



International Students Deferment, Suspension and Cancellation Policy

1. Commitment to Child Safety

Camberwell Girls Grammar School is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe, and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by Camberwell Girls has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

2. Purpose

The purpose of this policy is to inform International Students and their Parents of the grounds of deferment, suspension and cancellation and to inform the International Student of the serious implications of this policy in relation to their student visa and study rights.

3. Scope

This Policy applies to International Students studying in Australia and to staff involved in student administration for International Students.

4. Definitions

Term	Definition
School	Camberwell Girls Grammar School (Camberwell Girls)
Staff	All staff employed at CGGS.
International Student	Full fee-paying student enrolling on a Student Visa (Subclass 500).
Parents	Parents, guardians, carers.



Registered Provider	An Australian educational institution registered with the CRICOS.
Agent	Agents including education agents assisting families with enrolment. They may be located onshore or offshore.
PRISMS	Provider Registration and International Student Management System
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students

5. Roles and Responsibilities

- ◆ The **Principal** is responsible for:
 - ◆ complying with their legal responsibilities in relation to International Students.
 - ◆ being involved in the decision-making process and having the final say in the decision to defer, suspend or cancel an International Student's enrolment.
- ◆ The **Head of Senior School** has the responsibility for ensuring that the policy is regularly reviewed and remains compliant with the relevant authorities and legislation.
- ◆ The **Head of Admissions** is responsible for maintaining up to date enrolment information in the Provider Registration and International Student Management System (PRISMS) database.

6. Policy Statement

An International Student's enrolment can be deferred, suspended or cancelled. This may be initiated by either the International Student for compassionate and compelling circumstances, or by Camberwell Girls Grammar School (CGGS) for an International Student's breach of visa conditions, breach of course progress or attendance requirements, failure to pay fees and / or misbehaviour.

The School will maintain records of all requests from International Students for a suspension of study and the assessment of, and decision regarding, the request for two years after the international student ceases to be an accepted student.

6.1. Deferral of Study – Requested by International Student

CGGS will only grant a deferment of the commencement of studies for compassionate and compelling circumstances such as:

- ◆ a serious illness, 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, significant event such as pandemic, or natural disaster in home country preventing travel to Australia.
- ◆ the need for emergency travel home which has impacted on the student's studies prior to starting at CGGS.
- ◆ traumatic experience - police or psychologists' reports required where possible.
- ◆ delay in receiving student visa.



Applications must be made in writing using the the Application for Deferment of Commencement or Suspension of Studies must be submitted to the Head of Admissions along with supporting documentation. The final decision for assessing and granting a deferment of commencement rests with the Principal and is assessed on merit within 10 working days of receipt of application to defer.

Where CGGS approves the request for a deferral of an International Student's studies, the School will report in PRISMS via a course variation and issue a new Confirmation of Enrolment if required.

Copies of all documentation pertaining to the deferment will be kept in the International Student's file.

CGGS will not extend the duration of the international student's enrolment if the international student is unable to complete the course within the expected duration, unless:

- ◆ there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or
- ◆ the registered provider has implemented, or is in the process of implementing, an intervention strategy for the international student because the international student is at risk of not meeting course progress requirements, or
- ◆ an approved deferral or suspension of the international student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the international student's enrolment).

6.2. Suspension of Study – Requested by International Student

CGGS may approve an International Student's request to suspend their studies on compassionate and compelling circumstances.

Applications must be made in writing to the Principal. The Application for Deferment of Commencement or Suspension of Studies must be submitted along with relevant supporting evidence, if required. The final decision for assessing and granting of a suspension rests with the Principal and is assessed on merit and considered within 10 working days of receipt of application to suspend.

Where CGGS approves the request for a suspension of an International Student's studies, the School will report in PRISMS via a course variation and issue a new Confirmation of Enrolment if required.

Copies of all documentation pertaining to the suspension will be kept in the International Student's file.

The period of suspension will not be included in attendance calculations.

6.3. Suspension from School – Initiated by the School

CGGS may suspend an International Student's enrolment on the basis of, but not limited to:

- ◆ misbehaviour by the International Student in accordance with the International Students Behaviour Management Policy.
- ◆ failure to pay the required fees in accordance with the written agreement.
- ◆ a breach of course progress or attendance requirements by the International Student.

