



Deferment, Suspension and Cancellation Policy for International Students

1. Communicating with families about changes in enrolment status

- a) 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.
- b) Parents must therefore keep Brisbane Boys' College informed of their current contact details, as per the conditions of the student visa.
- c) 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' 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.

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- (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 or suspension from attending school (no impact on CoE)

- (a) Brisbane Boys' College may exclude a student from class studies or suspend attendance from school on the grounds of misbehaviour by the student. Temporary exclusion will occur as the result of any behaviour identified as resulting in exclusion in Brisbane Boys' College's Student Behaviour Expectations Policy.
- (b) Students may also be excluded from class or suspended from school for failure to pay fees that were required to be paid 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 or suspends a student from school, 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 Boys' College's internal appeals process. Further information about the appeals process in the event of a school-initiated exclusion from class or suspension from school is outlined below.
- (d) Excluded or suspended students must abide by the conditions of their withdrawal from studies or school 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 or suspension, the student must continue to meet the academic requirements of the course.
- (f) Exclusions from class or suspensions from school under this section of the policy:
 - will not be included in attendance calculations for the study period
 - will not impact the CoE or study, and
 - will not be recorded on PRISMS
 - will not be visible to the Department of Home Affairs (Immigration).

3.2 School-initiated suspensions of enrolment (CoE will be impacted)

- (a) Brisbane Boys' College may initiate a suspension of enrolment 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 Student Behaviour Expectations Policy.
- (b) Student enrolment may also be suspended for failure to pay fees that were required to be paid in order to undertake or continue the course, as stated in the student's written agreement.
- (c) 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, potential impact on the CoE and study path, 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.
- (d) 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.
- (e) Students whose enrolment has been suspended for more than 28 days may need to contact the Department of Home Affairs (Immigration). Please see contact details at: <https://immi.homeaffairs.gov.au/help-support/contact-us/offices-and-locations>
- (f) Where applied, a suspension of enrolment will impact the student's CoE and will be recorded on PRISMS. The suspension will therefore be visible to the Department of Home Affairs (Immigration).
- (g) The period of suspension will not be included in attendance calculations.

3.3 School-initiated cancellation of enrolment (CoE will be impacted)

- (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 information required by the College at the point of application or 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 Student Behaviour Expectations Policy
 - Student Enrolment Contract.
- (b) Where Brisbane Boys' College intends to cancel the enrolment of a student it will first issue a letter which notifies the student and parents of this intention. The letter will also provide details of the reason/s for the intended cancellation, 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 cancellation is outlined below.
- (c) 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, their 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.

- (d) 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.
- (e) If a student decides to access Brisbane Boys' College's complaints and appeals process because they have 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).
- (f) 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.
- (g) 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.
- (h) The final decision for evaluating circumstances rests with the Headmaster.

3.4 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

- a) **Cancellation of enrolment** - The provider notifies the Department of Education through PRISMS that it wishes to permanently cancel (terminate) the student's enrolment. Once this process is complete, the student's CoE status will be listed as 'cancelled'.
- b) **CoE – 'Confirmation of Enrolment'** - The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
- c) **Day** – any day including weekends and public holidays in or out of term time
- d) **Deferment of enrolment** - To defer or suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). Providers do this by notifying the Department of Education, PRISMS of the deferment of enrolment. A student may request a temporary deferment to his or her enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to misbehaviour of the student.

- e) **Exclusion from class** – when a student is not allowed to attend classes for a period of time but may access learning material offline.
- f) **Extenuating circumstances** - if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk. Examples include:
- the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - the student is missing
 - the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - is at risk of committing a criminal offence, or
 - the student is the subject of investigation relating to criminal matters.
- g) **Parent or Guardian** – 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.
- h) **PRISMS** - The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.
- i) **Suspension from attending school** - when a student is removed from school or class for a period of time. After a suspension, they will return to school or class. When considering suspending a student, the Principal must take into account the disruption to your child's learning, their disability, home circumstances, educational needs.
- j) **Suspension of enrolment** - To suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). Providers do this by notifying the Department of Education, through PRISMS of the suspension of enrolment. A student may request a temporary suspension to their enrolment on the grounds of compassionate or compelling circumstances. A provider may also initiate suspension of a student's enrolment due to misbehaviour of the student. It is important to note the meanings of the terms for this context – suspension of enrolment is not necessarily due to misbehaviour – suspension of enrolment may also be initiated by the student.

5. Review and version control register

Version	Authorising Officer	Approval Date	Effective Date	Change History/Superseded Documents	Next Review Date
1	Director of Admissions	23 rd February 2020	23 rd February 2020	Scheduled review	1 st January 2022
2	Director of Admissions	17 th August 2022	17 th August 2022	<p>Pg 3 – s.3.1 updated to include “<i>or suspension from attending school (no impact on CoE)</i>”</p> <p>Pg 3 – s.3.1(a) Reference to Behaviour Management Guidelines replaced with Student Behaviour Expectations Policy</p> <p>Pg 3 – s.3.1(f) – additional exclusions added</p> <p>Pg 4 – s.3.2- “Study” replaced with “enrolment” and (CoE will be impacted)</p> <p>Pg 4 – s.3.2(a) Reference to Behaviour Management Guidelines replaced with Student Behaviour Expectations Policy</p> <p>Pg 4 – s. 3.3 – (CoE will be impacted) added</p> <p>Pg 4 – s.3.3(a)(iv) – Reference to Behaviour Management Guidelines replaced with Student Behaviour Expectations Policy</p> <p>Reference to Student Diary removed</p> <p>Pgs. 5 and 6 – s.4 – additional Definitions added</p> <p>Pg 7- s.5 - “Review and version control register” added</p>	1 st January 2023