

<b>Policy Owner</b>	Academic Director
<b>Contact Officer:</b>	Student Administration Manager
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<b>Approved by:</b>	Management Group
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<b>Related Policies:</b>	Terms of Offer Refunds Policy

## 1. Overview

- 1.1. This policy has been developed in line with requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007) and the HESA (Higher Education Support Act) 2003.
- 1.2. This policy outlines the conditions under which students will be considered to have a valid enrolment at Perth Institute of Business & Technology (PIBT).

## 2. Organisational Scope

- 2.1. This policy applies to all PIBT Pathway students who are intending to enrol in units of study or who are currently enrolled in units of study offered by PIBT.
- 2.2. This policy covers processes related to:
  - Adding or changing Units
  - Withdrawing from a Unit
  - Deferral, Suspension or Cancellation of Enrolment
  - Changing to another PIBT Course
  - Withdrawing from a Course
  - Transferring to another Provider

## 3. Definitions

- 3.1. **CoE:** Confirmation of Enrolment is a document registered with DIAC to confirm a student's acceptance into a particular course for a specified duration.
- 3.2. **Co-requisite unit:** A requirement for students to be concurrently enrolled in a designated unit at the same time as enrolling in another unit.
- 3.3. **Course:** A formal program of education and/or training made up of study components known as units.
- 3.4. **Deferral:** To delay commencement or continuation of course studies normally for a period of one semester.
- 3.5. **DIAC:** Department of Immigration and Citizenship: The Australian government agency responsible for issuing students with visas.
- 3.6. **Enrolment in a Course:** Occurs at the point a Confirmation of Enrolment (CoE) is issued by the College
- 3.7. **Enrolment in a Unit:** Occurs at the point a student selects units of study and timetable for the current semester. This process is done through the Student Portal [www.pibt.wa.edu.au](http://www.pibt.wa.edu.au) except for Science Diploma students who need to enrol online using Edith Cowan University's SIMO system.

- 3.8. **International Student:** For the purpose of this policy, an International student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency or humanitarian visa. For the purposes of this policy, students who are in Australia, as a result of their parents/legal guardians being on a temporary business visa (e.g. visa subclass 457), are regarded as International Students.
- 3.9. **Local Student:** For the purpose of this policy, a local student is anyone who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a course of study.
- 3.10. **National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007).
- 3.11. **Pathway:** Pathway is the term for all accredited courses which are designed to qualify students for entry into the University sector. ELICOS courses are NOT pathway courses.
- 3.12. **Pre-requisite unit:** Is a minimum requirement a student must satisfy in order to be considered for entry to a particular unit (details of prerequisites are specified in the Course planners).
- 3.13. **PRISMS:** The Provider Registration and International Student Management System is the database system used to process information given to the Secretary of DEST and DIAC by registered providers.
- 3.14. **Principal Course:** In regards to packaged offers, the principal course is normally the degree course entered following the completion of bridging or qualifying course(s).
- 3.15. **Provider:** Any Registered Training Organisation (RTO) or Higher Education Provider within Australia.
- 3.16. **Unit:** A discrete component of study within a course.
- 3.17. **Valid Enrolment:** Is an enrolment that is carried out in accordance with PIBT's Terms of Offer, policies and procedures, course requirements, and any other criteria the student is required to meet.

#### 4. Policy Content

- 4.1. Students are expected to use approved forms of communication to add and/or change their enrolment or enrolment status. Forms of communication may include:
  - Online enrolment via the *myPIBT* student portal (or SIMO for Science Diploma students)
  - Hardcopy forms printed via the *myPIBT* student portal (must be signed by the student) and submitted to reception
  - Where no form is available, students can email their request for a form to a relevant staff member or [info@pibt.wa.edu.au](mailto:info@pibt.wa.edu.au)
- 4.2. Students are expected to enrol in the correct units for their course as outlined in the student diary and in the relevant course planners or as advised by the appropriate staff. Note: Course planners are subject to change.
- 4.3. All students must submit a valid enrolment for each semester by the specified due date using the prescribed enrolment systems available. Students who enrol after the due date may be charged a late enrolment fee. PIBT may reject an enrolment that is attempted after the due date.
- 4.4. International students are required to enrol in a minimum of 3 and a maximum of 4 units per semester. Students may, in certain circumstances, apply for an "overload" to study more than four units or an "under load" to study less than 3 units in a semester. Students who wish to enrol in an over- or under load need to make an appointment with an Academic Advisor. Academic Advisors will consider each application on a case-by-case basis.

