

3. Suitable Evidence of Compassionate or Compelling Circumstances:

- 3.1. For the School to grant an International Student a deferment, suspension or cancellation of their enrolment on the grounds of compelling or compassionate circumstances (as listed above) the International Student must provide the School with suitable documentary evidence to prove the compassionate and compelling circumstances. This may include:
- medical certificate;
 - a note from a medical doctor;
 - death certificate (when possible).
- 3.2. If the school becomes aware that the Student has provided us with fraudulent evidence or documents given to support a claim of compassionate or compelling circumstances, we may decide to suspend or cancel their enrolment.

4. Suspension or Cancellation by the School - Misbehaviour, Failure to Pay Fees, Breach of Course Progress or Attendance Requirements:

- 4.1. There are a range of other factors which can result in the School deferring, suspending or cancelling the enrolment of an International Student, which include but are not limited to the following:
- misbehaviour by 5(n)148381.6133()r

- 6.2. The School notifies the Commonwealth Department of Education (Cth DoE) through PRISMS that they are deferring or suspending an International Student's enrolment for a period which will affect the end date of the CoE (Certificate of Enrolment). The notice of deferment or suspension will be recorded in PRISMS but this does not change the CoE. The International Student will still be listed as studying.
 - 6.3. The School notifies the Cth DoE through PRISMS that they are deferring or suspending an International Student's enrolment for a period which will affect the end date of the CoE. PRISMS will cancel the original CoE and immediately offer the School the opportunity to create a new CoE with a more appropriate end date. If the School does not know when the International Student will return, the School can choose not to create a new CoE, but to wait until the International Student has notified it of their intended date of return to the School.
 - 6.4. The School notifies the Cth DoE through PRISMS that it wants to permanently cancel (terminate) the International Student's enrolment. Once the PRISMS notification process is complete, the International Student's CoE status will be listed as 'cancelled'. If the student is under the age of 18, the CoE cancellation won't cancel the CAAW and the School is still responsible for welfare arrangements until one of the conditions of Standard 5.6 are met. Refer to our Younger Students Policy.
- 7. Impact of Deferral and Suspension on Student Attendance:**
- 7.1. If an International Student's enrolment is deferred or suspended, the period of suspension or deferral of enrolment (as recorded in PRISMS) will not be included in attendance monitoring calculations.
- 8. Procedural Fairness:**
- 8.1. The School is committed to ensuring procedural fairness when deferring, suspending or cancelling an International Student's enrolment with Alphington Grammar School. Where a decision has been considered to defer, suspend or cancel the enrolment of a student, the Principal will:
 - write to the student, and the student's parents/parent liaison stating: