

DEFERMENT, SUSPENSION AND CANCELLATION POLICY

1. Deferment of commencement of study requested by student

- a. AIPAH 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 the student was 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 requiring emergency travel that has impacted on studies
 - IV. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b. The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.

2. Suspension of study requested by student

- a. Once the student has commenced the course, AIPAH 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
 - 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 requiring emergency travel that has impacted on studies
 - IV. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b. The period of suspension will not be included in attendance calculations.
- c. The final decision for assessing and granting a suspension of studies lies with the Deputy Headmaster - Students.

3. Assessing requests for deferment or suspension of studies

- a. Applications will be assessed on merit by the Principal or Principal's delegate.
- b. All applications for deferment or suspension will be considered and responded to in writing within ten working days.

4. Exclusion from class (1 – 28 days)

- a. AIPAH 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 AIPAH's Code of Expectations and Behaviour for Students.

- 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.
- c. 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.
- d. Exclusions from class will not be recorded on PRISMS.
- e. Periods of 'exclusion from classes will not be included in attendance calculations as per AIPAH's Course Progress and Attendance Policy.

5. School initiated suspension of studies (28 days +)

- a. AIPAH 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 AIPAH's Code of Expectations and Behaviour for Students.
- 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.
- 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 suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- e. Suspensions will be recorded on PRISMS.
- f. The period of suspension will not be included in attendance calculations.

6. Variation of student's enrolment

- a. Any variation in the student's enrolment as a result of points 1 and/or 2 above will be recorded on the student file.
All documentation relating to the request for, assessment of and the outcome/ result of this process will be recorded and retained on file.
Should an extension of the student's duration of study be necessary as the outcome of this process, this will be reported via PRISMS and/or a new CoE issued to the student.

7. Cancellation of enrolment

- a. AIPAH will cancel the enrolment of a student under the following conditions;
 - I. Failure to pay course fees
 - II. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - III. Any behaviour identified as resulting in cancellation in AIPAH's Code of Expectations and Behaviour for Students. These behaviours include:
 - failure to behave in a manner which enhances the student's reputation and the reputation of the School
 - failure to follow the rules and expectations written in the School Handbook
 - disrespect to staff
 - causing harm to others
 - interference with the property of others
 - bringing the School into disrepute
 - involvement with drugs (including cigarettes and alcohol)

- b. AIPAH is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

8. Communication of cancellation of enrolment

- a. If AIPAH has decided to initiate suspension or cancellation of a student's enrolment, AIPAH will inform the student, parent[s] and/or guardian[s] in writing and, where possible, also in person at a parent/guardian and student interview, of the intention to notify DEEWR of the change of the student's enrolment status. The student will be informed that he or she has 20 working days in which to access the school's internal complaints and appeals process and the school will maintain the student's enrolment until the **internal** appeals process is completed and the school will not notify DEEWR of any change to the student's enrolment status through PRISMS during this period, except where the school has identified 'Extenuating circumstances' relating to the welfare of the student
- b. "Extenuating Circumstances" may include, but are not limited to the following. The student:
 - o refuses to maintain approved care arrangements (only for students under 18 years of age);
 - o is missing;
 - o has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
 - o has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - o is at risk of committing a criminal offence.
- c. Should the student's internal appeal be upheld then no further action will be taken other than recording the result on the student file
- d. Should the student's internal appeal be denied, then the school will continue to inform DEEWR of the suspension or cancellation of the student's enrolment.
- e. The student may also choose to access the external appeals process as per the Complaints and Appeals policy, but the school does not need to wait for the outcome of the external appeal before notifying DEEWR of the change to the student's enrolment status. Once DEEWR has been notified of the suspension or cancellation of a student's enrolment, the student has 28 days to leave Australia, to show DIAC a new CoE or to provide DIAC with evidence that he or she has accessed an external appeals process. Therefore, any student wishing to access an external appeals process must contact DIAC and provide evidence of having accessed an external appeals process within 28 days of the provider notifying DEEWR of the cancellation of enrolment. DIAC will then consider the student's individual circumstances and whether to cancel or maintain the student's visa.
- f. During the 20 working days in which the student has the option to access the appeal process the student will be required continue with their schoolwork and/or their study commitments, so as not to be disadvantaged should / when they return to the classroom. Whether this process continues by the student attending school [included or excluded from the classroom] or excluded from the classroom at home, will be determined by the Principal and/or Principal's delegate in response to the reason[s] for the initial application for suspension or cancellation of enrolment.