

Course Rules and Progression Policy and Procedures

Purpose

This Policy establishes the requirements and processes governing student progression through a course at the Central Institute of Technology and Innovation (the Institute). It provides a clear and consistent framework for monitoring academic performance, identifying students at risk of not meeting progression requirements, and implementing timely interventions to support student success. The Policy sets out the responsibilities of both staff and students in achieving satisfactory academic progress, including procedures for recording, assessing, and managing course progression. It ensures that decisions regarding progression, including extensions, deferments, and academic outcomes, are fair, transparent, and evidence-based. For overseas students, the Policy ensures compliance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018 by defining requirements for course progress, attendance (where applicable), and course duration, and by outlining circumstances in which the Institute may report students to government authorities. The overarching aim of this Policy is to maintain the academic integrity of the Institute's courses, uphold regulatory and quality assurance standards, and promote student success, while ensuring that all progression decisions are consistent, compliant, and aligned with institutional and legislative obligations.

Scope

This policy applies to all students enrolled in courses at the Institute and all staff who are involved in evaluating and marking assessments.

Related Documents

This policy should be read in conjunction with the following Institute documents:

- Student Code of Conduct
- Reasonable Adjustment Policy and Procedures
- Student Grievances, Complaints, and Appeals Policy and Procedures
- Compliance and Quality Assurance Strategy and Plan
- Admissions and Enrolment Policy and Procedures
- Assessment Policy and Procedures
- Fees, Charges and Refund Policy and Procedures
- Student Transition and Orientation Policy and Procedures
- Information and Records Management Policy and Procedures
- Student Support Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.

Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
Student	Any person enrolled as a student of the Institute. This includes enrolment in all modes of study and at all locations.
Conditional enrolment	Conditional enrolment is an enrolment status for a given academic year that means that a student has to make satisfactory academic progress in order for this status to then be an unconditional enrolment.
Confirmation of Enrolment	A Confirmation of Enrolment is an official document issued to an overseas student who has been accepted into a CRICOS-registered course at the Institute. It confirms

Term	Definition
	the student's enrolment details, including the course name, expected course duration, study load, and campus location. The CoE is required for the student to apply for and maintain a student visa and must accurately reflect the student's current enrolment status at all times.
Course Duration	Course duration refers to the total length of time allocated for a student to complete all academic requirements of a course, as approved and registered on CRICOS (for courses offered to overseas students) or as defined in the Institute's academic structure. It includes scheduled teaching periods, assessment activities, and any compulsory work-integrated learning components.
Course Duration for Overseas Students (CRICOS and CoE Requirements)	Course duration for overseas students must not exceed the period specified on the student's Confirmation of Enrolment (CoE). The Institute is required to ensure that each overseas student remains on track to complete their course within this expected duration, unless an approved variation is granted in accordance with the ESOS Act and the National Code (for example, compassionate or compelling circumstances, an intervention strategy, or a reduced study load approved under the standards).
Progression	Progression means unconditional enrolment in a subsequent academic year.
Suspension	Suspension means the prohibition of a student from re-enrolling for a specified period.
At Risk	At Risk means students who are at particular risk of unsatisfactory academic progress.

Term	Definition
Exclusion	Exclusion means the permanent prohibition of a student from re-enrolling at the Institute for a prescribed time period.
Attendance	<p>Attendance refers to a student's active participation in scheduled classes, whether delivered face-to-face, online, or in blended mode. A student is considered to be in attendance when they are present and engaged in the class activities at the scheduled time.</p> <p>Attendance for all classes is formally recorded in the Institute's Learning Management System (LMS) and forms part of the Institute's monitoring of student engagement and progression.</p>
Course Extension	<p>A course extension is the formal approval granted by the Institute to allow a student additional time beyond the originally approved course duration to complete all academic requirements of their enrolled course. Course extensions may be granted for domestic or overseas students under specified circumstances, such as compassionate or compelling reasons, exceptional personal or academic circumstances, or other valid factors as determined by the Institute. For overseas students, any course extension must be recorded in the student's Confirmation of Enrolment (CoE) and, where applicable, reported through PRISMS to maintain compliance with visa conditions.</p>
Unit of Study	A Unit of Study is an academic module which forms part of a course of study. A unit

Term	Definition
	of study has a credit point value that contributes towards a course.
Unit of Credit (UoC)	Unit of Credit (UoC) means the credit points allocated to completing a unit of study. Each unit of study at the Institute normally has 10 UoC allocated for completing a unit.
Dean (Academic Head)	Dean is the title for the staff member who leads the academic departments within the Institute. The Dean reports to the Chief Executive Officer and to the relevant governing boards.