Subject to the approval of the Academic Director (or nominee) PIBT will allow a drop in a student's study load under the following circumstances.

- a) where PIBT deems the circumstances to be exceptional, compassionate and compelling (supported by appropriate evidence and/or explanation);
- b) serious or ongoing illness (supported by a medical certificate);
- c) to complete the remaining units in the final semester of a course;
- d) where students are limited by the availability of units appropriate to their current or principal course of study and/or pre-requisite requirements;
- f) as a result of an 'Intervention Strategy' outlined in PIBT's Progression Policy.

4.5. A student may only enrol in a unit which has specified pre-requisite or co-requisite requirements where they have met those requirements, or have had the requirements waived by the Academic Director (or nominee).

### 4.6. Adding and changing Units

- 4.6.1. A student may add a unit to their enrolment, or change their enrolment until the end of week two of the semester.
- 4.6.2. In exceptional circumstances and subject to approval, a student may have a unit added to their enrolment after the due date by completing and submitting an Enrolment Variation Form to PIBT Reception.

### 4.7. Withdrawing from a Unit

- 4.7.1. A student may withdraw from a unit of study by making an appointment with an Academic Advisor at any time of the semester. Financial and academic penalties may be incurred depending on the date the application to withdraw was received. PIBT Students should familiarise themselves with the refund policy in regard to financial penalties (go to: [www.pibt.wa.edu.au/publications.php](http://www.pibt.wa.edu.au/publications.php))
- 4.7.2. The following academic penalties will be applied according to the date the student's application is received:
  - Withdrawal from a Unit before the end of Week 4. The Unit is removed from the academic record and no academic penalty is incurred.
  - Withdrawal after the end of Week 4 and before the end of Week 10 will be noted on the academic record with a grade of Withdrawal [W].
  - Withdrawal after the end of Week 10 will be noted on the academic record with a grade of Fail [N].
- 4.7.3. Students may appeal against financial and/or academic penalties incurred, where there are extenuating or unforeseen circumstances resulting in their withdrawal. Refer to the Complaints & Appeals Policy at [www.pibt.wa.edu.au/publications.php](http://www.pibt.wa.edu.au/publications.php)

### 4.8. Deferral, Suspension or Cancellation of Study

- 4.8.1. Where a current student applies in writing to take a leave of absence from their course after enrolment and within the first four weeks of the semester, subject to approval, PIBT will hold all fees paid and credit the following semester. If the student subsequently withdraws, the Refund Policy applies from the date PIBT received the request for leave of absence. If the student applies for a leave of absence after the first four weeks of the semester, their place will be held, but all tuition fees applicable to that semester will be forfeited.
- 4.8.2. Students who are deferring for reasons other than bereavement or medical reasons may need to gain approval from DIAC.
- 4.8.3. PIBT has the right to defer, suspend or cancel a student's enrolment where such an intervention is considered to be in the best interests of the student and the College e.g. For compassionate or compelling reasons or in response to serious misbehavior or breach of visa conditions and/or PIBT rules.

- 4.8.4. Any decision to defer, suspend or cancel a student's enrolment will be made in accordance with the Student Misconduct Policy.
- 4.8.5. In accordance with procedures set out in the Complaints and Appeals policy, any decision to defer, suspend or cancel the enrolment of a student requires PIBT to inform the student of its decision and the requirement to report them to DIAC. Such students will be informed of their right to appeal the decision within 20 days before being reported to DIAC.

