



Course Duration/Enrolment

Once an overseas student on a student visa has enrolled in a College course, the College will report all changes to course enrolment i.e. suspension, deferment, cancellation, expulsion, approved leave, change of course, change of duration, early termination and graduation to the Department of Education (DoE) via PRISMS.

Westminster College monitors the enrolment load of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. The college will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

The college monitors the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE. In monitoring this enrolment load, the college ensures that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.

The college will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit);
- b) the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- c) an approved deferment or suspension of study has been granted.

The college may allow a student to undertake no more than 25 per cent of the student's total course by distance and/or online learning. However, the college will not enrol the student exclusively in distance or online learning units in any compulsory study period.

The college will not allow the expected duration of study period specified in the student's CoE to exceed the CRICOS registered course duration.

A study period is determined by a semester of 18 weeks.

Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with Standard 9.2, Westminster College will record this variation and the reasons for it on the student's file. The college will correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.

Procedure

1. Student completes Application for Course/Course Duration Change form
2. Progress is monitored and checked by the trainer and verified by electronic records
3. As required the Registrar decides on variation to student registration details
4. Where there is a variation in the student's enrolment load which may affect the student's expected duration of study the college will record this variation and the reasons for it on the student file.
5. The Registrar will correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.



Course Deferral, Suspension or Cancellation

The College will not allow a student to defer commencement or suspend studies except on the grounds of illness as evidenced by a medical certificate indicating that the student can not attend studies, other exceptional compassionate circumstances beyond the students control e.g. bereavement.

Students must notify the College in writing stating the exact reason for the course deferral or suspension of studies and accompany the letter with full documentation.

In the case of deferment or suspension due to sickness the student must provide original doctors certificates – from a registered medical practitioner. No other certificates are acceptable.

The college will notify the student in writing as to the decision to cancel the student's registration stating the reasons why.

Any deferment, suspension or cancellation of studies will be notified to the DoE within 20 days via PRISMS. Students will need to be counselled that DoE has the final say as to whether reasons are acceptable.

The college will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access the college complaints and appeals process. If the student accesses the registered provider's internal complaints and appeals process, the suspension or cancellation of the student's enrolment under this standard will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

Prescribed Information about an accepted student who DoEs not commence on the nominated date must include:

1. student's full name, gender, date of birth, country of birth, nationality
2. CRICOS course code
3. Agreed starting day and day when the course is expected to be completed.

The College can only defer or temporarily suspend the enrolment of the student on the grounds of misbehaviour by the student (e.g. Disciplinary or plagiaristic reasons)

Procedure

All course deferrals and suspensions will result in the implementation of the College Cancellation and Refund Strategy:

1. Student completes all registration processes;
2. COE is constructed with start and end date;
3. If student DoEs not start a course on registered start date the College will report to DoE via PRISMS;
4. If student contacts the College to defer or suspend a course the College will report to DoE via PRISMS;
5. If student contacts the College to defer or suspend course due to exceptional circumstances i.e. medical, bereavement the College will report to DoE via PRISMS;
6. If the college initiates deferment, suspension or cancellation the student will be contacted in writing;
7. The College will inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa; and
8. The College will make an electronic and manual entry onto student notes and in the student file.