

P27: OVERSEAS STUDENT ENROLMENT

Overseer: PBC Dean of Studies
 Approval Authority: PBC Academic Council
 Review Schedule: 3 yearly Next Review Due: Nov 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
13/10/10	Original issue		Adam Niven David Smith
28/01/14	Scheduled	2.1.2 verbal notification removed 2.1.5 reworded. 2.2 P22 added	Adam Niven
5/08/17	Scheduled		Teaching & Learning Committee, Academic Council
17/07/2018	Policy amendment	Addition of 6. Commencement Deferral	Academic Council

1. Course Enrolment Requirements

- 1.1. All Overseas Students are required to have a current Confirmation of Enrolment (CoE) issued which identifies which course the student is enrolled in, the duration of the course, and the expected completion date of that course.
- 1.2. PBC is required to notify the Secretary of DEEWR via PRISMS where a student’s course enrolment is deferred, temporarily suspended or cancelled.
- 1.3. The deferral, suspension or cancelling of a student’s course enrolment may affect the student’s visa.

2. Cancellation of Course Enrolment

- 2.1. PBC may cancel the course enrolment of an Overseas Student in the following circumstances:
 - 2.1.1. A student has been assessed to have a status of Course Terminated (see P21 Academic Progress policy), or
 - 2.1.2. A student informs PBC that they will no longer be continuing their studies with PBC in writing, or
 - 2.1.3. A student has been absent without approval for 21 consecutive days or has not returned from leave for 21

- consecutive days and is not contactable via their provided contact details, or
- 2.1.4. A student has defaulted on their financial obligations and has demonstrated no intention to meet those obligations, or
 - 2.1.5. A student has been determined to have breached the Student Code of Conduct resulting in a suspension or cancellation of enrolment.
- 2.2. In the case of 2.1.1, 2.1.4 and 2.1.5 PBC will notify the student of PBC's intention to notify the Secretary of DEEWR via PRISMS and that the student has 10 working days to access P28 Academic Appeals or P22 Grievance policy as relevant to appeal this decision.
 - 2.3. If the student accesses this appeals process the suspension of their CoE will not take effect until the completion of this process, unless circumstances relating to the welfare of the College community apply.
 - 2.4. Students will be notified in writing in all cases of any time restrictions which may apply to their re-application for enrolment which will be determined on a case by case basis in relation to the conditions for the enrolment cancellation.

3. Deferral of Course Enrolment

- 3.1. PBC may permit the deferral of a course enrolment of an Overseas Student in the following circumstances:
 - 3.1.1. illness where a medical certificate states that the student is unable to attend classes for a period which would impact detrimentally on the student's ability to complete the unit/units.
 - 3.1.2. death or serious illness within the immediate family of the student where the student is required to return home for a period which would impact detrimentally on the student's ability to complete the unit/units.
 - 3.1.3. other similar compassionate or compelling circumstances which would prevent a student from attending classes for a period which would impact detrimentally on the student's ability to complete the unit/units.
- 3.2. Students will be required to submit a request for deferral in writing and provide evidence (e.g. medical certificates, relevant correspondence) to substantiate 3.1.1, 3.1.2 and 3.1.3 above.
- 3.3. As circumstances for requesting a deferral may arise suddenly and beyond the control of the student, requests for deferral may be submitted after the event. However, the student should advise the

college as soon as possible via email or telephone to avoid having their course enrolment cancelled under 2.1.3 above.

- 3.4. PBC will assess the supplied evidence and will seek to determine the severity of the impact on the student's ability to complete the unit/units.
- 3.5. Whilst not all impacting elements can be outlined to cover every circumstance, PBC's assessment for deferral may include:
 - 3.5.1. A meeting with the student, a third party as requested by the student, the student's Faculty Advisor and the Dean of Studies to discuss the circumstances in more detail and possible alternative arrangements other than a deferral which may provide less impact on the student's course progress
 - 3.5.2. Contacting relevant third parties to check integrity of evidence
 - 3.5.3. Consideration of previous situations which have resulted in an approved deferral to ensure equity
 - 3.5.4. Consideration of the duration of the circumstances under which the deferral is requested. A set duration for approval is not possible as individual student abilities and willingness to complete units via alternative arrangements must be taken into account.
- 3.6. PBC will notify the student in writing of the outcome of their application within 7 days of their request.
- 3.7. This notification will inform the student of PBC's intention to notify the Secretary of DEEWR via PRISMS in circumstances where this is the case and that this may affect their student visa.
- 3.8. In the case that a student's request for deferral is not successful, this notification will also inform the student that they have 10 working days to access P28 Academic Appeals policy.
- 3.9. Each approved deferral of a course would be for the maximum period of one semester and a student seeking further deferral would be required to re-submit a request for deferral at the beginning of the next semester.

4. Extension of Overseas Student Course Enrolment (CoE)

- 4.1.1. PBC may extend the duration of a student's CoE where it is clear that a student will not complete the course within the expected duration as the result of:
 - 4.1.2. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was

unable to attend classes or where PBC was unable to offer a pre-requisite unit)

- 4.1.3. PBC has implemented its intervention strategy for the student who was at risk of not meeting satisfactory course progress (see P21 Academic Progress policy), or
- 4.1.4. an approved deferral of study has been granted under section 3 above.

5. Unit Enrolment Requirement for Overseas Students

- 5.1. Overseas Students are required to be in a position which will allow them to complete their enrolled course within the timeframe of their issued CoE.
- 5.2. In general, this will require students to be enrolled at a fulltime load and enrolled in no more than one external unit per semester.
- 5.3. Overseas Students are required to be studying at least one unit on campus during each study period.
- 5.4. Overseas Students are permitted to complete no more than 25% of their total course via external studies.
- 5.5. Overseas Students who wish to enrol in less than a fulltime load or to enrol in external units will be required to meet with the Dean of Studies prior to enrolment for that study period to discuss a study plan to ensure they do not breach the conditions of 5.1-5.4 above. An outline of an agreed study plan will be kept in the student's file with a copy provided to the student.

6. Commencement Deferral

- 6.1. A student who accepts an offer to study and is issued a Confirmation of Enrolment but is unable to secure a visa to commence studies in the semester nominated will be allowed to defer their commencement and request a second offer and Confirmation of Enrolment for the following semester under the same application. Any further deferrals of commencement must be accompanied by a new application.