NEWCASTLE GRAMMAR SCHOOL

POLICY & PROCEDURE DOCUMENT

International Students
Reason:

Newcastle Grammar School (Newcastle Grammar School Limited ACN054 234 141, CRICOS Provider No: 02344D) welcomes overseas students and provides a friendly, supportive environment that encourages the educational development and personal growth of all students.

The International Students policy applies to students from overseas who study at Newcastle Grammar School. The policy ensures that Newcastle Grammar School is compliant with The Education Services for Overseas Students (ESOS) Act 2000 (amended 2010), the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) 2007 and the associated legislation. As such, the International Students Policy is in addition to and compliments existing Newcastle Grammar School policies.

The International Students policy specifically describes the additional or supplementary policies and procedures of Newcastle Grammar School regarding:

1. Enrolment
2. Student Support Services
3. Transfer between Registered Providers
4. Complaints and Appeals
5. Attendance
6. Deferring, Suspending or Cancelling Enrolment
1. **Enrolment**

**Reason**

In addition to the Newcastle Grammar School Student Enrolment Policy (Policy Number 14.70, Version 1.2) the following policies and procedures apply regarding enrolment in compliance with *The Education Services for Overseas Students (ESOS) Act 2000* (amended 2010 and the requirements under Standard’s 2, 3 and 5 of the National Code of Practice 2007).

**School Default**

1. In the unlikely situation that Newcastle Grammar School is unable to offer a course; a full refund of fees paid will be made within 28 days of notification of course cancellation.
2. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian consumer protection laws.

**Requirements for Acceptance into a Course**

3. (a) In addition to the requirements described in the Application for Enrolment, Supplementary Application for Overseas Students and the Conditions of Enrolment, the requirements for acceptance into a course, including the appropriate level of proficiency in English and any previous educational qualifications, will be assessed by the Enrolment Officer and Head of School.
   (b) Work experience is not applicable as a requirement for course entry.
   (c) Any applicable or relevant course credit will be assessed as in 1.3(a).

**Younger Students**

4. In accordance with Standard 5.1 (c) of the National Code 2007, where Newcastle Grammar School has taken on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who has not turned 18, the School will:
   (a) nominate the dates for which it accepts responsibility for approving the student’s accommodation, support and general welfare arrangements using the specified PRISMS pro forma letter;
   (b) advise DIAC in writing of the approval using the specified PRISMS pro forma letter;
   (c) have documented procedures for checking the suitability of the student’s accommodation, support and general welfare arrangements; and
   (d) advise DIAC as soon as possible in the event that the under-18 year old student has changed his or her living arrangements or that the School no longer approves of the arrangements for the student using the specified PRISMS pro forma letter.

5. Where the student is under 18 with a student visa that covers multiple courses, Newcastle Grammar School, with whom the student is currently enrolled, accepts responsibility for approving arrangements for the student’s accommodation, support and general welfare during the nominated period.
6. Where Newcastle Grammar School terminates, suspends or cancels the enrolment of the student, the School will continue to check the suitability of arrangements for that student until:

(a) the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student’s accommodation, support and general welfare arrangements;

(b) the student leaves Australia;

(c) other suitable arrangements are made that satisfy the Migration Regulations; or the School reports under Standard 5.1.d that it can no longer approve of the arrangements for the student.

7. In accordance with Standard 5.1 (c) of the National Code 2007, Newcastle Grammar School will have the following procedures in place for checking the suitability of a student’s accommodation, support and general welfare arrangements.

(a) The Supplementary Overseas Enrolment Form requires the applicant to read, complete and sign the following statement:

- Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa.
- Where a Student under the age of 18 is not in the care of a Parent or suitable relative, as defined by the Department of Immigration and Citizenship, their accommodation arrangements must be approved by the School.
- For more information on Welfare and Accommodation Requirements, please refer to Newcastle Grammar School’s International Student Policy – Enrolment Younger Students.
- Is the Student in the care of a Parent or suitable relative? (Must be over the age of 21 years).
- Requirements for student accommodation. Please mark either Y (Yes) or N (No) and provide any relevant details:

  **General**
  - A safe and secure environment
  - Student to have own room
  - Accommodation to be clean and comfortable
  - Adequate heating and cooling
  - Access to kitchen and laundry facilities
  - Adequate bathroom facilities
  - Adequate living areas
  - Provision of meals
  - Access to public transport
  - Awareness of cultural differences

