



INTERNATIONAL STUDENTS

Deferment, Suspension, or Cancellation Policy

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1. OVERVIEW

First released:	15 April 2010
Last reviewed:	19 June 2020
Review cycle:	Two years
Approver:	Senior Leadership Team
Owner:	Finance Manager
Stakeholders:	Students, parents
Child Safety:	National Principles 1-5, 7, 8-10

Rehoboth Christian College seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible from the College website.

- a) Our approach to enrolment adjustments for international students (that is, deferment, suspension, or cancellation of an enrolment) is informed by the ESOS Act; in particular, the National Code of Practice Part B Standard 9. This standard applies to enrolment adjustments initiated both by the student and by the College.
- b) We will permit students to defer or suspend their studies for compassionate or compelling reasons and by formal agreement. Decisions about enrolment adjustments are documented and fully communicated to the parties.
- c) International students are able defer their studies only in certain limited circumstances and by formal agreement where compassionate or compelling circumstances exist.
- d) International students may have their enrolment suspended as a result of misconduct. Misconduct may also be grounds for cancellation of enrolment.
- e) International students have the right to appeal a decision to suspend or cancel their enrolment and should refer to the complaints and grievance policy in these cases.

2. REFERENCES

This policy should be read in conjunction with the following documents:

- Enrolment Policy



- International Students (Refunds) Policy
- International Students (Support) Policy
- International Students (Complaints and Grievances) Policy
- Child Student Safety and Wellbeing Policy

3. DEFINITIONS

- a) **Academic misconduct** means any action or attempt to create an unfair advantage for a student, or disadvantage for other students. Examples include:
- i. plagiarism (passing off the work of another as one's own);
 - ii. submitting the same work (in whole or substantially) for academic credit in more than one unit;
 - iii. falsification or misrepresentation of data or sources cited;
 - iv. altering or sabotaging another student's work; or
 - v. breaching examination procedures.
- b) **ESOS** means the Education Services for Overseas Students Act 2000.
- c) **Cancellation** means when a student's enrolment is permanently revoked as a penalty for misconduct. Cancellation involves exclusion from classes and from our campuses.
- d) **Compassionate or compelling circumstances** means circumstances that are generally beyond the control of the student and might potentially have a significant impact on the student's wellbeing or course progress. Examples include:
- i. a serious medical condition or injury;
 - ii. the death of a close family member such as a parent, sibling, or grandparent;
 - iii. a major political upheaval or natural disaster in the student's home country requiring their immediate travel;
 - iv. a traumatic experience, such as involvement in or witnessing of an accident, a crime committed against the student, or the student witnessing a crime with an impact on the student's wellbeing.
- e) **Deferment or deferral** means placing an international student's enrolment on hold. An international student may only defer for compassionate reasons or under compelling circumstances.
- f) **General misconduct** means any improper action or behaviour which may be considered a breach of the Code of Conduct (Students). Examples of general misconduct include:
- i. acting dishonestly;
 - ii. harassing other students or staff;
 - iii. interferes with student learning or staff work;



- iv. preventing or disrupting the learning of other students;
 - v. disobeying or failing to comply with contractual or legal requirements;
 - vi. misusing, damaging, or stealing College property or the property of others;
 - vii. altering or defacing College documents or records;
 - viii. tarnishing the good name of the College; or
 - ix. otherwise wilfully acting in an improper manner.
- g) **PRISMS** means the [Provider Registration and International Student Management System](#).
- h) **Suspension** means placing a student's enrolment in a subject or course on hold due academic or general misconduct. Suspension will normally involve exclusion from classes and other activities. It may involve exclusion from our campuses. Students who fail to comply with an exclusion notice will be at risk of having their enrolment cancelled.
- i) **Withdrawal** means a student-initiated cancellation of enrolment.

4. DEFERMENTS

- a) International students may defer the commencement of their studies prior to their arrival in Australia.
- b) Deferment of studies that is initiated by an international student is permitted only in compassionate or compelling circumstances as defined above. Students will be required to provide evidence of the circumstances as follows:
- i. Medical certificates must:
 - be issued by a registered doctor;
 - state that the student has a 'medical condition and is unfit for class';
 - state the length of time the student will be unfit for class; and
 - include the doctor's contact details.
 - ii. Death certificates must be certified and translated into English.
 - iii. Evidence of a major political upheaval or natural disaster must be within reasonable proximity to the students' family.
 - iv. Evidence of a traumatic experience must include a police report or psychologists' report/letter, or a report/letter issued by a suitably qualified professional. The psychologist report/ letter must be issued by a practitioner who holds an appropriate qualification and must include the psychologist's contact details.



- c) We will advise the student that deferring, suspending, or cancelling his or her enrolment may affect their student visa. We will raise a notification via PRISMS as required under the ESOS Act where the student's enrolment is deferred, suspended, or cancelled.
- d) International students who would like to defer their studies are required contact both the Principal and the Finance Manager for approval. Approval to defer will not be granted until the student has paid any outstanding fees and returned all College property unless, for returning students, permission to retain an item is explicitly arranged.

5. CANCELLATIONS

- a) An international student may cancel his or her enrolment at any time. Students should refer to the International Student (Refunds) Policy for information regarding the payment of refunds and tuition fees to international students.
- b) We will inform the student of our intention to suspend or cancel the student's enrolment and notify the student that he or she has twenty working days to access our appeals process as outlined in the International Students (Complaints and Grievances) Policy. If the student accesses this process, including the right to appeal a decision, the suspension or cancellation of the student's enrolment will not operate until the appeal is heard and the process completed, unless extenuating circumstances relating to the welfare of the applicant or another student apply.

6. MISCONDUCT

- a) Students are expected to show respect for other students, our staff, and property so that teaching and learning can take place freely, safely, and without impediment. Students are to be familiar with the Code of Conduct (Students) and the consequences and penalties that apply for general misconduct.
- b) All students are expected to maintain the highest standards of academic honesty and integrity.

7. RIGHT OF APPEAL

- a) Our International Students (Complaint and Grievances) Policy provides a right to appeal any decision made at the College that affects a student, including a decision to suspend or cancel an enrolment.
- b) No adjustment to a student's enrolment is made until the process of appeal has run in full, including whilst accessing the services of the Overseas Students Ombudsman, should students wish to avail of this.