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La Trobe College  
Australia

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Completion  
within  
Expected  
Duration of  
Study  
Policy

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## COMPLETION WITHIN EXPECTED DURATION POLICY

La Trobe College Australia will monitor each student's eligibility to complete their program within the duration specified on their CoE. Upon identifying that a student cannot complete their program within the specified time, La Trobe College Australia will notify the Immigration Department that either the CoE should be cancelled or extended, in line with the processes outlined in this policy below.

### Purpose

The purpose of this policy is to ensure that the students are managed responsibly and in accordance with the ESOS Act 2000 requirements and in line with Standard 8 in the National Code 2018.

### Definitions

CoE	Confirmation of Enrolment
DHA	Department of Home Affairs (Immigration)
ESOS Act	Education Services for Overseas Students
PRISMS	Provider Registration and International Students Management System

### Scope

The policy applies to all students at La Trobe College Australia.

### Procedure

At the beginning of each teaching period, each student is allocated to a class which reflects the duration of their CoE. The course in which each student is enrolled is also recorded on the relevant class list. Should any change in enrolment be requested/required, this can only occur with the approval of the Academic Director/Director of Studies, Academic Manager or the relevant Academic Coordinator, who must complete a Variation of Enrolment form, to authorise the change. Such changes must be signed off by both the Academic Director/Director of Studies, Academic Manager or the relevant Academic Coordinator and the student, and are then forwarded for entry into PRISMS, and issue of a new letter of offer, if appropriate.

### Extension of Duration of Course

The only circumstances in which consideration may be given to an extension of duration of course beyond that specified on the CoE are:

#### 1. Request from student to change course of study from Foundation Studies program to Diploma or vice versa

The granting of such requests is not automatic but it is recognised that some students may change their mind with regard to their degree destination, in which case the Academic Director will evaluate such requests.

#### 2. Demonstration of compassionate or compelling circumstances by student.

La Trobe College Australia recognises that compassionate or compelling circumstances may arise from time to time that impact upon a student's ability to complete their program within the originally specified duration. These circumstances

include:

- Compassionate or compelling circumstances such as serious illness or injury, supported by documented medical evidence, death or serious illness of an immediate family member or other traumatic event that impacts upon a student's ability to study;
- La Trobe College Australia has implemented its intervention strategy for a student at risk of not meeting satisfactory course progress
- Approval has been given to defer, or suspend the student's enrolment, as per Standard 9. See La Trobe College Australia's Deferring, Suspending or Cancelling the Overseas Student's Enrolment Policy with regard to Standard 9.

#### **4. Where a student has been identified as being at academic risk and La Trobe College Australia's intervention strategy has been implemented**

As per Standard 8 of the National Code, La Trobe College Australia has a Course Progression Policy and Procedure in place with regard to monitoring student's academic progress. This includes reference to each student's academic progress being formally assessed at the end of each study period. Should this assessment result in a student's enrolment in subsequent study periods being affected, the Academic Director/Director of Studies, Academic Manager or relevant Academic Coordinator and the student will complete and sign a Variation of Enrolment form, w, as evidence of the change. This is forwarded to the FSDP or ELICOS Student and Academic Services Officer, who may only enter such information into PRISMS once this form has been completed. The Variation of Enrolment form and counselling notes are retained on the student's file as evidence this process has taken place.

<b>Policy Title</b>	Completion within Expected Duration of Study Policy	
<b>Policy Owners</b>	Academic Director, Director of Studies, Academic Manager, Academic Coordinators	
<b>Key Stakeholders</b>	Students Academic staff Admissions Staff Student & Academic Services Officers	
<b>Approval Body</b>	Joint Management Committee	Agenda item 5 Approved on 7 September 2010
	LTM Executive Committee	September 2 2015
	LTM Executive Committee	June 23 2017
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
<b>Relevant Legislation</b>	National Code 2018	
<b>Related Policies</b>	Student Grievance Policy Course Progression Policy Attendance Policy Deferring, Suspending or Cancelling the Overseas Student's Enrolment Policy	
<b>Related Guidelines</b>		
<b>File information</b>	<b>TBC</b>	<b>Version number</b> V1.4
<b>Review</b>		
<b>Date Effective</b>	6 September 2011	<b>Next Review Date:</b> October 2020