### 4.9. Changing to another Course

- 4.9.1. A student is required to undertake the course for which they received an offer of admission. Where a student wishes to change to another course on arrival, they will need to seek permission from the Director of Marketing and Admissions (or nominee).
- 4.9.2. Where an ongoing student wishes to change to another course offered by PIBT they will need to discuss the matter with the Deputy Academic Director (or nominee). Student's wishing to change course at the beginning of semester must apply before week 2.
- 4.9.3. The appointed decision-maker will consider each application before approving a transfer. In some instances it may not be possible/viable to transfer to another course for reasons of timing, visa conditions, course availability, current academic performance or not meeting entry requirements.

### 4.10. Withdrawing from a Course

- 4.10.1. Where a new student wishes to withdraw prior to course commencement they need to notify PIBT in writing. PIBT will credit any fees paid according to the Refunds Policy. PIBT will then cancel the Confirmation(s) of Enrolment (CoE) via PRISMS which may or may not result in the cancellation of the student's visa.
- 4.10.2. Where a current (continuing) student wishes to withdraw they must discuss the matter with the Deputy Academic Director (or nominee). The Deputy Academic Director will provide information on the consequences of withdrawing to allow the student to make an informed decision. Once the withdrawal is confirmed, PIBT will cancel their CoE(s) via PRISMS which will in turn result in the cancellation of the student's visa.

### 4.11. Transferring to another Provider

- 4.11.1. It is an Australian regulatory requirement that students must complete six months of their "principal course of study" before changing or transferring between providers.
- 4.11.2. Students who have not yet completed six months of study of their principal course may still request a transfer for consideration.
- 4.11.3. PIBT students who have not yet completed six months of their principal course of study will not be authorized to transfer to another registered provider unless it is deemed by PIBT management to be detrimental to the student to remain at PIBT.
- 4.11.4. Students who are unsuccessful in their request to transfer prior to completing 6 months of their principal course may appeal that decision. For further advice students should refer to PIBT's Complaints and Appeals Policy at: <http://www.pibt.wa.edu.au/publications.php>
- 4.11.5. A student must satisfy PIBT management in their request for a transfer that they have a genuine case to support.
- 4.11.6. Circumstances in which PIBT will grant approval for a transfer are as follows;
- PIBT is unable to continue to provide the course;
  - Edith Cowan University is unable to continue to provide the course;

- The student has successfully withdrawn from the course;
- The student demonstrates he/she is experiencing threat to physical or mental health or safety by remaining at PIBT and demonstrates clearly how this will be alleviated through a transfer;
- The course of study is not consistent with the documented course requested on their application;
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written, authorised support for that change;

4.11.7. PIBT deems the following circumstances reasonable grounds to decline a request for transfer prior to completing the first six months of the principal course of study:

- The transfer may jeopardise the student's progression through a package of courses;
- The student has a change of mind;
- The student expresses difficulty with course material but has not availed themselves of the Academic Study Skills Support services;
- The student has been warned for non-attendance;
- The student is experiencing Homestay or other accommodation problems;
- The student is experiencing course schedule conflict with personal, work, or other non-study commitments;
- PIBT forms the view that the student is trying to avoid being reported to DIAC for failure to meet the provider's attendance or academic progress requirements;
- PIBT believes that the course detailed in the letter of offer for the other provider will not provide adequate preparation for further study – e.g. the other Provider's course does not articulate into the principal course.

4.11.8. A transfer cannot be approved unless:

- a student has a valid enrolment offer from the receiving provider; and
- if the student is under-18, there is written evidence that the student's parent or legal guardian supports the transfer AND written confirmation that the new provider will accept responsibility for approving a student's accommodation, support and general welfare arrangements as per Standard 5 of the National Code 2007.
- A letter from another registered provider confirming that a valid enrolment offer has been made, is supplied to PIBT, and PIBT forms the view that the student is genuinely intending to study with that provider – e.g. has paid a deposit.

## 5. Administrative procedures

5.1. This policy and related documentation is accessible through the PIBT website at:  
<http://www.pibt.wa.edu.au/publications.php>

5.2. Academic notes via MAZE to be updated with any changes made to a student's enrolment.

5.3. Completed forms to be placed on student's file once all actions have been completed.

## 6. Related Forms

- Enrolment Variation Form
- Course Withdrawal Form
- Course Deferral Form
- Change of Course Form