

# Enrolment Procedure – Overseas Students

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## 1. Purpose

1.1 This procedure outlines the process for the assessment of unit and course withdrawals, deferrals and course extensions for international students studying at Perth Bible College.

## 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 College Administrator is responsible for the assessment of deferral, withdrawal, or course extension requests. The college administration takes responsibility for unit assignment assessment and the Dean of Studies for course assessment.

## 4. Definitions

<b><i>Appeal</i></b>	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"> <li>● student misconduct;</li> <li>● refused transfer requests;</li> <li>● course progress; and</li> <li>● student enrolment cancellation.</li> </ul>
<b><i>CoE</i></b>	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.
<b><i>Compassionate or Compelling Circumstances</i></b>	Circumstances generally out of the student’s control which will have an impact upon the student's wellbeing or course progress.
<b><i>Deferment</i></b>	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.
<b><i>DoHA</i></b>	The Department of Home Affairs, which includes

	responsibility for immigration matters.
<b>International Student</b>	A student studying in Australia on a student visa issued by DoHA. Used interchangeably with the term 'overseas student'.
<b>Intervention Strategy</b>	Action taken by Perth Bible College to assist a student who is making unsatisfactory progress in their program.
<b>National Code 2018</b>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
<b>Principal Course</b>	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.
<b>PRISMS</b>	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.
<b>Withdrawal</b>	Cessation of registration in a course or unit, initiated by a student after enrolment.

## 5. Procedure

### Unit Withdrawal Requests

- 5.1 Any overseas student who wishes to withdraw from a unit/s, must maintain their required full time study requirements. If an overseas student wishes to withdraw or change their unit/s of study, they must submit the following to the College Administrator:
- 5.1.1 a Change of Enrolment or Withdrawal form; and
  - 5.1.2 reasons and documentation (where applicable) for the withdrawal.
- 5.2 Once the request has been received, the College Administrator will oversee the administrative changes to the student's enrolment.

### Approved Unit Withdrawal

- 5.3 If the withdrawal request has been approved, the OFFICE will:
- 5.3.1 cancel the student's enrolment in the unit; and
  - 5.3.2 notify the student.

5.4 The OFFICE will record the following information on the student's file within Student Management System:

- 5.4.1 the application for withdrawal and the outcome;
- 5.4.2 the assessment of the withdrawal request;
- 5.4.3 all supporting documentation provided by the student (where applicable);
- 5.4.4 the decision of the withdrawal; and
- 5.4.5 the notification to the student.

### **Refused Unit Withdrawal Requests**

5.5 If Perth Bible College refuses the unit withdrawal, the OFFICE will:

- 5.5.1 issue a written response to the student outlining the reasons for the refusal; and
- 5.5.2 inform the student of their right to appeal the decision within 20 working days, as per Perth Bible College's *Student Complaints and Appeals Policy*.

5.6 The OFFICE will record the following information on the student's file within Student Management System:

- 5.6.1 the application for withdrawal;
- 5.6.2 the assessment of the withdrawal request;
- 5.6.3 all supporting documentation provided by the student (where applicable);
- 5.6.4 the decision of the withdrawal; and
- 5.6.5 the notification to the student.

### **Course Withdrawal and Cancellation**

5.7 Any student who wishes to withdraw from their course of study must submit the following to the College Administrator:

- 5.7.1 an *Application for Withdrawal Form*; and
- 5.7.2 reasons and documentation (where applicable) for the withdrawal.

5.8 Once the request has been received, the will assess the withdrawal request within 14 working days.

## Approved Course Withdrawal

- 5.9 If the withdrawal request has been approved, the College Administrator will:
- 5.9.1 cancel the student's enrolment in the course;
  - 5.9.2 notify the Dean of Students who will cancel the student's CoE via PRISMS; and
  - 5.9.3 notify the student to contact DoHA to seek advice on whether a new visa is required.
- 5.10 The OFFICE will record the following information on the student's file within Student Management System:
- 5.10.1 the application for withdrawal;
  - 5.10.2 the assessment of the withdrawal request;
  - 5.10.3 all supporting documentation provided by the student (where applicable);
  - 5.10.4 the decision of the withdrawal; and
  - 5.10.5 the notification to the student.

## Refused Course Withdrawal Requests

- 5.11 If Perth Bible College refuses the course withdrawal, the College Administrator will:
- 5.11.1 issue a written response to the student outlining the reasons for the refusal; and
  - 5.11.2 inform the student of their right to appeal the decision within 20 working days, as per Perth Bible College's *Student Complaints and Appeals Policy*.
- 5.12 The College Administrator will record the following information on the student's file within Student Management System:
- 5.12.1 the application for withdrawal;
  - 5.12.2 the assessment of the withdrawal request;
  - 5.12.3 all supporting documentation provided by the student (where applicable);
  - 5.12.4 the decision of the withdrawal; and
  - 5.12.5 the notification to the student.
- 5.13 In the event that Perth Bible College cancel's an international student's course in alignment with the reasons outlined in the Enrolment Policy, PBC will:

- 5.13.1 In the case of 5.16.1, 5.16.4 and 5.16.5 in the international enrolment policy, PBC will notify the student in writing of PBC's intention to notify the Department of Education via PRISMS and that the student has 10 working days to access Perth Bible College's complaints and appeals process, as outlined in the Student Complaints and Appeals Policy.
- 5.13.2 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.
- 5.13.3 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.
- 5.13.4 If the student has not completed six months of their principal course, Perth Bible College will assess the request as per the Student Transfer Policy – International Students and accompanying procedure.