  **Bedroom**
  - A clean and comfortable bedroom with bedroom furniture including:
    - Bed
    - Study desk and chair
    - Reading lamp
    - Shelving
    - Wardrobe
    - Heating and ventilation
    - Appropriate power and lighting
    - Telephone and internet connections are desirable
o Provide further details of approved welfare and accommodation arrangements, including an accurate floor plan of the accommodation.
o Please supply Documentation (in English) from the Applicant’s parents APPROVING of the relative or friend as being a “Guardian” during their stay.
o Newcastle Grammar School will undertake an initial and subsequent inspection(s) of the accommodation to ensure suitability of the student’s accommodation, support and general welfare arrangements. Students will be interviewed (Internal Communications) once each semester to monitor ongoing arrangements. This section only applies to students not living with their parent.
(b) Further provisions to ensure the support and general welfare arrangements are described in Grammar School Pastoral Care Policy (Policy Number 14.35, Version 1.2) and in the International Students policy (2. Student services)

8. Newcastle Grammar School has a written agreement with the Association of Independent Schools for the provision of disputes.

2. Student Support Services

Reason

In addition to the Newcastle Grammar School Pastoral Care Policy (Policy Number 14.35, Version 1.1) the following policies and procedures apply regarding pastoral care and student support services in compliance with The Education Services for Overseas Students (ESOS) Act 2000 (amended 2010 and the requirements under Standard 6 of the National Code of Practice 2007.

1. Student Support Services
   Designated Staff Members
   The Enrolment Officer, Mentor teacher, Director of Wellbeing, and Director of Learning & Teaching are the four key staff members in charge of the pastoral care of International students whilst studying at Newcastle Grammar School.

   During the orientation process these staff are identified to the families, guardians and students and key information is provided relevant to their successful transition to studying in Australia and at our school.

   The Enrolment Officer works in close association with the Mentor teacher, School Secretary, Director of Wellbeing and Head of School to provide ongoing academic and pastoral support to the student, parents and guardians. All teaching staff involved with International students are briefed by the Head of School as to their involvement and the requirements of an International student, including obligations concerning attendance and academic progress under ESOS regulations.

2. Sufficiency of Student Support Personnel
   Each International student studying at Newcastle Grammar School has four key members of staff responsible for their academic, pastoral and general welfare. These staff members are introduced to the student during the initial orientation program and have regular contact – both formal and informal – throughout the student’s period of study. Details on the initial and ongoing programs and procedures are detailed in 3. International Student Orientation Program.
3. **International Student Orientation Program**

Orientation programs are an important part of the student support program that Newcastle Grammar School offers to international students.

The orientation process should prepare new international students to fully participate in the academic and co-curricular programs offered by the School. It should also provide the students with the necessary information to be a part of the community in which they are living.

Each year there are orientation programs organized for all new students to the School. They are based on the year level of entry and they have a focus on familiarizing the new students with the School, its programs, the students at their level and school routines.

International students need more intensive and individualized programs to cover many of the aspects of studying not only in a new school but also a new education system and country, often without the support of parents.

**Orientation Procedures**

There are several stages in the orientation of new international students. Where possible they are invited to be involved in whole school or year level orientation as well as the specific International Program. Orientation continues well after the initial few weeks at the School.

**International Student Orientation Program**

1. **Interview with Head of School**
   - Overview of School ethos and general student expectations

2. **Interview with Head of School**
   - The student shall be given a copy of the ESOS Framework and have it explained to them
   - Curriculum overview including relevant assessment booklets and guidelines discussed
   - Student subject section discussed
   - Pastoral care programme outlined
   - Student’s needs identified and discussed
   - Communication channels between School and Parent/ Guardian outlined
   - Significant dates advised
   - Transport to and from School discussed
   - Student requirements outlined and documentation provided (Programme Book)
     - Conduct, uniforms
     - Chapel
     - School timetable
     - Co-curricular programme
     - Assemblies,
     - Access to legal services
     - Emergency and health services
     - Facilities and resources
     - The complaints and appeals process
     - Deferment, Suspension or Cancellation of enrolment Procedures
     - Any student visa condition relating to course progress and/ or attendance as appropriate.
3. School tour with Enrolments Officer

4. Day 1

- Timetable published
- Locker allocated (Dean of Students)
- Pastoral care teachers – Director of Wellbeing and Mentor teacher – introduced to student
- School Secretary introduced to student
- Student ‘buddy’ assigned to escort new international student throughout the first day. The buddy remains as a support person until the new student has demonstrated familiarity with daily routines and has established alternative support people (peers). This is evaluated by the Mentor teacher and Director of Wellbeing.

5. After 1 week

- Director of Wellbeing contacts the international student after one (1) full week of attendance to follow up on transition and resolve any concerns. The Mentor teacher and Director of Wellbeing continue to provide support and monitor the student.