Policy Principles

These principles aim to ensure that the Institute is committed to the promotion of fairness, quality, and student success while accommodating the diverse needs of the student body.

1. **Transparency and Accessibility:** The Institute is committed to ensuring that course rules and progression procedures are clearly communicated to all students in accessible formats, such as through the website and student handbook. Transparency in expectations and criteria for progression fosters a sense of fairness and accountability.
2. **Flexibility and Adaptability:** The Institute recognises the diverse needs and circumstances of students by offering flexible pathways to progression. This may include options for leave of absence, credit transfers, and adjustments for students with other special circumstances.
3. **Quality Assurance and Academic Standards:** The Institute is committed to upholding high academic standards by regularly reviewing and updating course rules and progression criteria to align with industry trends, academic best practices, and accreditation requirements. Quality assurance



mechanisms are in place to monitor the effectiveness and integrity of the progression process.

4. **Support and Guidance:** The Institute is committed to the provision of support services and academic guidance to help students navigate course requirements and make informed decisions about their progression pathways.
5. **Equity and Inclusivity:** The Institute is committed to promoting equity and inclusivity by addressing barriers to progression and creating an inclusive learning environment where all students feel valued and supported.

Policy Statement

1. Monitoring Overseas Student Course Progression

The Institute is required under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 to actively monitor, record, and assess the academic progress, attendance (where applicable), and course duration of all overseas students. These requirements ensure that students remain on track to complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE), and that the integrity of the course and the student visa framework is upheld.

- 1.1 **Monitoring Course Progress and Attendance:** The Institute monitors each overseas student's academic progress throughout every Teaching Period.
 - 1.1.1 Where attendance is a formal requirement of a course, this is also monitored in accordance with Standard 8 of the National Code.
 - 1.1.2 The Institute regularly reviews evidence from assessment tasks, participation in learning activities, and any other relevant indicators to determine whether a student is academically engaged and progressing



appropriately. This ensures that any student who may be at risk of not meeting course progress or attendance requirements is identified early.

1.2 Course Duration and CRICOS Requirements: The expected duration of study recorded on the student's CoE must not exceed the CRICOS-registered duration for the course.

1.2.1 The Institute continuously monitors student progress to ensure they remain able to complete their course within this approved time frame.

1.2.2 Where a student's course duration needs to change due to compelling or compassionate circumstances, academic intervention, or the granting of credit, the Institute will assess and action such changes in accordance with the ESOS Act and the National Code.

1.3 Informing Students of Requirements: Prior to commencing their course, all overseas students are clearly informed of:

1.3.1 The academic progress requirements they must meet each Teaching Period.

1.3.2 Any mandatory attendance conditions (if applicable).

1.3.3 The consequences of not achieving satisfactory progress.

1.3.4 The availability of support services and intervention strategies.

1.3.5 This ensures students understand their obligations and the support available to them before their studies begin.

1.4 Identifying Students at Risk: The Institute uses a formalised risk identification process that includes:

1.4.1 Ongoing review of assessment outcomes.

1.4.2 Monitoring of engagement and participation.

1.4.3 Identification of repeated unit failures; and



- 1.4.4 Consideration of any other relevant academic indicators.
- 1.4.5 Where there is evidence that a student is not on track to meet progress or attendance requirements, the student will be formally notified and offered support through the Institute's intervention strategy.
- 1.5 **Intervention Strategy:** The Institute implements a structured intervention strategy designed to assist students at risk of unsatisfactory progress. This strategy may include:
 - 1.5.1 Academic skills mentoring.
 - 1.5.2 Additional tutorials or workshops.
 - 1.5.3 Targeted study plans.
 - 1.5.4 Referral to counselling or wellbeing services where personal circumstances impact academic performance.
 - 1.5.5 Increased monitoring and progress meetings with academic staff.
 - 1.5.6 Intervention is designed to occur early enough to support the student to achieve satisfactory progress within the Teaching Period and, ultimately, across the entirety of the course.
- 1.6 **Determining When a Student Has Not Met Course Progress Requirements:** The Institute has a clear and documented process (required by Standard 8.8.5) for determining when a student has failed to meet satisfactory progress. For higher education students at the Institute, a student is considered not to have met the academic progression requirements where they:
 - 1.6.1 Have not passed at least 50% of the credit points in which they were enrolled during the previous academic year; or
 - 1.6.2 Have failed the same unit for a third time; or
 - 1.6.3 Have failed to re-enrol and are not on an approved Leave of Absence before course completion.

