

Owned and operated by Seventh-day Adventist Schools (Greater Sydney) Limited  
**ABN 63 106 908 767 CRICOS No. 02622J**

## Changes in Enrolment Status

There are a number of different Enrolment Status' for overseas students. There are defined below.

### Deferred Enrolment

A student's enrolment is deferred if a place at the school is granted but the commencement date is postponed.

### Suspended Enrolment

A student's enrolment is suspended if a place at the school is maintained but the student is not allowed to attend.

### Cancelled Enrolment

A student's enrolment is cancelled if the place at the school is withdrawn by the School.

### Termination of Enrolment

A Student's enrolment is terminated if the student leaves the school and returns to his or her country of origin.

### Changes of Enrolment Status

Changes to an Overseas students enrolment status can occur for a number of reasons and can be initiated by the Parents/Student or the College.

### Requests by Parents/Students

- Requests for Deferral of Enrolment by a parent or student will be considered on compassionate grounds but only for up to one term. Evidence of parent consent will be expected with the written request.
- Parents/Students cannot request a suspension of enrolment. If there are compassionate reasons for extended leave, it is the Colleges preference to grant a period of Principal's Leave.
- Similarly Parents or Students can't request the cancellation of enrolment. If the Parent or student wishes to cease study at the college six months notice of an intention to terminate enrolment is required. Termination of Enrolment in a shorter period may be granted on compassionate grounds. Written notice is required for the termination of enrolment.

### Changes of Enrolment status made by the College

- The School will not defer a student's enrolment.
- The School may choose to suspend a student's enrolment. This is done as a result of the student's behaviour being contrary to the School's behaviour code as outlined in the student handbook. This is usually done as a last resort unless the breach of behaviour is serious.
- The School may choose to cancel a student's enrolment. This again is done as a result of the student's behaviour being contrary to the School's behaviour code. Serious breaches that may result in cancellation of enrolment are outlined in the Student Handbook and may include but is not limited to criminal behaviour.

Owned and operated by Seventh-day Adventist Schools (Greater Sydney) Limited

**ABN 63 106 908 767 CRICOS No. 02622J**

### Notifying the Student / Guardian

Where a student's behaviour results in warnings being given outlining that a repeat of this behaviour in the future will result in cancellation of the student's enrolment, the parents and guardian will need to be informed in writing of this consequence.

Where the College has chosen to Suspend or Cancel a student's enrolment, the College will inform the student of its intention and give the student 20 working days to appeal using the College's complaints and appeals process. If the student chooses to appeal the change in enrolment status will not take effect until the process is completed.

Where changes in a student enrolment status occurs, the School will inform the student that this may affect his or her student visa.

### Notifying the Department of Education and Training

Where any changes to the students enrolment status occurs, the College will notify the Department of Education and Training through the Provider Registration and International Students Management System (PRISMS) indicating that the enrolment is deferred, suspended or cancelled.