



**CANNING  
COLLEGE**

CPC: 00463B

## **Policy for Suspension or Cancellation of a Student's Enrolment**

Policies and procedures are to meet the requirements of ESOS Act, ESPRA, DIBP and School Education Act (where appropriate).

In general, the following applies to standard attendance, behaviour and academic progress issues. In extreme cases, where a student's health and safety and that of others are at risk, other urgent strategies may be applied on the basis of advice from DIBP and police.

### **Suspension**

No formal suspension procedure applies. The responsibility for suspension/exclusion rests with the Canning College Principal.

In cases where the concept of suspension is applied is when a student's behaviour is deemed to be dangerous or highly disruptive.

Further, if a student has not paid required course fees, a period of suspension may be applied until the fees issue is resolved.

In cases, where the appeal process is underway, the student is over 18 and is deemed to be dangerous or disruptive, the student will be barred from the college until the appeal process is completed.

For under 18 aged students, any suspension must not compromise the student's welfare.

### **Cancellation**

Cancellation of enrolment is seen as a last step/resort and is applied as the final part of a student management process.

Student management process usually entails:

1. Talk from teacher / lecturer
2. Referral to a Student Advisor who interviews the student and suggests strategies
3. Formal Notice One – intervention strategies may include informing parents (and agents), counsellor, external service, recreation officer, accommodation officer, student advisor.
4. Formal Notice Two – student has to give written reason why enrolment should not be cancelled. Parents and agents are informed.
5. Stage 4 normally gives rise to the application of Conditional Enrolment. The student signs a commitment. Parents and agents are informed.
6. If the Conditional Enrolment is breached, then, a Notice of Termination is issued. The student has 20 days to appeal to the Principal.
7. Appeal interview with the Principal.

8. Outcome of appeal – can be an extension of a Conditional Enrolment or enrolment is cancelled and the case referred to DIBP. In the case, of an extended Conditional Enrolment, steps 6 to 8 may be repeated. In such a case, enrolment is usually cancelled and the case referred to DIBP.
9. Where a student indicates that external appeal will be undertaken, cancellation is deferred until the outcome from the external appeal is known.

In cases where a student ceases to attend classes and does not respond to correspondence (phone calls, letters, text messages), the student will be deemed to have withdrawn – the eCoE will be cancelled and the case reported via PRISMS.

NB: Interventions are ‘tailored’ for each particular case.

### **Self-cancellation**

Where a student withdraws and intends to cease studies, the student is advised to contact the Department of Immigration & Border Protection (DIBP) for information about possible options and consequences.

Options:

1. Return to home country
2. Remain in Australia under another visa sub-class

Further information: <http://www.immi.gov.au/Study/Pages/Study.aspx>