



## Scotch College Deferment, Suspension and Cancellation Policy

The purpose of this document is to make parents aware of the ways in which they can request to defer, suspend or cancel their child's enrolment at Scotch College Adelaide. Furthermore, this policy guides all Scotch College Adelaide staff engaged in the enrolment process so that all matters are transparent and fair.

This policy is relevant to the enrolment of domestic and international ('overseas') students.

This policy is not applicable to disciplinary investigation, suspension or termination of enrolment processes instigated by Scotch College Adelaide.

### Deferment of Studies

Scotch College Adelaide will consider a deferment of commencement of studies ('postpone the Date of Entry') for domestic students at the request of their Parent.

#### *For international students*

For international students, deferment will be considered in compassionate and compelling circumstances. These include but are not limited to:

- Change in family or financial circumstances
- 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

When a deferment is granted;

- The student will be informed whether the deferment is likely to affect the end date of their course as recorded on their CoE
- If the course end date is not going to be affected by deferment of study, the deferment will be recorded in PRISMS and a variation of start date will be made to the CoE.
- If the course end date is going to be affected by deferment of study, PRISMS will immediately cancel the existing CoE and the PRISMS Administrator will create a new CoE for the student with a new start and end date.
- Delay in student obtaining a visa

All deferment requests must be made in writing to the College not later than four calendar months prior to the date of entry.

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## Suspension of Studies

Scotch College Adelaide will consider a suspension of studies (for compassionate and compelling circumstances). These include but are not limited to:

- Change in family or financial circumstances
- 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

### *For International Students*

- The period of suspension will not be included in attendance calculations.
- The student will be informed that any suspension of their studies may affect their visa and told to contact the Department of Home Affairs.
- The student will be informed whether the suspension is likely to affect the end date of their course as recorded on their CoE;
- If the course end date is not going to be affected by suspension of study, the suspension will be recorded in PRISMS but no change will be made to the students CoE.
- If the course end date is going to be affected by a suspension of study, PRISMS will immediately cancel the existing CoE and the PRISMS Administrator will create a new CoE for the student with a more appropriate end date
- If the suspended student has left Australia, Scotch College Adelaide has the right to defer creation of a new CoE until a return to study date has been agreed upon

All requests for suspension of studies must be made in writing to the College. Supporting evidence may be requested.

## Cancellation or Termination of Enrolment

Parents may cancel or terminate their child's enrolment by notice in writing to the College, not later than the first day of the term immediately preceding the Term during, or at the end of which, the student is to be withdrawn.

If Cancellation or Termination of Enrolment is not provided prior to this notice period, fees in lieu for the following term will be charged.

If Parents cancel or terminate the enrolment of a student in Year 12 after the last day of the first term, the Parents remain liable for the fees for the student's whole of year 12.



For students who are boarding in their final year, the parents remain liable for the full amount of the boarding component of the fees for that year, despite any change in status or withdrawal of the student in their final year.

*For International Students*

- The date of cancellation or termination of enrolment will be recorded in PRISMS.

Cancellation or Termination of enrolment for all students must be made in writing to the College.

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