Misbehaviour includes repeated breaches of the CGGS Student Code of Conduct (Secondary School) or repeated disregard of school and or homestay rules or expected standards of behaviour.

The School will notify the International Student of its intention to suspend and the reasons for the suspension in writing. The International Student will have 10 days to access the internal complaints and appeals process.

In addition to the above, the following conditions also apply:



- ◆ compassionate and compelling circumstances will be taken into account before reporting an International Student.
- ◆ suspended International Students must abide by the conditions of their suspension.
- ◆ the International Student must continue to meet the academic requirements of the course.
- ◆ International Students who have been suspended for more than 28 days are required to return to their home country unless special circumstances exist, for example, that they are unfit to travel.
- ◆ suspensions of more than 5 days will be recorded on PRISMS.
- ◆ the period of suspension will not be included in attendance calculations.

Copies of all documentation pertaining to the suspension will be kept in the International Student's file.

6.4. Cancellation of Enrolment – Initiated by the School

The grounds, on which an enrolment may be cancelled are:

- ◆ Non-compliance with visa conditions.
- ◆ Non-compliance with CGGS policies (misbehaviour, non-payment of fees, course progress/attendance breaches).

CGGS is required to report non-compliance to the Department of Home Affairs via PRISMS. This could impact on an International Student's visa and study rights.

The School will notify the International Student and their Parents of its intention to cancel the International Student's enrolment and the reasons for the cancellation in writing.

CGGS will make all reasonable efforts to immediately notify the student's parents or legal guardians if the School is no longer able to approve the student's welfare arrangements. Situations where this may apply include a missing student, a serious criminal offence, serious concern for the student's mental health and wellbeing, substance use or if the student leaves Australia without the School's knowledge.

The International Student will have 10 days to access the School's complaints and appeals process – please refer to International Students Complaints and Appeals Policy.

Where CGGS cancels the enrolment of an International Student, the School will continue to check the suitability of arrangements for that International Student until:

- ◆ the International Student is accepted by another provider and that provider takes over responsibility for approving the International Student's accommodation, support and welfare arrangements.
- ◆ The International Student leaves Australia. Reasonable steps must be taken and documented to ensure that the International Student arrives safely to their homeland. This may involve the Head of Senior School or International Student Coordinator taking steps to:
 - ◇ obtain confirmation of flight details from the International Student's Parents.
 - ◇ speak with the airline staff to note that the International Student will be traveling as an "unaccompanied minor" on the flight, where applicable.
 - ◇ accompany the International Student on the flight, if required.
 - ◇ book a flight with full-service airlines only.
 - ◇ provide sufficient notice to the Parents of the International Student's arrival.
 - ◇ obtain confirmation from the Parents that the International Student has arrived in their homeland.

The School will continue to approve the welfare arrangements for an international student until any of the following applies:

- ◆ care of the student by a parent or nominated relative is approved by Immigration.



- ◆ The School has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements, or under Standard 5.5 that it has taken the required action after not being able to contact the student.

If the International Student is on a Confirmation of Appropriate Accommodation and Welfare (CAAW) arrangement, then the CAAW will be withdrawn once the School has reasonable grounds to believe that the International Student has safely left Australia (following the above steps).

CGGS will cancel a CAAW via PRISMS:

- ◆ as soon as practicable if the student will be cared for by a parent or nominated relative approved by Immigration, and a Confirmation of Appropriate Accommodation and Welfare (CAAW) is no longer required.
- ◆ within 24 hours if the registered provider is no longer able to approve the student's welfare arrangements, including detailing the circumstances where the School is no longer able to approve the student's welfare arrangements.

Copies of all documentation pertaining to the cancellation will be kept in the International Student's file.

6.5. Complaints and Appeals Process

For any deferral, suspension or cancellation of enrolment initiated by CGGS, the International Student will be given a notice of intention to report and 10 working days to access the School's internal complaints and appeals process – please refer to International Students Complaints and Appeals Policy. This applies even if an International Student's misbehaviour is grounds for immediate expulsion.

CGGS will proceed with the deferral, suspension, or cancellation after the internal complaints handling and appeals process has been completed. However, for instances related to course progress and/or attendance breaches, the School will defer this decision upon the outcome of the external complaints handling and appeals process.

For the duration of the appeals process, the International Student is required to maintain her enrolment.

