

International Students

Deferment, Suspension or Cancellation of Enrolment Policy

Policy

Kennedy Baptist College is committed to the ongoing management of enrolment of international students and providing clear and accurate information about the grounds on which an enrolment for an international student can be deferred, suspended, or cancelled.

Purpose

Sometimes international students may need to defer, suspend, or cancel their enrolment. The College must report these changes within relevant timeframes in accordance with the *Education Services for Overseas Student's Act 2000 (Cth)* and *Standard 9 – Deferring, suspending, or cancelling the overseas student's enrolment of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)*.

Scope

This policy applies to staff, international students and parents / guardians for the duration of their enrolment at Kennedy Baptist College.

Definitions

Term	Definition
Compassionate or compelling circumstances	Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to: <ul style="list-style-type: none"> • Serious illness or injury, where a medical certificate states that the international 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 and this has impacted on the international student's studies. • A traumatic experience, which could include: <ul style="list-style-type: none"> ○ Involvement in, or witnessing of a serious accident; or ○ Witnessing or being victim of a serious crime, and this has impacted on the international student

	(these cases should be reported by police or psychologists' reports); or Compassionate circumstances do not extend to visiting relatives for weddings, graduations, or similar events; or requests for early departure or late return from holidays.
Extenuating circumstances	<p>Extenuating circumstances are when the international student's health or wellbeing, or the wellbeing of others, is likely to be at risk. This may include, but is not limited to when the student:</p> <ul style="list-style-type: none"> • Refuses to maintain approved accommodation, support, and welfare arrangements (for students under the age of 18). • Is missing. • Has medical concerns, severe depression or psychological issues which lead the College fears for the student's wellbeing. • Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others. • Is at risk of committing a criminal offence; or • Is the subject of investigation relating to criminal matters.

Procedures

1. Deferral or suspension initiated by a student

- An international student can apply to defer or temporarily suspend their enrolment for compassionate or compelling circumstances. The international student's parents / legal custodians named in the *Written Agreement* are the primary contact for the College for such matters.
- Prior to lodging an application to defer, suspend or cancel their studies, international students and their parents / guardians will be advised to contact the Department of Home Affairs (DHA) to discuss how a deferral, suspension or cancellation of studies may impact on their visa.
- To apply, international students can request an *Application for Deferment, Suspension or Cancellation of Study* form from the Registrar. This application must include documentary evidence to substantiate compassionate or compelling circumstances. All applications will be considered within five (5) working days. The final decision for granting a deferment or suspension of studies lies with the Principal and records of decisions will be maintained.
- The College will assess the impact of the request on the student's ability to complete their intended course in accordance with their *Confirmation of Enrolment (CoE)* and student visa.

- Deferments and suspensions will be recorded on PRISMS¹ within 14 days of being granted, which may affect the student's *Confirmation of Enrolment (CoE)* status (for students younger than 18 and within 31 days if the student is over the age of 18). The period of deferment / suspension will not be included in attendance calculations.
- Where a student's request to defer or suspend their studies is refused, the student has the right to lodge an appeal of this decision, within 20 days, in accordance with the internal *International Students Complaints and Appeals Policy*.
- All documentation, evidence and a record of the decision will be placed on a student's file.

1.1. Deferral

- If the deferral is approved:
 - The College cannot guarantee appropriate placements and / or subject selections being available for future study periods.
 - If a student defers for a term, the student will be required to pay the fees for the term prior to the start of term to guarantee their placement, unless advised by the College. If a student chooses not to pay full fees for the previous term, they will be required to lodge a new application for enrolment prior to the requested start term.
- If the deferral is not approved:
 - The student must lodge a new application for enrolment at the time appropriate for their intended commencement of enrolment.

1.2. Suspension

- Where a significant issue impacting a student's attendance or course progress exists, it is essential that the student or their parent / guardian contact the College as soon as possible to ensure appropriate support is implemented. Where necessary, a temporary suspension of the student's enrolment may be approved so matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.
- Where temporary suspensions of enrolment are permitted these cannot exceed six (6) months (i.e., one semester) duration.
- If a student requires an absence of longer than one (1) semester, they will be required to withdraw and then re-apply for a later entry date. In this situation they can only be offered a placement if vacancies exist, and the *International Students Refund Policy* will apply.

¹ Provider Registration and International Student Management System (PRISMS) database

2. Cancellation of enrolment initiated by a student

- All notifications of withdrawal from a course (or applications for refunds) must be made in writing and submitted to the Registrar.
- Where an international student and / or their parent / guardian does not communicate their intent to continue with enrolment, then a student will be deemed to have commenced the process of cancellation of enrolment where:
 - The student has not yet finished their course of study with the College; and
 - The student does not resume studies at the College within 14 days after a holiday break; and
 - The student has not previously provided the College with written notification of withdrawal.