6. After 5 weeks

- Mentor teacher gathers feedback from student’s teachers after five (5) weeks to discuss any concerns related to the transition. Where concerns are identified, the Director of Wellbeing is informed and where appropriate the Head of School is informed. The Director of Wellbeing and Head of School may contact the parent/guardian if required.

7. End of first Term

- By the end of the first term of study, the Director of Wellbeing organizes an interview with student to discuss the transition and any concerns the student may have regarding their academic, pastoral or general welfare.
- Director of Wellbeing informs Head of School of progress.
- Interim report published at the end of the first full term of attendance.

8. Ongoing Support

- As detailed in the Newcastle Grammar School Pastoral Care Policy (Policy Number 14.35, Version 1.2).

3. Transfer between Registered Providers

Reason

The Policy and Procedures for Assessing Applications for International Student Transfer outlines how Newcastle Grammar School processes international student requests for transfers between registered providers in compliance with The Education Services for Overseas Students (ESOS) Act 2000 (amended 2010) and the requirements under Standard 7 of the National Code of Practice 2007.
1. Overseas students are restricted from transferring from their principal course of study for a period of six (6) months. This restriction also applies to any course(s) packaged with their principal course of study.

2. Students can apply for a 'letter of release' before they have completed six (6) months of their principal course to enable them to transfer to another education provider.

3. Newcastle Grammar School will only provide a 'letter of release' to students in the first six months of their principal course in the following circumstances:
   (a) the student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling distance from the School,
   (b) it has been agreed by the School that the student would be better placed in a course that is not available at Newcastle Grammar School,
   (c) Newcastle Grammar School has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course,
   (d) any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change,
   (e) any other reason stated in the policies of Newcastle Grammar School.

4. Newcastle Grammar School will not provide a letter of release to students in the first six months of their principal course in the following circumstances:
   (a) the student's progress is likely to be academically disadvantaged,
   (b) Newcastle Grammar School is concerned that the student's application to transfer is a consequence of the adverse influence of another party.

5. In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.

6. Students under 18 years of age must also have:
   (a) written evidence from the student's parent(s)/approved guardian support the transfer
   (b) written confirmation that the new provider will accept responsibility for approving the student's accommodation, support and general welfare arrangements where the student is not living with a parent(s)/approved guardian or a suitable nominated relative,
   (c) evidence that the student is always in DIAC approved welfare and accommodation arrangements.

7. All applications for transfer will be considered within 30 working days and the student notified of the decision in writing.

8. A letter of release, if granted, will be issued at no cost to the student and the school will advise the student of the need to contact DIAC to seek advice on whether a new student visa is required.

9. Students whose request for transfer will be informed that they may appeal the decision in accordance with Newcastle Grammar School’s Complaints and Appeals Policy and Procedures.
10. Newcastle Grammar School will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

4. **Complaints and Appeals**

**Reason**

The Complaints and Appeals Policy and Procedures outlines how Newcastle Grammar School provides students with the opportunity to access procedures to facilitate the resolution of a dispute or complaint in compliance with *The Education Services for Overseas Students (ESOS) Act 2000* (amended 2010) and the requirements under Standard 8 of the National Code of Practice 2007.

1. **Complaints against other students**
   
   Grievances brought by a student against another student will be dealt with under the School's Discipline – Code of Behavior Policy (Policy No.14.60 Version 1.2)

2. **Informal Complaints Procedure**
   
   (a) First, Newcastle Grammar School requires that there is an attempt to informally resolve the issue through mediation or informal resolution of the complaint.
   
   (b) The student should contact the Director of Wellbeing in the first instance to attempt mediation/informal resolution of the complaint.
   
   (c) If the matter cannot be resolved through mediation/informal resolution, it will then be referred to the Head of School and Newcastle Grammar School’s internal formal complaints and appeals handling procedure will be followed.

3. **Formal Complaints Procedure**
   
   (a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those persons directly involved in the complaints handling process.
   
   (b) The student must notify the School in writing of the nature and details of the complaint or appeal.
   
   (c) Written complaints or appeals are lodged with the Head of School.
   
   (d) Where the Internal Complaints and Appeals process is being accessed because the student has received notice from the School that the School intends to report the student for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 days from the date of notification in which to lodge a written appeal.
   
   (e) Internal Complaints and Appeals processes are usually available to students at no cost. Should a cost be incurred then the student will be advised of the minimal amount involved.
   
   (f) Each complainant has the opportunity to present his or her case to the Head of School.
   
