

Policy Owner	Academic Director
Contact Officer:	Manager Student and Academic Services
Policy Number:	QTDPO003
Approved by:	Senior Management Group (21/05/17); Learning and Teaching Committee (21/04/17); Academic Council (05/05/2017)
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Related Policies:	Admissions Policy Complaints and Appeals Policy Enrolment Terms of Offer (International Students) Enrolment Terms of Offer (Local Students) Progress and Graduation Policy Progress and Graduation Policy (ELICOS) Refunds Policy Student Misconduct Policy Transfer of Provider Policy
Related Forms:	Add-Withdraw Units Request Form Change of Course-Stream Request Form Course Deferral Request Form Transfer of Provider Request Form Withdrawal (English) Request Form Withdrawal (Pathway) Request Form

1. Overview

- 1.1. This policy outlines the conditions under which students will be considered to have a Valid Enrolment at Edith Cowan College (ECC).

2. Organisational Scope

- 2.1. This policy applies to all ECC Pathway and ELICOS students who are intending to enrol in Units of study or who are currently enrolled in Units of study offered by ECC.
- 2.2. This policy covers processes related to:
 - Adding or changing Units
 - Withdrawing from a Unit
 - Deferral, Suspension or Cancellation of Enrolment
 - Changing to another ECC Course or Stream
 - Withdrawing from a Course
 - Transferring to another Provider

3. Definitions

- 3.1. **Cancellation of Enrolment:** To end commencement or continuation of a Course of study.
- 3.2. **CoE:** Confirmation of Enrolment is a document registered with DIBP to confirm a student's acceptance into a particular Course for a specified duration.
- 3.3. **Co-Requisite Unit:** A requirement for students to be concurrently enrolled in a designated unit at the same time as enrolling in another unit.
- 3.4. **Course:** A formal program of education and/or training made up of study components known as units.

- 3.5. **Defer/Deferral:** To delay commencement or continuation of a Course of study normally for a period of one Study Period (Pathway Courses) or one 10-week block (ELICOS Courses).
- 3.6. **DIBP:** Department of Immigration and Border Protection: the Australian government agency responsible for issuing international students with visas.
- 3.7. **ELICOS Course** – English Language Intensive Course for Overseas Students.
- 3.8. **Enrolment in a Unit:** Occurs at the point a student selects units of study and timetable for the current Study Period. This process is done through the Student Portal <https://student.ECC.wa.edu.au/user/login>
- 3.9. **ESOS Act** – Education Services for Overseas Students Act 2000
- 3.10. **International Student:** For the purpose of this policy, an International student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency or humanitarian visa. For the purposes of this policy, students who are in Australia, as a result of their parents/legal guardians being on a temporary Working and Skilled visa (e.g. visa subclass 457), are regarded as International Students.
- 3.11. **Intervention Strategy:** any method that identifies students who are at risk of failure and attempts to mitigate that risk through counselling, academic assistance and/or amended study plan.
- 3.12. **Local Student:** For the purpose of this policy, a local student is anyone who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a Course of study.
- 3.13. **National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (and subsequent amendments).
- 3.14. **Pathway:** Pathway is the term for all accredited Courses which are designed to qualify students for entry into the University sector. ELICOS Courses are NOT Pathway Courses.
- 3.15. **Pre-Requisite:** Is a minimum requirement a student must satisfy in order to be considered for entry to a particular unit (details of pre-requisites are specified in the Course planners).
- 3.16. **PRISMS:** Provider Registration and International Student Management System is the database system used by the Department of Education and DIBP (Department of Immigration and Border Protection) for the purpose of receiving and storing information about international students with respect to s. 19 of the ESOS Act.
- 3.17. **Principal Course:** In regards to packaged offers, the Principal Course refers to the main Course of study. The Principal Course is normally the final qualification in a package of Courses.
- 3.18. **Provider:** Any Registered Training Organisation (RTO) or Higher Education Provider within Australia.
- 3.19. **SAS Staff:** A member of the Student and Academic Services team
- 3.20. **Study Period:** For Pathway students, one Study Period comprises one trimester or one semester. For ELICOS students, one Study Period comprises one 10-week block unless otherwise stated in the Letter of Offer.
- 3.21. **Tuition Protection Service (TPS):** An Australian Government- backed scheme designed to back up education providers and protect fees paid in advance by international students.
- 3.22. **Unit:** A discrete component of study within a Course.
- 3.23. **Valid Enrolment:** Is an enrolment that is carried out in accordance with ECC's Admissions Policy, Enrolment Terms of Offer, policies and procedures, Course requirements, and any other criteria the student is required to meet.