Cancellation of enrolment by an international student, including where a student and / or their parent / guardian does not communicate their intent to discontinue enrolment due to the actions outlined above, is not subject to the internal complaints and appeals process.

- A student may transfer to another education provider before completing six (6) months of study at the College by contacting the Registrar.
- Students who indicate 'returning to their home country' as their reason for withdrawal will not be issued with a *Letter of Release* at the time of cancellation or at any future date.

3. Suspension or cancellation of enrolment by the College

The College may suspend or cancel an international student's enrolment because of, but not limited to:

- Misbehaviour by the international student.
- Failure to pay the required fees to undertake or continue the course as stated in the Written Agreement; or
- A breach of the course progress or attendance requirements by the international student.

3.1. Suspension of enrolment

The College may suspend a student from the College for misbehaviour. The College's *Behaviour Management Policy* and *Student Code of Conduct* details standards of behaviour and consequences when these standards are breached. Suspensions from the College will not be included in attendance calculations for the study period and will not be recorded on PRISMS.

Where the College intends to suspend a student's enrolment, the Deputy Principal – Pastoral Care will contact parents / guardians for an interview before the student

is suspended. Intervention strategies will be put in place to support the student to attempt to ensure that the behaviour or breach is not repeated.

3.2. Cancellation of enrolment

The College will cancel the enrolment of a student under the following conditions:

- Any breach of an agreed condition of enrolment as outlined in the student's *Written Agreement*.
- Student-initiated deferral or suspension was based on fraudulent evidence or documents provided by the student or their parent / guardian.
- Failure to pay course fees.
- Failure to maintain approved accommodation, support, and welfare arrangements (*Visa Condition 8532*).
- Breaching course attendance and progress requirements.
- Exclusion on the grounds of misbehaviour by the student in accordance with the *Behaviour Management Policy*.

4. College Suspension or Cancellation of Enrolment Process

- a. Where the College intends to suspend or cancel the enrolment of a student, it will issue a notification (letter) to the student and their parent / guardian of the College's intention to report and allow 20 working days to access the College's internal appeals process. The letter will include the reason(s) for the intended suspension / cancellation of enrolment, and information about how to access the College's internal appeals process.
- b. The College will inform the student of the need to seek advice from the DHA on the potential impact on their visa.
- c. During the internal complaints and appeals process, the College will maintain the student's enrolment and the student will attend classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- d. If a student decides to access the College's internal complaints and appeals process, the change in enrolment status will not be reported in PRISMS until the internal appeals process is finalised, unless extenuating circumstances apply.
- e. Where extenuating circumstances apply, a student may still access the internal complaints and appeals process, however the College need not await the outcome of this process before changing the student's enrolment status in PRISMS.
- f. The use of extenuating circumstances by the College to suspend a student's enrolment prior to the completion of any complaints and appeals processes will be supported by appropriate evidence. The final decision for evaluating extenuating circumstances lies with the Principal.

5. Effect on Confirmation of Enrolment (CoE) and Visa Status

Deferment, suspension, and cancellation of enrolment can result in three (3) possible outcomes for a student's confirmation of enrolment status.

The College will notify the Department of Education (DoE) through PRISMS that:

- The College is deferring or suspending a student's enrolment for a period without affecting the end date of the CoE. There will be no change to the CoE or the student's enrolment status on PRISMS i.e., the CoE status will still be listed as 'studying'. However, the notice of deferment or suspension will be recorded in PRISMS.
- The College is deferring or suspending a student's study for a period which will affect the end date of the CoE. PRISMS will cancel the original CoE and immediately offer the College the opportunity to create a new CoE with a more appropriate end date. If the College does not know when the student will return, it will wait until the student has notified the College of the intended date of return before creating a new CoE.
- The College wishes to permanently cancel (terminate) the student's enrolment. Once this process is complete, the student's CoE status will be listed as 'cancelled'.

The cancellation of a CoE does not cancel a *Confirmation of Appropriate Accommodation and Welfare (CAAW)*. Where the College has taken responsibility for approving the accommodation, support, and welfare arrangements for a student under the age of 18, and terminates, cancels, or suspends their enrolment, the College will continue to check the suitability of arrangements for that.

Version control					
Version	Amendments	Date Reviewed	Endorsed by Board	Next Review	Author of version
1		09/09/2019		09/2021	
2		24/11/2021	24/11/2021	08/2023	
3	Updated	09/06/2022		08/2023	C Acciano
4	Updated	28/11/2023	15/05/2024	08/2025	C Acciano