Reporting in PRISMS is initiated once the complaints and appeals process is completed.

However, CGGS will not grant the International Student the opportunity to appeal a deferral, suspension or cancellation of enrolment when the International Student's health or wellbeing or the wellbeing of others, is likely to be at risk. Extenuating circumstances may be that the International Student:

- ◆ is refusing to maintain approved welfare and accommodation arrangements.
- ◆ is missing.
- ◆ has medical concerns or severe depression or psychological issues which lead CGGS to fear for the International Student's wellbeing.
- ◆ has engaged or threatened to engage in behaviour that is reasonably believed to endanger the International Student or others.
- ◆ is at risk of committing a criminal offence.
- ◆ is the subject of investigation relating to criminal matters.

The final decision for evaluating these extenuating circumstances rests with the Principal. The School will keep evidence to support this and maintain these documents on the International Student's file.

6.6. Effects on Confirmation of Enrolment and Visa

Any deferral, suspension or cancellation of enrolment may have an effect on an International Student's visa and the Confirmation of Enrolment (CoE). The possible outcomes are:



- ◆ A deferment or suspension for a period **without affecting the end date of the CoE**. There will be no change to the CoE on PRISMS – the International Student will still be listed as studying. However, the notice of deferment or suspension will be recorded in PRISMS.
- ◆ A deferment or suspension for a period which **will affect the end date of the CoE**. PRISMS will cancel the original CoE. It is up to CGGS to create a new CoE once the intended date of return for the International Student has been finalised.
- ◆ **Permanent cancellation (termination)** of the International Student's enrolment. The CoE status on PRISMS will be listed as 'cancelled'. If the International Student is under the age of 18, the cancellation of a CoE does not cancel a Confirmation of Appropriate Accommodation and Welfare (CAAW). CGGS remains responsible for welfare arrangements until it fulfils its obligations under the National Code.

6.7. Student Advice

All International Students are advised to contact the Department of Home Affairs regarding any potential impacts on their visa, including the need to obtain a new visa, if they wish to defer, suspend or cancel their enrolment. Contact details are:

Department of Home Affairs

Ph: 13 18 81

Website: www.homeaffairs.gov.au/

7. Related Documents

- ◆ International Students Marketing Policy
- ◆ International Students Recruitment and Enrolment Policy
- ◆ International Students Recognition of Prior Learning Policy
- ◆ International Students Refund Policy
- ◆ International Students EAL Assessment Policy
- ◆ International Students Accommodation, Welfare and Support Policy
- ◆ International Students Emergency and Critical Incident Management Plan
- ◆ International Students Student Transfer Policy
- ◆ International Students Course Progress and Attendance Policy
- ◆ International Students Behaviour Management Policy
- ◆ International Students Complaints and Appeals Policy
- ◆ International Students CRICOS Registration Policy
- ◆ Child Safety Code of Conduct
- ◆ Student Code of Conduct – Secondary School
- ◆ Parent Code of Conduct

8. Legislative Context

- ◆ Education Services for Overseas Students Act 2000
- ◆ National Code of Practice for Providers of Education and Training to Overseas Students (National Code 2018)
- ◆ Education Services for Overseas Students (ESOS) Framework



9. Governance

9.1. Document Details

Document Details	
Title	International Students Deferment, Suspension and Cancellation Policy
Policy Approver	Principal
Date Approved	May 2024
Policy Owner	Head of Senior School
Date Created	May 2024
Review Timeline	Every 2 years
Date of Next Review	May 2026



9.2. Version Control

Version	Date	Description
1.0	October 2016	Initial version
2.0	15.05.2018	New template with new header Updated with changes to National Code 2018
3.0	12.11.2018	Added Definitions section Replaced DIBP with Department of Home Affairs
4.0	15.05.2019	Carry forward as part of annual review cycle
5.0	May 2022	Carry forward as part of annual review cycle
6.0	May 2024	New template Added Definitions section. Carry forward as part of annual review cycle
6.1	August 2024	Added Application for Deferment of Commencement or Suspension of Studies must be submitted. Added process for cancellation of CAAW via PRISMS. Added reporting to PRISMS for suspension or deferral of studies. Contacting parents if cancelling a CAAW

9.3. Audience

Audience	Publication Location
International Students, Parents, Agents	School website