- 1.6.4 Where a student meets any of the above criteria, the Institute will notify the student in writing of its intention to report them for unsatisfactory course progress and provide information on their right to appeal under the Student Grievances, Complaints, and Appeals Policy and Procedures.
- 1.7 **Appeals and Non-Reporting During an Appeal Process:** Before any report is made to the Department of Home Affairs, students are given the opportunity to access the Institute's internal appeals process.
- 1.7.1 The student will have 20 working days to lodge an appeal from the date of notification.
- 1.7.2 In accordance with the ESOS Act and the National Code, the Institute will not report a student for unsatisfactory progress while an internal or external appeal is underway, provided the appeal is lodged within the specified timeframe.
- 1.7.3 The student's enrolment and CoE remain active until all appeal avenues are exhausted.

2. Course Duration and Overseas Student Visa Requirements

- 2.1 The Institute is committed to ensuring that all overseas students are able to complete their studies within the expected duration stated on their Confirmation of Enrolment (CoE) and in accordance with the CRICOS-registered course length.
- 2.2 The Institute actively monitors each overseas student's academic progress, and where relevant, attendance, to ensure compliance with visa conditions under the Education Services for Overseas Students (ESOS) framework.
- 2.3 The expected course duration for an overseas student must not exceed the period registered on CRICOS.

- 2.4 Accordingly, the Institute reviews student progress throughout each study period to confirm that the student remains in a position to complete the course within the timeframe specified on their CoE.
- 2.5 The Institute maintains documented policies, procedures, and intervention strategies to identify and support overseas students who may be at risk of not meeting course progress or attendance requirements. Indicators of risk may include performance in assessment tasks, participation in scheduled learning activities, or other evidence of academic performance.
- 2.6 Where a student is identified as being at risk, the Institute will notify the student promptly and provide access to appropriate academic or pastoral support designed to assist them in meeting the required standards.
- 2.7 Prior to commencement, all overseas students are clearly informed of the course progress and, where relevant, attendance requirements that must be met in each study period in order to maintain satisfactory academic standing and remain compliant with their visa conditions.

3. Recognition of Prior Learning (RPL), Advanced Standing, and Credit Transfer and Reduced Course Duration

- 3.1 Where RPL, Advanced Standing, or Credit Transfer is granted, the Institute will review the total volume of learning required for the student to achieve the course learning outcomes and will calculate a revised course duration accordingly.
- 3.2 This calculation must be consistent, evidence-based, and aligned with academic integrity requirements, ensuring that the quality and rigour of the course are maintained regardless of the amount of credit awarded.
- 3.3 Students will be formally notified in writing of any reduction to their overall course duration. This communication will include a clear explanation of the credit granted,

the number of units or subjects affected, and the consequent adjustments to their expected course completion date.

- 3.4 The Institute will also advise students of any implications for their enrolment load, course progression, or student visa conditions, as required under the ESOS Act and the National Code.
- 3.5 For prospective overseas students who have not yet been issued a CoE, the Institute will ensure that the CoE is generated only after the approved credit has been applied and the reduced course duration has been accurately reflected.
- 3.6 The Institute will not issue a CoE that overstates the length of the course or fails to recognise granted credit, as doing so would not comply with reporting obligations under the ESOS Act and associated regulations.
- 3.7 In cases where a student is awaiting the outcome of their RPL or credit application during the admissions process, the Institute will clearly communicate the need to finalise this assessment prior to CoE issuance.
- 3.8 The Institute will also guide applicants on the potential impact of the assessment outcome on their study plan and course length. This process ensures transparency, regulatory compliance, and accurate reporting of course duration for all students, particularly overseas students whose visa conditions are closely linked to the information recorded on their CoE.

4. Graduation and Course Duration

- 4.1 To be eligible for graduation, students must have completed their units and have completed them within the maximum duration of enrolment.
- 4.2 The maximum duration of enrolment for a domestic student will normally be twice the full-time completion time. This six years for a 240 UoC undergraduate degree (Bachelor's) and four years for a 120 UoC postgraduate degree (Master's).



