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Procedure:	TransferDeferSuspendCancel En	ABN 88 058 323 827
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STELLA MARIS COLLEGE Policy & Procedure

Policy: Stella Maris College is a College established by the Good Samaritan sisters in the Benedictine tradition where respect for the individual is paramount. The care and welfare of all students is of primary concern to Stella Maris College. The College will grant a deferment of studies for compassionate and compelling circumstances for both enrolled and pre-enrolled students.

Where the College excludes a student from class, or the College initiates suspension of studies or cancellation of enrolment, the College will document and communicate its reasons to the student and parent/guardian.

An appeal process is to be available to students and parents, for decisions made by the College.

Objective of Procedure: To outline the process, whereby students and parents can make application to defer, suspend or transfer study with the College, or the college on the grounds of misbehaviour identified in the Schools Behaviour Policy/Code of Conduct, or cancels enrolment, including respecting the right of appeal by the affected party.


Scope of Procedure: This policy and procedure covers all students attending the College – Local, International and External

Issued By: Principal

Key Points:

1. An application for deferment, suspension or transfer of studies is to be made in writing using the designated form (File AS_Applic_TransferDefermentSuspension_110118)
2. Deferment or suspension of study circumstances include but are not limited to;
 - a. Illness advised by medical certificate
 - b. Bereavement of family or very close friends
 - c. A major event, such as a natural disaster
 - d. A traumatic experience supported by a professional's report
3. A notification by the College of its intention to suspend or cancel enrolment is to be made in writing using the designated form (File AS_Notif_SuspensionCancelEnrolment_110118)
4. Students and parents are aware of the Code of Conduct in the International Orientation booklet, with access available on the College website.
5. Students and parents are aware of the College Grievance Policy and Procedure (IS0004_Grievance), with access available on the College website

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6. The final decision for assessing and granting transfers, suspensions or cancellation of enrolment lies with the Principal.
7. There is a requirement under the National Code 2018 (Code), Standard 7 to document process for transfer, deferment, suspension or cancellation of enrolment.
8. For International Students all transfers, suspensions or cancellation of enrolment will be recorded in PRISMS by the Registrars Office in a timely manner, following decisions made including any appeal process. All documentation is to be filed in the Students file retained in the Registrars office.
9. International Students are to be informed about the changes to their enrolment status and the impact on their Visa.
10. All Files referred to in this Procedure are stored in the Forms folder of the International Students directory of the College Procedures Manual.

Procedure:

1. When a student/parent/agent informs the College of their decision to transfer, defer or suspend their studies at the College, they are to complete the relevant form (File AS_Applic_TransferDefermentSuspension_110118) and provide any supporting documentation. In the case of transfer, the student must provide a letter from another registered provider confirming enrolment and student's accommodation. If under 18, written confirmation by the student's parent or legal guardian supporting the transfer is to be enclosed.
2. The application form in point 1 will be assessed by the Year Coordinator, and in the case of International Students, the Year Coordinator and the Overseas Student Coordinator.
3. Where there is complexity involved in the application, the Coordinators will confer with the Deputy Principal or Principal as deemed necessary.
4. A written response to the Application in point 1, is to be made by the College, within 5 working days. Where a student is to be released from further studies at the College, a Letter of Release will be provided. (File IS_LetterOfRelease_110118)
5. When the College decides that a student is either to be suspended or cancellation of enrolment is to be initiated, the College will complete the relevant form (File AS_Notif_SuspensionCancelEnrolment_110118), and provide it to the student/parent/agent, who are to sign and acknowledge receipt of a copy of the notification.
6. Where a student/parent/agent wish to appeal the determination notified under point 5, the College Grievance Policy Procedure is to be used (IS0004_Grievance).

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Appendix I:

Deferring, Suspending or Cancelling a Student Enrolment

Deferment will be permitted for compassionate or compelling circumstances including difficulties with student visa processing. In such circumstances the College may defer the enrolment date for the student.

Suspension will only be granted or required in compassionate or compelling circumstances or for reasons of student misbehavior.

Cancelling an Enrolment

International students must follow the College's Code of Conduct for students which is printed in the student handbook and accessible on the College website and on the Student Portal.

The circumstances that a student may have their visa cancelled include:

- A serious breach of behaviour expectations (either at Stella Maris College, in homestay or at language college prior to commencement)
- A breach of student visa conditions (these include non payment of fees, failure to meet attendance requirements, failure to make academic progress)
- The student applies to cancel their enrolment

In all such cases the College will notify the Secretary of DFA via PRISMS within 7 days.


The School will inform the student of its intention to defer, cancel or suspend the enrolment and, if this is not initiated by the student, will notify the student that she has twenty (20) working days to access the College's complaints and appeals process, or take the action further to Overseas Student Ombudsman externally. If the student accesses the College's complaints and appeals process in relation to a decision by the School to cancel or suspend a student, the school will maintain the enrolment of the student whilst the complaints and appeals process is completed.

Transfer of International Students

If a student seeks to move to another institution, a student must complete the Application to Deferment, Suspension or Transfer of Studies form which can be downloaded from the School website or obtained from the International Registrar.

Students who have not completed 6 months of study are required to make an application to the International Registrar for consideration. A transfer request will be granted where:

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- the student has completed an Application to Deferment, Suspension or Transfer of Studies form
- the circumstance leading to the request to transfer is found to be genuine
- the transfer of the student is with the full knowledge and approval of the student's parents (in writing)
- the other provider is duly registered on CRICOS
- the other provider has given the student a Letter of Offer of a place and in the case of students who are under eighteen, details of their intention to accept welfare responsibility for the student
- the transfer is deemed to be in the best interests of the student with regard to their future welfare and satisfactory progress in studies

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