Re-enrolment (course extension) Policy & Procedure

Purpose:

The purpose of this policy and procedure is to describe how the Sunshine Coast International College (SCIC) manages applications for re-enrolment by completing students into the same ELICOS course including different levels of the same ELICOS course.

This policy and procedure also meet the requirements of:

- National Code 2018, Standard 8.2, 8.16

Policy:

- SCIC acknowledges its responsibility for safeguarding the integrity of the Australian student visa program by supporting overseas students to complete their course within the required course duration.
- SCIC expects that students enrolling into a course of study will have an identified study plan that reflects the duration of their student visa, the duration of chosen courses and course CoEs to be completed for the duration of the student visa.
- SCIC defines the 'expected duration' of a CoE as the number of weeks of study a student will completed and determined by the start date and end date of the overseas student's CoE.
- NCVE defines the 'maximum course duration' as the course duration in weeks listed on SCIC's CRICOS information at:
  https://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderCode=03349B
- The expected duration of study specified in the overseas student's CoE issued to a SCIC student will never exceed the maximum duration for the ELICOS course as listed on CRICOS.
- Students completing a course at SCIC will normally complete their studies within the expected course duration.
- SCIC will only extend the duration of an overseas student's enrolment, i.e. beyond the maximum course duration as determined by the course duration on the student's CoE, where one or more of the following circumstances exist:
  - compassionate or compelling circumstances
  - SCIC is implementing an intervention strategy
  - a deferral or suspension of the student's enrolment has occurred.

- In the event that SCIC approves an extension to a student's enrolment, SCIC will retain documentary evidence to demonstrate that one or more of the above circumstances have been met.

- SCIC also recognises that a student's learning goals or needs may change which may allow the student to enrol into additional level(s) of an ELICOS course if in the student's best interests (as indicated by ASQA advice from 17.10.2023 at https://www.asqa.gov.au/news-events/news/english-language-intensive-courses-overseas-students-elicos-multiple-confirmations-enrolment-coes)

- In the event that a student wishes to enrol into additional level(s) of an ELICOS course, the student must demonstrate to NCVE how their changing learning goals/ needs justifies enrolment into additional ELCIOS course levels.

- Students whose re-enrolment has been approved will be issued with:

  - A revised Offer Letter & Written Agreement reflecting the details of the new enrolment

  - a new CoE consistent with the new written agreement including:

- the duration of the additional ELICOS course level(s) and scheduled course holidays, if applicable

- a note in the 'comments' section of the CoE stating, '*This enrolment consists of x course levels and y weeks of holidays'*.

Procedure:

	Responsibility	When	Related documents
Re-enrolment application			
Student advises that the wish to re-enrol	Student Services/Admissions	End of student's current enrolment	
Complete application form	Applicant	End of student's current enrolment	Course application form (hard copy or online form)
Review application to assess if enrollment is a current student	Admissions	Upon receipt of application form	Completed application Form
Request form to be completed be re-enrolling applicant	Admissions/ Student Services	After re-enrolling student identified	ELICOS Re-enrolment Application Form
Return completed form	Applicant	After form completion	ELICOS Re-enrolment Application Form
Re-enrolment application assessment			
Refer re-enrolment application to relevant department	Admissions/ Student Services	Upon receipt of completed form	ELICOS Re-enrolment Application Form
Check if evidence of one or more of the following has been approved or is place: • compassionate or compelling circumstances • intervention strategy in place • deferral or suspension approved	DoS/ ADoS	During re-enrolment application assessment	• Student's file/ records • Deferral/ suspension records
If none of the above are in place, consider change of study plans/ goals information provided by applicant	DoS/ ADoS	During re-enrolment application assessment	ELICOS Re-enrolment Application Form
Request supporting evidence, if required	DoS/ ADoS	During re-enrolment application assessment	ELICOS Re-enrolment Application Form
Conduct face to face meeting with applicant and complete relvant sections of form	DoS/ ADoS & applicant	During re-enrolment application assessment	ELICOS Re-enrolment Application Form
Re-enrolment application approval			
Approve re-enrollment if evidence of the following is in place: • compassionate or compelling circumstances • intervention strategy in place • deferral or suspension approved • change to learning goals or needs Record decision on relevant section of form	DoS/ ADoS	Following assessment	ELICOS Re-enrolment Application Form
Approve or reject re-enrolment based on evidence of change study plan/ goals and record on relevant section of form	DoS/ ADoS	Following assessment	ELICOS Re-enrolment Application Form
Notify Admissions of approval/ rejection	DoS/ ADoS	Following decision	
Proceed with creating Offer Letter & Written Agreement	Admissions	Upon approval	Offer Letter & Written Agreement
Create CoE consistent with written agreement with note in the 'Comment's section: '*This enrolment consists of x course levels and y weeks of holidays'*.	Admissions	Upon return of signed agreement and digital payment	CoE/ PRISMS

Proforma and supporting documentation:

- ELICOS Re-enrolment Application Form
- Offer Letter & Written Agreement
- Confirmation of Enrolment (CoE)
- PRISMS

Version control:

Title	Re-enrolment (course extension) Policy & Procedure			
Description	Describes processes followed by SCIC to manage application for course extensions/ re-enrolments			
Created By	Joe Lynch			
Date Created	18.01.2024			
Maintained By	Joe Lynch			
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