

# Policy & Procedure

## Deferment, Suspension & Cancellation

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## DEFINITIONS

Day	Any day, including weekends and public holidays, in or out of term time
DHA	Department of Home Affairs

## PROCEDURES

### Deferment commencement of study request by student

- Blackfriars Priory School (Blackfriars) will only grant a deferment of commencement of studies for compassionate and compelling circumstance, in response to a "Student Application for Deferment of Commencement of Studies". These include but are not limited to:
  - 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);
  - Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies;
  - A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist' reports).
- The final decision for assessing and granting a deferment of commencement of studies lies with the Principal
- Deferment will be recorded on PRISMS depending on the students CoE status.

### Suspension of study requested by student

- Once the student has commenced the course, Blackfriars will only grant a suspension of study for compassionate and compelling circumstance, in response to "Student Application for Suspension of Studies". These include but are not limited to:
  - 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);
  - Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies;
  - A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologist' reports)
- Suspension will be recorded on PRSIMS.
- The period of suspension will not be included in attendance calculations
- The final decision for assessing and granting a suspension of studies lies with the Principal or Deputy Principal.

### Assessing requests for Deferment or Suspension of Studies

- Applications will be assessed by the International Student Program Officer and will be approved on merit by the Principal.
- All applications for deferment or suspension will be considered within ten (10) working days



#### Exclusion from class (1 to 7 days)

- Blackfriars 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 Blackfriars Behaviour Policy / Code of Conduct.
- In the first instance, an internal exclusion from class no greater than two days is applied. In the second instance, an external exclusion no greater than one week is applied. If a student is to be excluded for a longer time period, the Deputy Principal will discuss the student's continuing enrolment with the family
- Excluded students and parents will receive a letter detailing the reasons for this exclusion.
- Excluded students must abide by the conditions of their exclusion from studies that will depend on the welfare and accommodation arrangements in place for each student, and which will be determined by the Principal or Deputy Principal
- Any cost associated by suspension will be borne by the parents.
- 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.
- Exclusions from class will not be recorded on PRISMS
- Periods of 'exclusion from class' will not be included in attendance calculations as per Blackfriars Attendance Monitoring Policy.

#### School Initiated Suspension of Studies (1 – 7 days)

- Blackfriars 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 Blackfriars Behaviour Policy / Code of Conduct.
- Blackfriars will inform the student of that intention, and the reasons for doing so, in writing.
- Blackfriars will advise the student of their right to appeal through the Complaints and Appeal Process in accordance with Standard 10 (Complaints and Appeals) within 20 days.
- In the first instance an internal suspension no greater than two days is applied. In the second instance, an external suspension no greater than one week is applied. If a student is to be excluded for a longer time period, the Deputy Principal will discuss the student's enrolment with the family
- Suspended students must abide by the conditions of their suspension from studies, which will depend upon the welfare and accommodation arrangements in place for each student and which will be determined by the Principal or Deputy Principal
- Any cost associated by suspension will be borne by the parents
- Students who have been suspended for more than 28 days are required to return to their home country by DHA unless special circumstances exist, (the student medically unfit to travel)
- 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 or Deputy Principal
- Suspension will be recorded on PRISMS
- The period of suspension will not be included in attendance calculations.



### Cancellation of Enrolment

- Blackfriars will / may cancel the enrolment of a student under the following conditions:
  - Failure to pay course fees
  - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) or any behaviour identified as resulting in cancellation in Blackfriars Behaviour Policy / Code of Conduct
  - any breach of Visa conditions as defined by the DHA
- Blackfriars is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DHA, which will result in automatic cancellation as per Blackfriars Attendance Monitoring and Academic Progress Intervention policies.

### Complaints and Appeals

- Students requested deferment and suspension are not subject to Blackfriars Appeal Process policy
- Exclusion from class is subject to Blackfriars Appeal Process policy
- School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Blackfriars Appeal Process policy
- For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The Principal or Deputy Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes
- If students access the Blackfriars complaints and appeals process regarding a school-initiated suspension 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;
- Extenuating circumstances 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
- The use of extenuating circumstances by Blackfriars to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- The final decision for evaluation extenuating circumstances lies with the Principal.

### Student Advice

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.