- 4.3 The maximum duration of enrolment for an international student will normally be as stated on the student's Confirmation of Enrolment (CoE).
- 4.4 The maximum time to complete the course for an International Student may be affected by the external factors and may be subject to Federal legislation.
- 4.5 Extensions of time to complete a course will be approved by the Registrar.

5. Unsatisfactory Academic Progress

- 5.1 A student who has failed more than 50% of credits points in which they enrolled in a given academic year will be placed on conditional enrolment for the following academic year.
- 5.2 A student who has failed a unit for the third time will be placed on conditional enrolment for the following academic year.
- 5.3 A student who has failed to achieve at least 50% of the UoC in which they enrolled in an academic year and fail to achieve at least 50% of UoC in the next academic year, will either have their enrolment suspended for a period of six months or be excluded from the Institute for a period of twelve months.
- 5.4 After a period of suspension or exclusion a student may re-apply for admission by lodging a submission to the Registrar and determination will be made under the *Admissions and Enrolment Policy and Procedures*.
- 5.5 The Dean may decide that circumstances other than those described above may constitute Unsatisfactory Progress. Such decisions will be reported to the Academic Board.
- 5.6 The *Student Support Policy* outlines the proactive actions that will be taken by the Institute to assist all students to achieve satisfactory progression.



6. Monitoring of Course Progress, Attendance, and Engagement

- 6.1 **Recording of Attendance:** Student attendance is recorded in every scheduled class through the Institute's Learning Management System (LMS). This includes both face-to-face and online sessions. Logging into the LMS is considered part of attendance monitoring and forms an essential measure of student engagement.
- 6.2 **Attendance and Academic Progress:** Students who do not attend classes or fail to log into the LMS will be considered to be at risk of academic failure. Students who repeatedly fail to attend or engage in class activities may be considered as making a non-serious attempt at their studies and being at risk of Unsatisfactory Course Progress. This may place the student at risk of failing a unit and/or being unable to progress in their course.
- 6.3 **Reporting Unsatisfactory Course Progress:** The Institute will only report a student for unsatisfactory course progress or attendance in PRISMS when one of the following conditions has been met:
- 6.3.1 The student has completed all internal and external appeals processes, and the final decision or recommendation supports the Institute's intention to report.
 - 6.3.2 The student has not accessed the internal complaints and appeals process within the 20 working days allowed.
 - 6.3.3 The student has chosen not to access an external complaints and appeals process after completing the internal process.
 - 6.3.4 The student has withdrawn from any internal or external appeals process and has notified the Institute of this in writing.
 - 6.3.5 Reporting will only occur once the Institute is satisfied that due process has been followed and all legislative requirements have been met.

7. Monitoring At-Risk Behaviours

- 7.1 The Institute is committed to identifying and supporting students who may be 'at risk' of unsatisfactory academic progress, particularly during the critical first year of study. Active monitoring of student engagement and performance is essential to minimising the likelihood of students failing units or courses.
- 7.2 **Monitoring and Reporting:** Unit Coordinators and teaching staff are required to observe and record behaviours that may indicate a student is at risk, including but not limited to:
- 7.2.1 Persistent absence from classes;
 - 7.2.2 Failure to register or engage with the Learning Management System;
 - 7.2.3 Poor performance on early assessment tasks;
 - 7.2.4 Difficulties with English or Mathematics skills.
- 7.3 **Individualised Programs:** The Institute acknowledges that students have diverse needs and is committed to working collaboratively with each "at risk" student to develop an individualised program of support aimed at achieving academic success and maintaining student welfare.
- 7.4 **Student Support Process:** The Institute implements a structured four-stage Student Support Process to respond to students identified as "at risk," with each stage designed to provide progressively targeted support:
- 7.4.1 **Stage 1 – Early Identification:** Any staff member may identify a student as at risk based on attendance, academic performance, or observed behaviours.
 - 7.4.2 **Stage 2 – Informal Support:** Students may be invited to a one-to-one informal session with an appropriate staff member, such as the Director of Learning and Teaching, Student Services, Unit Coordinator, or Student Support Officer.



- 7.4.3 **Stage 3 – Individualised Support:** Staff will determine appropriate interventions tailored to the student's needs, which may include academic support, revision of English or Mathematics support plans, application for special consideration, or modification of the student's course structure. All actions and outcomes will be documented in the Student Support Register, with any implications for ongoing enrolment noted and addressed.
- 7.4.4 **Stage 4 – High-Risk Escalation:** Where a student's behaviour or circumstances pose extreme risk to themselves or others, the Registrar and CEO will be informed for appropriate action.