### **Course Extension Requests**

- 5.14 Any Perth Bible College student who wishes to request a course extension must provide the following:
  - 5.14.1 a Course Variation Form; and
  - 5.14.2 evidence to demonstrate the student meets one of the requirements specified in 5.21 of the *Enrolment Policy – International Students*.
- 5.15 Once the complete request has been received, the College Administrator will assess the course extension request within 14 working days.

### **Approved Course Extension Requests**

- 5.16 If the course extension request has been approved, the College Administrator will notify the Dean of Students who will:
  - 5.16.1 issue the student an extended CoE for the expected duration of study and place a record on file; and
  - 5.16.2 notify the student to contact DoHA to seek advice on whether a new visa is required.
- 5.17 The College Administrator will record the following information on the student's file within Student Management System:
  - 5.17.1 the application for course extension;
  - 5.17.2 the assessment of the extension request;
  - 5.17.3 all supporting documentation provided by the student (where applicable);

- 5.17.4 the decision of the extension request; and
- 5.17.5 the notification to the student.

### **Refused Course Extension Requests**

- 5.18 If Perth Bible College refuses the course extension request, the College Administrator will:
  - 5.18.1 issue a written response to the student outlining the reasons for the refusal; and
  - 5.18.2 inform the student of their right to appeal the decision within 20 working days, as per Perth Bible College's *Student Complaints and Appeals Policy*.
- 5.19 The College Administrator will record the following information on the student's file within Student Management System:
  - 5.19.1 the application for course extension;
  - 5.19.2 the assessment of the extension request;
  - 5.19.3 all supporting documentation provided by the student (where applicable);
  - 5.19.4 the decision of the extension request; and
  - 5.19.5 the notification to the student.

### **Deferral Requests**

- 5.20 Any Perth Bible College student who wishes to defer their studies is required to:
  - 5.20.1 complete a Course Variation Form; and
  - 5.20.2 provide evidence to show compassionate or compelling circumstances which reflect 5.20.1, 5.20.1 or 5.20.3 in the international enrolment policy.
- 5.21 The College Administrator 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.
- 5.22 Whilst not all impacting elements can be outlined to cover every circumstance, PBC's assessment for deferral may include:
  - 5.22.1 a meeting with the student or a third party as requested by the student, the students 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;
  - 5.22.2 contacting relevant third parties to check integrity of evidence;

- 5.22.3 consideration of previous situations which have resulted in an approved deferral to ensure equity; and
- 5.22.4 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.

5.23 PBC will notify the student in writing of the outcome of their application within seven days of their request.

5.24 This notification will inform the student of PBC's intention to notify the Department of Education via PRISMS in circumstances where this is the case and that this may affect their student visa.

5.25 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 the appeals process, as outlined within the *Student Complaints and Appeals Policy*.

### **Approved Deferral Requests**

5.26 If the deferral request has been approved, the Office Administrator will notify the Dean of Students who will:

- 5.26.1 cancel the student's CoE and place a copy on file; and
- 5.26.2 notify the student to contact DoHA to seek advice on whether a new visa is required.

5.27 The College Administrator will record the following information on the student's file within Student Management System:

- 5.27.1 the application for deferral;
- 5.27.2 the assessment of the deferral request;
- 5.27.3 all supporting documentation provided by the student (where applicable);
- 5.27.4 the decision of the deferral request; and
- 5.27.5 the notification to the student.

### **Refused Deferral Requests**

5.28 If Perth Bible College refuses the deferral request, the College Administrator will:

- 5.28.1 issue a written response to the student outlining the reasons for the refusal; and
- 5.28.2 inform the student of their right to appeal the decision within 20 working days, as per Perth Bible College's *Student Complaints and Appeals Policy*.

5.29 The College Administrator will record the following information on the student's file within Student Management System:

- 5.29.1 the application for deferral;
- 5.29.2 the assessment of the deferral request;
- 5.29.3 all supporting documentation provided by the student (where applicable);
- 5.29.4 the decision of the deferral request; and
- 5.29.5 the notification to the student.

## 6. Procedure Information

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

## 7. Version History

<b>Review Table</b>			
<b>Date</b>	<b>Review Type</b>	<b>Summary of Changes</b>	<b>Review person/group</b>
	<ul style="list-style-type: none"> <li>● Scheduled</li> <li>● Policy amendment</li> <li>● Admin update</li> </ul>		
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