



Deferment, Suspension and Cancellation Policy

1) Deferment of commencement of study requested by student

- a) The 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 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) Parental consent/approval of deferral of enrolment is required for those students under the age of 18 years.
- c) The final decision for assessing and granting a deferment of commencement of studies lies with the Headmaster.
- d) Deferment will be recorded on PRISMS.

2) Suspension of study requested by student

- a) Once the student has commenced the course, Guildford Grammar School 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) Parental consent/approval of suspension of enrolment is required for those students under the age of 18 years.
- c) Suspensions will be recorded on PRISMS.
- d) The period of suspension will not be included in attendance calculations.
- e) The final decision for assessing and granting a suspension of studies lies with the Headmaster.

3) Assessing requests for deferment or suspension of studies



Deferment, Suspension and Cancellation Policy

- a) Applications will be assessed on merit by the Headmaster.
- b) All applications for deferment or suspension will be considered within 5 working days.

4) Exclusion from class (1 – 28 days)

- a) Guildford Grammar School 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 the School's Behaviour Policy/Code of Conduct as detailed in the School Handbook.
- b) When a student under 18 years of age is excluded from class, the student's parents/guardians will be informed of the situation and invited to assist in addressing the behaviour that led to the exclusion.
- c) 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 Senior Master.
- d) 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.
- e) If the exclusion does not impact on the student's course progress or attendance requirements the suspension should not impact on the current visa or future visa applications. Where a student's misbehaviour leads to a criminal conviction the current visa and future visa applications may be cancelled or refused on character grounds.
- f) Exclusions from class will be recorded on PRISMS.
- g) Periods of 'exclusion from class' will not be included in attendance calculations as per the School's Course Progress and Attendance Policy

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

- a) The School 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 accordance with the School's Code of Conduct.
- 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 Senior Master.



Deferment, Suspension and Cancellation Policy

- 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 Head of Boarding.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

6) Cancellation of enrolment

- a) The School will cancel the enrolment of a student under the following conditions;
 - i) Failure to pay course fees
 - ii) Any behaviour identified as resulting in cancellation in the School's Code of Conduct as listed in the School Handbook.
- b) The 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.
- c) When cancelling a student's enrolment, where the School has previously accepted responsibility for the welfare and/or accommodation arrangements for a student, the School reminds students and parent(s)/legal guardian that in the event of a student cancellation, it is the responsibility of the parent(s)/legal guardian to ensure that they maintain the student visa conditions which include ensuring that appropriate welfare and accommodation arrangements are in place for the duration of the student visa or until the student reaches 18 years of age.
- d) Where the School cancels a student's enrolment, it will cancel the associated electronic Confirmation of Enrolment (eCOE) at the School after 2 business days. After this time, the School will no longer be responsible for the welfare and accommodation arrangements in place and the student would be expected to remain in the care of the guardians that the parent(s)/legal guardian nominated at the time of enrolment (where an alternative arrangement with a new CRICOS registered provider has not been accepted). Parent(s)/legal guardian are reminded that this may have an impact on the student's visa and they should contact DIAC immediately to ensure that the student's visa is not affected.

7) Complaints and Appeals

- a) Student requested deferment and suspension are subject to the Schools Complaints and Appeals Policy.



Deferment, Suspension and Cancellation Policy

- b) Exclusion from class is subject to the School's Complaints and Appeals Policy which is available from the School's Website at www.ggs.wa.edu.au/cricos/Complaints_Appeals_Policy.aspx or the School directly.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to the School's Complaints and Appeals Policy. When a student under 18 years of age is the subject of suspension or cancellation initiated by the School, the student's parents/guardians will be informed of the situation and invited to assist in addressing the behaviour that led to the decision being made.
- d) For the duration of the appeals process, the student is required to maintain their enrolment and attendance at all classes as normal. The Senior Master will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access the 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' relating to the welfare of the student may include, but are not limited to the following;
 - i) the student refuses to maintain approved care arrangements (only 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 the 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 Headmaster.

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 and Citizenship (DIAC) for advice.



Deferment, Suspension and Cancellation Policy

9) Definitions

- a) Day – Monday to Friday during term time.