   (g) Students may be accompanied and assisted by a support person at all relevant meetings.
   
   (h) The formal grievance process will commence within ten (10) working days of the lodgment of the complaint or appeal to the Head of School.
   
   (i) Once the Head of School has made a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reason(s) for the outcome.
(j) If the grievance procedure finds in favour of the student, Newcastle Grammar School will immediately implement the decision and any corrective and preventative action required.

(k) Newcastle Grammar School undertakes to finalise all grievance procedures within ten (10) working days.

(l) The student is required to maintain normal enrolment and attendance at all classes during the appeals process unless the School determines otherwise.

(m) If the complaints procedure does not find in favour of the student, or the student is dissatisfied with the result of the complaints procedure, the student will be informed that he or she has the opportunity to present his or her case to the Head of School at no cost.

(n) The student has 20 days from the date of notification in which to lodge a written appeal.

(o) Students may be accompanied and assisted by a support person at all relevant meetings.

(p) The formal grievance process will commence within ten (10) working days of the lodging of the complaint or appeal to the Head of School.

(q) Once the Head of School has made a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reason(s) for the outcome.

(r) If the grievance procedure finds in favour of the student, Newcastle Grammar School will immediately implement the decision and any corrective and preventative action required.

4. External Appeals Process
   (a) If the Internal complaints procedure does not find in favour of the student, or the student is dissatisfied with the result of the complaints procedure, the student will be informed of the External Complaints and Appeals process available at minimal or no cost.

   (b) The external body used for Newcastle Grammar School’s External Complaints and Appeals processes is the Association of Independent Schools (AIS).

   (c) Newcastle Grammar School will maintain the student’s enrolment while the complaints and appeals process is ongoing.

5. Definitions
   (a) working day - any day other than Saturday, Sunday or public holiday during term time

   (b) student - a student enrolled at Newcastle Grammar School, or the parent(s)/approved guardian of a student where that student is under 18 years of age

   (c) support person - a friend/teacher/relative not involved in the grievance. It should be noted that the student's lawyer and/or education agents are not regarded as acceptable support persons at this stage of the complaints handling process.
5. Attendance

Reason

In addition to the Newcastle Grammar School Student Attendance Policy (Policy Number 14.71, Version 1.2) the following policies and procedures apply for monitoring and assessing International student’s course attendance in compliance with The Education Services for Overseas Students (ESOS) Act 2000 (amended 2010) and the requirements under Standard 11 of the National Code of Practice 2007.

1. Student attendance is:
   i. checked and recorded daily
   ii. assessed regularly by the School Secretary
   iii. recorded and calculated over each semester by the School Secretary

2. Satisfactory course attendance is attendance of at least 80% of scheduled course contact hours.

3. Student attendance will be monitored by the School Secretary regularly over a semester to assess student attendance using the following method:
   i. Calculating the number of school days the student would have to be absent to fall below the attendance threshold for a semester, eg: actual number of school days x 20%.
   ii. Any period of exclusion (due to deferment or suspension of studies) from class will not be included in student attendance calculations.

4. If a student has a poor attendance record, then the School Secretary brings the matter to the attention of the appropriate Head of School. The Head of School organises an interview with the parent/guardian to discuss the situation.

5. Any absences longer than 5 consecutive days without approval will be investigated.

6. Students at risk of breaching Newcastle Grammar School's attendance requirements will be counseled and offered any necessary support when they reach an attendance of 90% during any assessment period. This would be recorded on the student’s file and a letter will be sent to the student, parent and guardian.

7. When a student’s attendance reaches 80% during any assessment period, Newcastle Grammar School will (in writing) advise the student, parents and guardian of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school’s internal complaints and appeals process except in the circumstances outlined in 9.

8. The school will notify DEST via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
   i. The student does not access the complaints and appeals process within 20 days.
   ii. Withdraws from the complaints and appeals process.
   iii. The complaints and appeals process results in a decision for the school.
9. Students will not be reported for failing to meet the 80% threshold where the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances eg: medical illness supported by a medical certificate.

Definitions

1. Compassionate or compelling circumstances – circumstances beyond the control of the student that are having an impact on the student’s progress through a course.
   These could include:
   i. Serious illness, where a medical certificate states that the student was unable to attend classes.
   ii. Bereavement of close family members such as parents or grandparents (a copy of a death certificate to be provided).
   iii. Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies.
   iv. A traumatic experience which has impacted on the student (these cases must be supported by police or psychologists’ reports).
   v. Inability to begin studying on the course commencement date due to delay in receiving a student visa.