4. Policy Principles

- 4.1. This policy has been developed in line with requirements set out in the:
 - Education Services for Overseas (ESOS) Act 2000 and the National Code
 - National quality assurance frameworks including:
 - Australian Qualifications Framework (AQF)
 - TEQSA's Higher Education Standards Framework (Threshold Standards)
 - ASQA's Vocational Educational and Training (VET) Quality Framework and Standards for Registered Training Organisations (RTOs)
 - Tuition Protection Service (TPS)

- HESA (Higher Education Support Act) 2003
- ECC-ECU Educational Services Agreement

5. Policy Content

- 5.1. Students are required to use approved methods of communication to add and/or change their enrolment or enrolment status. Communication methods may include:
- Online enrolment via the ECC student portal
 - Hardcopy forms printed via the ECC student portal (must be signed by the student) and submitted to the Welcome Center
 - Where no form is available, students can email their request for a form to a relevant staff member or studentrecords@edithcowancollege.edu.au
- 5.2. Students are required to enrol in the correct Units for their Course as outlined in the student portal and in the relevant Course planners or as advised by the appropriate staff. Note: Course planners are subject to change.
- 5.3. All students must submit a valid enrolment for each Study Period by the specified due date using the prescribed enrolment systems available. Students who enrol after the due date (close of business on Friday before Study Period begins) will be charged a late enrolment fee. ECC may reject an enrolment that is attempted after the due date.
- 5.4. International students are required to enrol in a full-time study load. Students may, in certain circumstances, apply for an overload or a reduced load subject to approval from the relevant staff member.

Subject to the approval of the Academic Director (or nominee) ECC will allow a drop in a student's study load under the following circumstances.

- Where ECC deems the circumstances to be exceptional, compassionate and compelling (supported by appropriate evidence and/or explanation);
 - Serious or ongoing illness (supported by medical certificates);
 - To complete the remaining Units in the final Study Period of a Course;
 - Where students are limited by the availability of Units appropriate to their current or packaged Course of study and/or Pre-Requisite requirements;
 - As a result of an Intervention Strategy outlined in ECC's *Progress and Graduation Policy*.
- 5.5. Where a Unit has specified Pre-Requisite or Co-Requisite requirements, a student may only enrol in that Unit when they have met those requirements, or have had the requirements waived by the Academic Director (or nominee).
- 5.6. **Adding and Changing Units**
- 5.6.1. A student may add a Unit to their enrolment, or change their enrolment until close of business on Friday, week two of Study Period.
- 5.6.2. In exceptional circumstances and subject to approval, a student may have a Unit added to their enrolment after the due date by completing and submitting an Add-Withdraw Units Request Form to the ECC Welcome Centre.
- 5.7. **Withdrawing from a Unit**
- 5.7.1. A student may withdraw from a Unit of study by making an appointment with SAS Staff at any time of the Study Period. Financial and academic penalties may be incurred depending on the date the application to withdraw was received. ECC students should familiarise themselves with the *Refunds Policy* in regard to financial penalties (See: <https://www.edithcowancollege.edu.au/policies>)

- 5.7.2. The following academic penalties will be applied according to the date the student's application is received:
- Withdrawal from a Unit before close of business on Friday, Week 4 – the Unit is removed from the academic record and no academic penalty is incurred.
 - Withdrawal after close of business on Friday, Week 4 and before close of business on Friday, Week 10 – the action will be noted on the academic record with a grade of Withdrawal [W].
 - Withdrawal after close of business on Friday, Week 10 – the action will be noted on the academic record with a grade of Fail [N].
- 5.7.3. Students may appeal against financial and/or academic penalties incurred, where there are extenuating or unforeseen circumstances resulting in their Withdrawal. Refer to the *Complaints and Appeals Policy* at <https://www.edithcowancollege.edu.au/policies>

5.8. Deferral or Cancellation of Enrolment

- 5.8.1. Where a current student applies in writing for Deferral of their Course after enrolment and within the first four weeks of the Study Period, (subject to approval), ECC will hold all fees paid and credit the following Study Period or transfer the funds to ECC ELICOS if applicable. If the student subsequently withdraws, the terms of the *ECC Refund Policy* apply from the date ECC received the Deferral request. If the student applies for Deferral after the first four weeks of the Study Period, their place will be held, but all tuition fees applicable to that Study Period will be forfeited.
- 5.8.2. Course Deferral can only be approved in cases of compassionate, compelling circumstances beyond the control of the student and which have an impact upon the student's course progress or wellbeing. This may include:
- serious illness, pregnancy or injury, where a medical certificate states that the student was unable to attend classes for an extended period;
 - bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
 - a traumatic experience which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime
- 5.8.3. International students who seek Deferral for reasons other than bereavement or medical reasons may need to gain approval from DIBP.
- 5.8.4. ECC has the right to defer or cancel a student's enrolment where such an intervention is considered to be in the best interests of the student and the College For example: where there are compassionate or compelling circumstances beyond the control of the student, or in response to a breach of visa conditions or in cases of serious misbehavior or breach of ECC rules.
- 5.8.5. Any decision relating to Deferral or Cancellation of Enrolment arising from misconduct will be made in accordance with the *Student Misconduct Policy*. (<https://www.edithcowancollege.edu.au/policies>)
- 5.8.6. In accordance with procedures set out in the *Complaints and Appeals Policy*, any decision for Deferral or Cancellation of Enrolment requires ECC to inform the student of its intention to cancel enrolment and the requirement to report them to DIBP. Such students will be informed of their right to appeal the decision within 20 working days before being reported to DIBP.
- 5.8.7. International students are advised that Cancellation of Enrolment is not equal to a *Letter of Release*. Any International Student who cancels their enrolment or withdraws from a Course

without a *Letter of Release* may risk having their visa cancelled by DIBP and may be asked to leave Australia for up to three years.

