

DEFERMENT, SUSPENSION AND CANCELLATION POLICY

Full Fee Paying Overseas Student (FFPOS)

Deferment of commencement of study requested by a student

A deferment occurs when an enrolment is postponed to a future date. Kambala will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:

- Illness, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents.
- Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
- A traumatic experience, which has impacted on the student (these cases where possible should be supported by police or psychologists' reports).

The final decision for assessing and granting a deferment of commencement lies with the Principal.

Deferment will be recorded on PRISMS depending on the student's CoE status.

Suspension of study requested by a student

A suspension occurs when an enrolment is suspended for a period of time as determined by the Principal.

Once the student has commenced the course, Kambala will only grant a suspension of study for compassionate or compelling circumstances. These include but are not limited to:

- Illness, where a medical certificate states that the student was unable to attend classes.
- Bereavement of close family members such as parents or grandparents.
- Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
- A traumatic experience, which has impacted on the student (these cases where possible should be supported by police or psychologists' reports).

Suspensions will be recorded on PRISMS.

The period of suspension will not be included in attendance calculations. The final decision for assessing and granting a suspension of studies lies with the Principal.

Assessing requests for deferment or suspension of studies

Applications will be assessed on merit by the Principal. All applications for deferment or suspension of studies will be considered within 14 working days.

Exclusion from class (1 to 28 days)

- Kambala 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 Kambala Code of Conduct.
- Excluded students must abide by the conditions of their exclusion from studies which will depend on welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
- 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.
- Exclusions from class will not be recorded on PRISMS.
- Periods of exclusion from class will not be included in attendance calculations as per Kambala's Course Progress and Attendance Policy.

School initiated suspension of studies (28 days+)

- Kambala 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 the Kambala Code of Conduct.
- Suspended students must abide by the conditions of their suspension from studies that will depend on the welfare and accommodation arrangements in place for each student and will be determined by the Principal.

- Students who have been suspended for more than 28 days are required to return to their home country by DIBP unless specific special circumstances exist (for example the student is medically unfit to travel).
- If special circumstances exist, the student must abide by the conditions of her suspension that will depend on the welfare and accommodation arrangements in place for each student.
- Suspension will be recorded on PRISMS.
- The period of suspension will not be included in attendance calculations.

Cancellation of enrolment

Kambala will cancel enrolment of the student under the following conditions:

- Failure to pay course fees.
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
- Any behaviour identified as resulting in cancellation under Kambala's Code of Conduct.

Kambala is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP, which will result in automatic cancellation.

Complaints and appeals

- Student requested deferment and suspension are not subject to Kambala's FFPOS Complaints and Appeals Policy.
- Exclusion from class is subject to Kambala's FFPOS Complaints and Appeals Policy.
- School initiated suspension is subject to Kambala's FFPOS Complaints and Appeals Policy.
- For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.
- The Principal will determine if participation in studies will be in class or under supervised arrangement outside of classes.
- If students access Kambala's FFPOS 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 to PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- The use of extenuating circumstances by Kambala to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

Student advice

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 Border Protection (DIBP) for advice.