

**Macarthur Adventist College
International Students
Information on Changes in Enrolment status**

Introduction

One of the key conditions placed on an overseas student visa is to be enrolled with CRICOS registered educational provider. An additional condition is that the course duration in most cases can't be extended. Any changes of enrolment status made by either the provider or the student or an attempt to extend the duration of the course may have a detrimental affect on the ongoing status of the student visa and hence the ability of the student to remain in Australia and study. This document outlines how changes in the enrolment status may occur in the school. It is important for Overseas Students and their parents understand the implications of any change in enrolment status and take steps to ensure that if possible these don't happen.

Terms

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A student's enrolment is cancelled if the place at the school is withdrawn by the School.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

Changes of enrolment status requested by a student or parent

Requests for Deferral of Enrolment by a parent or students 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 College's preference to grant a period of Principal's Leave.

Similarly a Parent or Student 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 school

The College will not defer a student's enrolment.

The College may choose to suspend a student's enrolment. This is done as a result of the student's behaviour being contrary to the College'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 College may choose to cancel a student's enrolment. This again is done as a result of the student's behaviour being contrary to the College's behaviour code. Serious breaches that may result in cancellation of enrolment are outlined in the Student Handbook and may include but are not limited to criminal behaviour.

Notifying the Student / Guardian

Where the College has chosen to suspend or cancel a student's enrolment it 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.

For any changes in a student's enrolment status the College will inform the student that this may affect his or her student visa. Given that an overseas student's only purpose for staying in Australia is to study, changes in enrolment status is considered a serious matter by the Department of Immigration and Citizenship (DIAC) and by the Department of Education, Employment and Work place relations (DEEWR). This is because it affects the student's ability to stay in Australia.

Notifying DEEWR and DIAC

The College will notify DEEWR and DIAC through PRISMS if a student's enrolment is deferred, suspended or cancelled.