



The Cathedral School

# DEFERMENT, SUSPENSION OR CANCELLATION POLICY

## International Students

### COMMUNICATING WITH FAMILIES ABOUT CHANGES IN ENROLMENT STATUS

All communications regarding changes to enrolment status will be made directly with students and parents, in accordance with the latest contact details provided to the school. Parents must therefore keep The Cathedral School informed of their current

a traumatic experience which has impacted on the student (these cases should be supported, where possible, by police or psychologists' reports)  
student returns to their home country to sit a university exam (or similar assessment) which impacts upon their education  
where there is a significant issue impacting upon a student's attendance or course progress, it is essential that the student or parents contact the school as soon as possible to discuss the concern so that appropriate support can be put in place. Where deemed necessary, this may involve temporarily suspending the student's enrolment so that matters can be resolved without having a negative impact on the student's ability to satisfy their visa conditions.

Applications for suspension of students must be made in writing and submitted to the Principal. Applications will be assessed on merit and the decision will be provided in writing within 5 working days.

As part of any assessment of a request to defer or temporarily suspend studies, the impact of the request on the student's ability to complete their intended course of study in accordance with their CoE/s and student visa will be considered. Any implications will be communicated to students.

Temporary suspensions of study cannot exceed 6 months duration. The period of suspension will not be included in attendance calculations.

Suspensions will be recorded on PRISMS within 14 days of being granted if the student is under 18 years of age, and within 31 days if the student is over 18 years.



School's internal appeals process. Further information about the appeals process in the event of a school-initiated cancellation is outlined below.

The Cathedral School is required to report any confirmed breach of course progress and attendance requirements to the Department of Immigration. Where a student is reported for breach of visa condition, his/her enrolment at The Cathedral School will be cancelled and this may impact on the student's visa. Further information can be found