

EQI initiated suspension and cancellation

Implementation Date: 23/03/2018

Version: 1.1

Audience

Education Queensland International (EQI), homestay providers, parents, school staff, students.

Purpose

To outline the circumstances that EQI can initiate the suspension or the cancellation of a student enrolment.

Policy statement

EQI may suspend or cancel a student's enrolment as provided for in the Standard terms and conditions of the student's Enrolment agreement and in accordance with the requirements of Australian law.

Principles

EQI, rather than state school principals can suspend or cancel a student's enrolment. EQI provides natural justice before suspending or cancelling a student's enrolment. If EQI decides to suspend or cancel a student's enrolment, that decision will not take effect until the internal appeals process is completed, unless the student's health or wellbeing, or the wellbeing of others is likely to be at risk. A suspension or cancellation of enrolment is reported to the Commonwealth government, as required by Australian law and may impact a student's visa.

EQI may extend the duration of a student's enrolment if required as a result of a suspension of enrolment. This may result in the student needing a new visa.

Requirements

1. Suspension

In accordance with the Standard terms and conditions of the student's Enrolment agreement EQI can suspend a student's enrolment if either:

- there are compassionate or compelling circumstances
- the student's behaviour is unsatisfactory.

Where compassionate or compelling circumstances apply, EQI can decide to initiate a temporary suspension of enrolment, for example, where the student is, or is likely to be, absent for more than four school days due to an illness, injury or other serious event.

If a student has not met the expected standards of behaviour as outlined in the Behaviour management policy, EQI can initiate a suspension of the student's enrolment.

If a student's misbehaviour is sufficiently serious, EQI can commence the process to cancel the student's enrolment without first suspending their enrolment.

2. Cancellation

In accordance with the the Standard terms and conditions of the student's Enrolment agreement, EQI can cancel a student's enrolment if any of the following occur:

- failure to disclose or update information EQI requires to assess an application for enrolment or to administer a course enrolment
- information provided to EQI which is false, misleading or incomplete
- breach of student visa conditions or cancellation of student visa
- failure to pay fees
- unsatisfactory attendance
- unsatisfactory behaviour
- unsatisfactory course progress
- the student is living with a homestay provider, and EQI either:
 - is concerned, by reason of the student's conduct or circumstances, about the welfare of the student or others
 - determines that EQI is no longer able to approve the student's accommodation, support or general welfare arrangements
- a breach of the student's enrolment agreement not otherwise set out above.

3. Accommodation and welfare arrangements

Where EQI has accepted responsibility for approving the student's accommodation, support and general welfare arrangements and EQI suspends or cancels the student's enrolment, EQI continues to approve the welfare arrangements for that student until any of the following applies:

- the student has alternative welfare arrangements approved by another registered provider
- care of the student by a parent or nominated relative is approved by the Commonwealth government department responsible for immigration
- the student leaves Australia
- EQI notifies the Commonwealth government department responsible for immigration that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.

Students can appeal decisions made in relation to suspensions or cancellations, in accordance with the Complaints and appeals policy.

Definitions

Agent	Education agent registered with EQI to recruit students for EQI programs.
Compassionate	• are not in your control or created by you; and

circumstances	<ul style="list-style-type: none"> adversely impact on your welfare or course progress (for example, illness, bereavement or traumatic events may qualify).
Compelling circumstances	Are circumstances which, in our opinion, are in your best educational interests.
Course	A course registered on CRICOS offered by Department of Education trading as Education Queensland International.
Enrolment agreement	A written agreement with the overseas student or intending overseas student and their parent, which includes Standard Terms and Conditions, an Initial Invoice and Statement of fees; signed by the overseas student as well as parents or legal custodians.
EQI	Education Queensland International and employees of EQI.
Homestay	Overseas student accommodation arranged by EQI schools; where EQI is responsible for the welfare of the student at all times, including outside school hours.
Overseas student	Student in Australia on visa subclass 500 (schools sector).
School	Queensland state schools accredited by EQI to deliver international student programs.
School staff	Employees of EQI schools, for example – International student coordinator, Homestay coordinator, Head of department, Deputy principal, Principal.
Student	Overseas student enrolled in an EQI registered course.

Legislation

- Education Services for Overseas Students Act 2000* (see sections 19 and s 47A)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018*

Delegations/Authorisations

- Nil.

Related policies

- [Accommodation and welfare policy](#)
- [Attendance policy](#)
- [Behaviour management policy](#)
- [Complaints and appeals policy](#)
- [Course progress policy](#)
- [Refund policy](#)

Related procedures

- [Accommodation and welfare procedure](#)
- [Attendance procedure](#)
- [Behaviour management procedure](#)
- [Complaints and appeals procedure](#)
- [Course progress procedure](#)
- [EQI initiated suspension and cancellation procedure](#)

Guidelines

- [PRISMS User Guide](#)

Supporting information/websites

- [Student visa conditions](#)
- [Standard terms and conditions.](#)

Contact

International Student Programs

Department of Education International

Phone: 1800 316 540 (inside Australia) +61 7 3513 5301 (outside Australia)

Email: EQInternational@qed.qld.gov.au

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Superseded versions

Nil.