

Enrolment Policy – Overseas Students

1. Purpose

- 1.1 This policy provides the framework for:
- 1.1.1 course enrolment requirements;
 - 1.1.2 the assessment of student requests to withdraw or cancel enrolment;
 - 1.1.3 the assessment of student requests to defer enrolment; and
 - 1.1.4 the assessment of student requests to extend their enrolment and Confirmation of Enrolment.

2. Scope

- 2.1 This policy applies to all international students at Perth Bible College, and the staff involved in the assessment of deferral, withdrawal or course extension requests.

3. Responsibility

- 3.1 The Principal is responsible for the implementation of this policy.
- 3.2 The Dean of Studies is responsible for the assessment of requests for changes to a student's course and unit enrolments.
- 3.3 The College Administrator is responsible for the assessment of deferral requests.

4. Definitions

<i>Appeal</i>	A request for a decision to be reviewed by an independent area. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> ● student misconduct; ● refused transfer requests; ● course progress; and ● student enrolment cancellation.
<i>CoE</i>	A document, provided electronically, that is issued by Perth Bible College to an international student when they enrol in a Perth Bible College course. This CoE must accompany their application for a student visa, submitted through DoHA.
<i>Compassionate or Compelling Circumstances</i>	Circumstances generally out of the student's control which will have an impact upon the student's wellbeing or course progress.
<i>Deferment</i>	A period of approved leave, with specific start and end dates, where a student enrolled in a course is permitted to not be enrolled in any units for that nominated time period.

DoHA	The Department of Home Affairs, which includes responsibility for immigration matters.
International Student	A student studying in Australia on a student visa issued by DoHA. This is used interchangeably with the term 'overseas student'.
Intervention Strategy	Action taken by Perth Bible College to assist a student who is making unsatisfactory progress in their program.
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
Principal Course	The principal course refers to the main course of study to be undertaken by an international student where a student visa has been issued. The principal course of study is typically the final course of study where the international student is granted a student visa to study multiple courses in Australia.
PRISMS	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.
Withdrawal	Cessation of registration in a course or unit, initiated by a student after enrolment.

5. Policy Provisions

Principles

- 5.1 International students are required to maintain full-time enrolment at all times whilst on a student visa.
- 5.2 All changes to enrolment must be approved by Perth Bible College. This includes:
 - 5.2.1 unit withdrawals;
 - 5.2.2 course withdrawals;
 - 5.2.3 deferral requests; and
 - 5.2.4 course extension requests.
- 5.3 Perth Bible College's processes for assessing deferrals, withdrawals and course extensions are applied fairly and consistently to all students.
- 5.4 Perth Bible College's *Enrolment Policy – International Students* and accompanying procedure are in accordance with the National Code 2018, which prescribes the requirements education providers must follow when assessing deferral, withdrawal, and course extension requests for international students.

- 5.5 This policy does not cover the process of deferring an offer of admission, which is covered in Perth Bible College's *Admissions Policy*.

Course Enrolment Requirements

- 5.6 All international 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.
- 5.7 PBC is required within 7 days to notify the Department of Education via PRISMS if a student's course enrolment is deferred, temporarily suspended, or cancelled.
- 5.8 The deferral, suspension or cancelling of a student's course enrolment may affect the student's visa.

Unit Enrolment Requirement for Overseas Students

- 5.9 International students are required to be in a personal and financial position which will allow them to complete their enrolled course within the timeframe of their issued CoE.
- 5.10 In general, this will require students to be enrolled at a full time load and enrolled in no more than one flexible learning unit per semester.
- 5.11 International students are required to be studying at least one unit on campus during each study period.
- 5.12 International students are permitted to complete no more than 25% of their total course via flexible learning studies.
- 5.13 International students who wish to enrol in less than a fulltime load or to enrol in flexible learning 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 their student visa. An outline of an agreed study plan will be kept in the student's file with a copy provided to the student.

Unit Withdrawal Requests

- 5.14 Students may apply to withdraw from a unit by the relevant census dates without academic penalty. Students may apply to withdraw from a unit after the relevant census dates, but will incur an academic penalty or financial penalty, unless special circumstances apply. Refer to the *Student Refund Policy* for further details.

- 5.15 Applications for Unit Withdrawals from international students will be assessed on a case-by-case basis, to ensure that a withdrawal from unit/s will not extend their course duration, which may consequently impact their student visa.

Course Withdrawal and Cancellation

- 5.16 PBC may cancel the course enrolment of an international student in the following circumstances:
- 5.16.1 a student has been assessed to have a status of Course Terminated (as outlined in the *Student Course Progress Policy*);
 - 5.16.2 a student informs PBC that they will no longer be continuing their studies with PBC in writing;
 - 5.16.3 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;
 - 5.16.4 a student has defaulted on their financial obligations and has demonstrated no intention to meet those obligations; or
 - 5.16.5 a student has been determined to have breached the Student Code of Conduct resulting in a suspension or cancellation of enrolment.

Course Extension Requests

- 5.17 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:
- 5.17.1 compassionate or compelling circumstances;
 - 5.17.2 PBC has implemented its intervention strategy for the student who was at risk of not meeting satisfactory course progress (as outlined in the *Student Course Progress Policy*); or
 - 5.17.3 an approved deferral of study has been granted.

Approved Course Extension Requests

- 5.18 If the course extension request has been approved, Perth Bible College will:
- 5.18.1 issue the student an extended CoE for the expected duration of study;

Refused Course Extension Requests

- 5.19 If Perth Bible College refuses the course extension request, Perth Bible College will:
- 5.19.1 issue a written response to the student outlining the reasons for the refusal; and
 - 5.19.2 inform the student of their right to appeal the decision within 20 working days, as per the *Student Complaints and Appeals Policy*.

Deferral Requests

- 5.20 PBC may permit the deferral of a course enrolment of an international student in the following circumstances:
- 5.20.1 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;
 - 5.20.2 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; or
 - 5.20.3 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.
- 5.21 Students will be required to submit a request for deferral in writing and provide evidence (e.g., medical certificates, relevant correspondence) to substantiate 5.24.1, 5.24.2, and 5.24.3 as outlined in the accompanying policy.
- 5.22 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 5.16.3.
- 5.23 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.

Record Keeping

6.1 Perth Bible College will record the following information for two years after the student ceases to be a Perth Bible College student:

- 1.1.1 applications for course or unit withdrawals;
- 1.1.2 applications for deferrals;
- 1.1.3 applications for course extensions;
- 1.1.4 the assessment of the withdrawal, deferral, or extension request; and
- 1.1.5 the decision of the request.

Refunds

- 1.2 If the student believes they are entitled to a refund, further information can be found in Perth Bible College's *Student Refund Policy*.

2. Policy Information

Date first approved: 13/20/2010	Date of effect: 13/20/2010	Date last amended: 16/06/2021	Date of next review: June 2022
Approved by		Teaching and Learning Committee	
Authorised Officer		Dean of Studies	
Supporting documents, procedures & forms of this policy		<i>Enrolment Procedure – Overseas Students</i> <i>Student Refund Policy</i> <i>Student Complaints and Appeals Policy</i> <i>Student Transfer Policy – International Students</i> <i>Student Course Progress Policy</i>	
Related Legislation and Codes of Practice		<u><i>Higher Education Standards Framework 2015, Part A: Standard 7.2</i></u> <u><i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i></u> <u><i>National Code 2018, Standard 8 & 9</i></u>	
Audience		Public	

3. Version History

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
21/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant