



## JOHN PAUL COLLEGE LTD

### National Code 2007 Standard 13 : Deferment, Suspension and Cancellation Policy

#### 1. Deferment of commencement of study requested by student

- a. John Paul College 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' report)
- b. The final decision for assessing and granting a deferment of commencement of studies lies with the appropriate Head of School/Campus.

#### 2. Suspension of study requested by student

- a. Once the student has commenced the course, John Paul College 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' report)
- 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 appropriate Head of School/Campus.

#### 3. Assessing requests for deferment or suspension of studies

- a. Applications will be assessed on merit by the appropriate Head of School in consultation with the Registrar or by the Head of Campus.
- b. All applications for deferment or suspension will be considered within 20 working days.

#### 4. Exclusion from class (1 – 28 days)

- a. John Paul College 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





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in John Paul College's Behaviour Policy/Code of Conduct. 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 appropriate Head of School /Campus. 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.

- b. Exclusions from class **will not** be recorded on PRISMS.
- c. Periods of 'exclusion from class' will not be included in attendance calculations as per John Paul College's *Monitoring Course Progress Policy and Attendance Procedures*.

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

- a. John Paul College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the results of any behaviour identified as resulting in suspension in John Paul College's Behaviour Policy/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 students and which will be determined by the appropriate Head of School/Campus.
- 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 (eg the student is medically unfit to travel).
- d. If special circumstances exist, the students must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the appropriate Head of School/Campus.
- e. Suspensions will be recorded on PRISMS.
- f. The period of suspension **will not** be included in attendance calculations.

#### **6. Probationary Enrolment**

- a. The Headmaster may determine that a student be placed upon probationary enrolment as a result of their misbehaviour
- b. Students whose misbehaviour results in exclusion from class or suspension may also be placed upon probationary enrolment
- c. Those conditions attached to the probationary enrolment will be discussed with the student and his/her parent/guardian where possible and also provided to them in writing. The student will be required to sign the probationary enrolment conditions to indicate acceptance.
- d. Students who breach the conditions of their probationary enrolment will have their enrolment cancelled as outlined below.

#### **7. Cancellation of enrolment**

- a. John Paul College 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).





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- b. Any behaviour identified as resulting in cancellation in accordance with John Paul College's Behaviour Management Policy/Code of Conduct. and its *Deferment, Suspension and Cancellation Policy*
- c. John Paul College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation of the student visa.

## **8. Complaints and Appeals**

- a. Student requested deferment and suspension are not subject to John Paul College's Complaints and Appeals Policy.
  - b. Exclusion from class is subject to John Paul College's *Complaints and Appeals Policy*.
  - c. School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject John Paul International College's *Complaints and Appeals Policy*.
  - d. For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The appropriate Head of School/Campus will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
  - e. If students access John Paul College'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 include:
    - i. The student refuses to maintain approved welfare and accommodation arrangements (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 John Paul College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- 9.** The final decision for evaluating extenuating circumstances lies with the appropriate Head of School/Campus.





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## 10. 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 for advice.

## 11. Definitions

- a. Day – *any day including weekends and public holidays in or out of term time.*

