# Completion of Course within Expected Duration Policy

**This policy applies to international students only**

**Purpose**

This policy establishes the principles and processes by which Fox Education and Consultancy (“FOX”) will assess applications for a new Confirmation of Enrolment (CoE) within the rules of FOX, the *ASQA Standards for RTOs 2015*, Standard 8 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code of Practice 2018)*.

### Scope

This policy applies to international students who may not complete their course of study within the expected duration as recorded in their CoE at the time of enrolment. This policy also applies to FOX staff when assessing and processing requests for a new CoE.

### Related Policies

This policy should be read in conjunction with the following School policies:

* Course Progress and Attendance Policy
* Intervention Strategy Guidelines
* Complaints & Appeals Policy

All policies referenced in this document can be found on the FOX website at www.fox.edu.au

### Definition of Key Terms

"**Intervention Strategy**" means an individually tailored academic skills and/or personal program to support a student with learning and/or personal difficulties to improve academic performance and/or attendance

"**Academic Progression**" means successfully completing the requirements of all required units in their course of study to achieve the qualification (award)

"**Course Attendance**" means attending a minimum of 80% of timetabled classes during the study period.

### Policy

FOX has a proactive and systemic approach to monitoring academic progression and course attendance so that students at risk may be identified as early as possible and offered a tailored intervention strategy to assist their learning and academic performance through their course of study within the expected duration for completion.

Under Standard 8 of the National Code 2018, international students are required to complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the Department of Home Affairs (DHA). FOX may extend of the duration of study and permit a less than full-time load under the following circumstances:

* compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where FOX was unable to offer a pre-requisite unit);
* where FOX implemented an intervention strategy for students who were at risk of not meeting satisfactory course progress; or
* deferment or suspension of enrolment has been granted under Standard 9 of the National Code 2018.

**Repeating unit(s) as an international student**

If an international student is required to repeat a unit/s due to failure to be deemed competent in that unit, they are not required to be enrolled to FOX in a full-time capacity. The student must re-do the relevant unit at an additional cost to them which will be determined upon receipt of an ‘*Application for Extension of CoE*’ form request.

Students are not permitted to repeat a unit of study more than once. However, the code does not preclude a student from repeating a unit of study more than once while in a full-time course of study where there are reasons to allow this such as not completing certain course components due to illness, evidenced by a medical certificate, or other exceptional circumstances beyond the control of the student, eg bereavement.

### Lodging an ‘Application for Extension of CoE’ request

When an international student requires further time to complete their course of study, the student must lodge an ‘*Application for Extension of CoE*’ form with Student Services. An ‘*Application for Extension of CoE*’ form and the instructions for lodgment can be found on the FOX website.

Where an ‘*Application for Extension of CoE*’ is successful, FOX will issue a new CoE via PRISMS to enable the student to make application for a new student visa with DIBP. Students must provide a copy of the new visa to Student Services for the student records.

Where an ‘*Application for Extension of CoE*’ is denied, FOX will not issue the new CoE required to extend the student visa and the student may not be able to complete their course of study. The student will be notified in writing of the reasons for the refusal and their rights to appeal the decision. Students wishing to make an appeal should refer to the FOX *Complaints and Appeals Policy*.

Where an international student completes their course of study early, FOX must also report this to DHA via PRISMS and the duration of the student’s visa may be reduced.

A copy of all applications, decisions and outcomes, including the new student visa where applicable, will be kept on the student file.

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| This Policy should be read in conjunction with the following: |
| * Standards for Registered Training Organisations (RTOs) 2015 (Standard 6)
* Standard 8 of the *National Code 2017*
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| This Policy is directly supported by the following Procedure(s):* Course Progress and Attendance Policy
* Intervention Strategy Guidelines
* Complaints & Appeals Policy
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