5.9. Changing to another Course

- 5.9.1. A student is required to undertake the Course for which they received an offer of admission. Where a student wishes to change to another Course on arrival, they will need to seek permission from Admissions Manager (or nominee).
- 5.9.2. Where an ongoing student wishes to change to another Course offered by ECC they will need to discuss the matter with an Academic Program Coordinator (or nominee). Students wishing to change Course at the beginning of Study Period must apply before close of business on Friday, week 1.
- 5.9.3. The appointed decision-maker will consider each application before approving the change. In some instances it may not be possible or viable to change to another Course for reasons of timing, visa conditions, Course availability, current academic performance or not meeting entry requirements.

5.10. Withdrawing from a Course

- 5.10.1. Where a new student wishes to withdraw prior to Course commencement they need to notify ECC in writing. ECC will credit any fees paid according to the *Refunds Policy*. ECC will then cancel the Confirmation(s) of Enrolment (CoE) via PRISMS which may or may not result in the cancellation of the student's visa.
- 5.10.2. Where a current (continuing) student wishes to withdraw they must discuss the matter with SAS staff. The SAS staff will provide information on the consequences of withdrawing to allow the student to make an informed decision. Once the withdrawal is confirmed, ECC will cancel their CoE(s) via PRISMS which will in turn result in the cancellation of the student's visa.

5.11. Transferring to another Provider

- 5.11.1. It is an Australian regulatory requirement that students must complete six months of their "Principal Course of study" before transferring between Providers.
- 5.11.2. ECC students who have not yet completed six months of their Principal Course of study with ECC will not be authorised to transfer to another registered Provider unless the request complies with the ECC *Transfer of Provider Policy* at: <https://www.edithcowancollege.edu.au/policies> and in the case of a packaged offer) prior approval from Edith Cowan University (ECU)

5.12. Advanced Standing

- 5.12.1. Students who enroll in Diploma courses may be eligible for a maximum number of units of advanced standing.

	Completed only Year 11	Completed only Year 12	Completed AQF 5 Equivalent Units
Diploma (Year 1) 8 units (120 credit points)	No advanced standing	Up to 8 units (120 credit points) advanced standing	8 units (120 credit points) advanced standing
Diploma (Year 2) 8 units (120 credit points)	No advanced standing	No advanced standing	Up to 4 units (60 credit points) advanced standing

- 5.12.2. Students who fail a Unit at ECC are not eligible to retrospectively receive an Exemption for that unit after they have left ECC.

- 5.12.3. Students who are failing in an enrolled Unit and subsequently apply for an Exemption, will not be eligible for that Exemption on the grounds that their knowledge/skills are no longer current.
- 5.12.4. Students who enrol in the following non-award courses will not be eligible for advanced standing on transfer into ECU
 - Post-Graduate Qualifying Program (PQP) - any PQP-coded units
 - Tertiary Access Program (TAP)

6. Administrative Procedures

- 6.1. ECC is within its rights to refuse to give a *Letter of Release* if a student has unpaid Course fees owing for the current period of study.
- 6.2. Requests for a ECC *Letter of Release* will be considered and (if approved) supplied within ten (10) working days of the written request being provided by the student. (Please note: ECC is not responsible for any issues arising from delays caused by applications for a *Letter of Release* that needs to be issued by ECU).
- 6.3. If a Letter of Release is not approved, ECC will provide written notification of the reasons for refusal and advise the student of their rights to appeal the decision in line with the *ECC Complaints and Appeals Policy*.
- 6.4. In accordance with the National Code, a student who fails to maintain satisfactory attendance and/or Course progress up to the time of the transfer or Cancellation of Enrolment, will be reported to DIBP even though the student is no longer officially enrolled with ECC.
- 6.5. In accordance with the National Code, a student who ceases to attend classes or who does not return from leave and cannot be contacted by ECC is considered to have “inactively” advised ECC of their intention to withdraw. In such circumstances, ECC is obliged to report the student to the Department of Education and to DIBP through PRISMS within 14 working days of becoming aware of this extended absence.
- 6.6. Students will be issued with the Enrolment Terms of Offer as part of their Letter of Offer package.
- 6.7. Staff will be informed about this policy at induction as it relates to their duty statement. Any changes to this policy and related procedures will be communicated to staff via email.
- 6.8. This policy and related documentation is available at: <https://www.edithcowancollege.edu.au/policies>