and accommodation arrangements approved by Brisbane Boys' College (for students under 18 years of age);
- (ii) the Parents or Guardians change the student's living arrangements, including a termination of the overseas student's living arrangements at the Brisbane Boys' College Boarding House, and the College does not approve of the new living arrangements;
- (iii) the student is missing;
- (iv) the student has medical concerns or severe depression or psychological issues which has led the College to fear for the overseas student's wellbeing;
- (v) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the international student or others;
- (vi) the student is at risk of committing a criminal offence;
- (vii) the student is the subject of an investigation relating to criminal matters; or
- (viii) any other circumstance Brisbane Boys' College regards as serious which relates to the welfare of the student.

*Parent or Guardian* means the parent(s) or guardian(s) of the international student (or intending international student) who signed the letter confirming the student's offer of placement at Brisbane Boys' College.