   For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

2. Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

3. School day – any day for which the school has scheduled course contact hours.

4. Assessment period – a semester of study.

6. Deferment, Suspension and Cancellation

Reason

The Deferment, Suspension and Cancellation Policy and Procedures for International Students outlines the circumstances for the application, assessment and approval of the deferment, suspension, a leave of absence or cancellation of enrolment when instigated by either student or Newcastle Grammar School, and subsequent reporting requirements via PRISM’s, in compliance with The Education Services for Overseas Students (ESOS) Act 2000 (amended 2010) and the requirements under Standard 13 of the National Code of Practice 2007.
1. Deferment of commencement of study requested by student
   (a) Newcastle Grammar School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
      • illness, where a certified medical certificate states that the student was unable to attend classes
      • bereavement of close family members such as parents, siblings or grandparents (where possible a certified death certificate should be provided)
      • major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      • a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
      • failure of the student to meet English testing standards to ensure success at school
   (b) The final decision for assessing and granting a deferment of commencement of studies lies with the Head of School.
   (c) Deferment will be recorded on PRISMS.

2. Suspension of study requested by student
   (a) Once the student has commenced the course, Newcastle Grammar School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
      • illness, where a certified medical certificate states that the student was unable to attend classes
      • bereavement of close family members such as parents, siblings or grandparents (where possible a certified death certificate should be provided)
      • major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
      • a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
   (b) Suspensions will be recorded on PRISMS.
   (c) The period of suspension will not be included in attendance calculations.
   (d) The final decision for assessing and granting a suspension of studies lies with the Head of School.

3. Assessing requests for deferment or suspension of studies
   (a) Applications will be assessed on merit by the Head of School.
   (b) All applications for deferment or suspension will be considered within 10 working days.

4. Exclusion from class (1 - 28 days)
   (a) Newcastle Grammar School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion of Newcastle Grammar School Discipline – Code of Behaviour Policy.
(b) An excluded student must abide by the conditions of her exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of School.

(c) Where the student is provided with homework or other studies for the period of exclusion, the student must continue to meet the academic requirements of the course.

(d) Exclusions from class will not be recorded on PRISMS.

(e) Periods of 'exclusion from class' will not be included in attendance calculations as per Newcastle Grammar School's Course Progress and Attendance Policy.

5. School initiated suspension of studies (28+ days)

(a) Newcastle Grammar School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in exclusion of Newcastle Grammar School's Discipline – Code of Behaviour Policy.

(b) A suspended student must abide by the conditions of her exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of School.

(c) A student who has been suspended for more than 28 days will be required to return to her home country by DIAC unless special circumstances exist (e.g. the student is medically unfit to travel).

(d) If special circumstances exist, the student must abide by the conditions of her suspension which will depend on the welfare and accommodation arrangements in place for the student and which will be determined by the Head of School.

(e) A suspension will be recorded on PRISMS.

(f) The period of suspension will not be included in attendance calculations as per Newcastle Grammar School's Course Progress and Attendance Policy.

6. Cancellation of enrolment

(a) Newcastle Grammar School will cancel the enrolment of a student under the following conditions:
   - Failure to pay course fees
   - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
   - Any behaviour identified as resulting in exclusion of Newcastle Grammar School's Discipline – Code of Behaviour Policy.

(b) Newcastle Grammar School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

7. Complaints and Appeals

(a) Student requested deferment and suspension are not subject to Newcastle Grammar School's Complaints and Appeals Policy.

(b) Exclusion from class is subject to Newcastle Grammar School's Complaints and Appeals Policy. In such circumstances, the school will inform the student that he or she has 20 working days to access Newcastle Grammar School's Complaints and Appeals process.
(c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation is subject to Newcastle Grammar School's Complaints and Appeals Policy. In such circumstances, the school will inform the student that he or she has 20 working days to access Newcastle Grammar School's Complaints and Appeals process.

(d) For the duration of the appeals process, the student is required to maintain the School's enrolment and attendance at all classes as normal. The Head of School will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

(e) If a student accesses Newcastle Grammar School's Complaints and Appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the Complaints and Appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.

(f) Extenuating circumstances include:
   - the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
   - the student is missing
   - the student has medical concerns or severe depression or psychological issues which lead the School to fear for the student's wellbeing
   - the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
   - is at risk of committing a criminal offence, or
   - the student is the subject of investigation relating to criminal matters

(g) The use of extenuating circumstances by Newcastle Grammar School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

(h) The final decision for evaluating extenuating circumstances lies with the Head of School.

8. Student Advice
Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

9. Definition
Day - any day including weekends and public holidays in or out of term time.