

DEFERRING, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT

GEOS Melbourne will defer, suspend or cancel a student's enrolment based on misbehaviour of the student.

Where the College intends to temporarily exclude a student from class or suspend a student's enrolment

1. Director of Studies or a Student Counsellor receive an initial report/s detailing specific misbehaviour of the student.
2. If it is deemed by the DoS or Student Counsellor that the reported misbehaviour could result in exclusion from class or suspension of their enrolment, the student will be contacted by way of the *Student Counselling* session – *Counselling Report* in which they are invited to attend a counselling session to discuss the alleged misbehaviour.
3. If the intention of the counselling session is that the student is to be excluded from class for a period of time - maximum 5 class days (documentation: counselling form), the student will be given a copy of the counselling form identifying the agreed action. This option will only be available once. If there is a period of exclusion, the student's attendance records will indicate exclusion from class and this period will not count in their attendance calculations.
4. If the intention of the counselling session is that the student's enrolment should be suspended (documentation: counselling report form) and this is confirmed at the counselling session then the student will be informed of this in writing (documentation: intention to suspend enrolment letter) which includes notification that temporary suspension could affect their student visa.
5. If a student wishes to appeal the suspension of their enrolment they will be informed that they should consult the College's complaints and appeals procedure. The College will not suspend a student's enrolment until the outcome of the internal complaints and appeals process unless there are extenuating circumstances relating to the welfare of students.

Note: exclusion from class, under 18 students. Where the student is under 18 the College will immediately contact the parent/s or guardian.

Where the College cancels a student's enrolment

1. Director of Studies or Student Counsellor receive an initial report/s detailing specific misbehaviour of the student and identifies that the behaviour is grounds for cancellation as per the circumstances identified by the College.
2. The student will be informed by letter of the intention of the College to cancel their enrolment and also informed that they will have 20 days in which to access the College's internal complaints and appeals process.
3. The College will not cancel a student's enrolment until the outcome of the internal complaints and appeals process unless there are extenuating circumstances relating to the welfare of students.
4. Where the student's internal appeal is not successful the College will advise the student that they may access the external complaints and appeals process at little or no cost to themselves, however the College will the cancellation of the student's enrolment.
5. If the student's enrolment is cancelled the student will also be advised that they have 28 days in which to enrol with another provider otherwise they will be required to leave the country as per student visa condition 8202.