8. Differentiating “At Risk” Students: Financial and Academic

The Institute recognises that students may be classified as “at risk” for different reasons, and that these categories require distinct monitoring and intervention strategies.

8.1 At Risk Due to Non-Payment of Fees

- 8.1.1 **Definition:** Students who have not paid required tuition fees or other mandatory charges by the due date, or who have not made an approved payment arrangement.
- 8.1.2 **Implications:** These students are at risk of administrative action, which may include restriction of access to course materials, suspension of enrolment, or ultimately exclusion from the course.
- 8.1.3 **Monitoring and Action:** The Institute monitors fee payment deadlines and sends reminders or notices of overdue payments. Students identified as at risk will be contacted by the Finance or Student Services teams and provided with options to resolve outstanding payments, including formal payment plans or deferment applications.

8.2 At Risk Due to Academic Engagement or Performance

- 8.2.1 **Definition:** Students whose attendance, participation, or academic performance indicates a risk of not meeting satisfactory course progress requirements. This may include failing assessment tasks, low participation in learning activities, or poor engagement with course materials.
- 8.2.2 **Implications:** These students are at risk of academic intervention, which may involve additional support, tutoring, academic counselling, or formal warnings under the Institute's Course Rules, Progression and Completion Policy. Continued unsatisfactory performance may result in reporting to PRISMS for overseas students or other academic sanctions.
- 8.2.3 **Monitoring and Action:** Academic staff and Unit Coordinators monitor engagement and performance, identifying at-risk students through assessment results, attendance records, and learning management system activity. Students are provided with targeted support and intervention strategies tailored to their individual needs.

8.3 Academic Risk Levels

The Institute issues three levels of formal correspondence to students identified as being at risk:

- 8.3.1 **Level 1 – Initial Academic Risk:** Notification that attendance or engagement is unsatisfactory and may place progression at risk.
- 8.3.2 **Level 2 – Continued Academic Risk:** Further notification due to ongoing lack of attendance or engagement, advising of the seriousness of the situation and requirement to take corrective action.
- 8.3.3 **Level 3 – Critical Academic Risk:** Final notification that continued non-attendance, non-engagement, or failure to submit assessments may result in failure of one or more units and/or inability to progress in the course.

9. Leave of Absence

Leave of Absence may be granted to students who are unable to continue their studies temporarily due to circumstances beyond their control. For international students, taking leave may affect their student visa, and students must comply with relevant visa conditions. Leave applications must be submitted in writing and supported by appropriate evidence.

9.1 The Institute will assess each application on its merits and ensure decisions are fair, consistent, and well-documented. Leave of Absence may be approved in circumstances including, but not limited to:

- 9.1.1 **Serious Illness or Injury:** The student or an immediate family member experiences a medical condition that prevents study.
- 9.1.2 **Bereavement:** Death or serious illness of an immediate family member or close relative.
- 9.1.3 **Compassionate or Compelling Circumstances:** Events outside the student's control that significantly impact the ability to attend or engage in studies, including natural disasters, major disruptions to living arrangements, or legal obligations.
- 9.1.4 **Academic or Administrative Reasons:** Unavailability of required units in a teaching period, or delays in course delivery affecting progression.
- 9.1.5 **Other Exceptional Circumstances:** Any other circumstances deemed reasonable by the Institute that prevent a student from continuing their studies.

9.2 **Application Process:** Students must submit a Leave of Absence application in writing using the official form (appendix 1). Applications should ideally be submitted prior to the leave period, except where circumstances prevent this. Supporting evidence (e.g., medical certificates, official reports) must accompany the application. Applications will be considered by the Registrar or authorised delegate.

- 9.3 **Approval and Duration:** Leave may only be granted after completion of the first two semesters, except in cases of medical or compassionate grounds. Approved leave will specify the duration and any conditions attached to the student's return to study. Students will be notified of the decision in writing, including any impact on enrolment status, course progression, or, for international students, visa compliance.
- 9.4 **Recordkeeping:** All Leave of Absence applications, supporting documentation, decisions, and communications will be securely recorded and maintained in accordance with the Institute's Information and Records Management Policy. More information about taking a leave of Absence is available in the Admissions and Enrolment Policy and Procedure.

10. Cancellation of Enrolment for Misbehaviour

The Institute may suspend or cancel a student's enrolment where there is evidence of serious misbehaviour. This includes, but is not limited to:

- 10.1 Breaches of the Student Code of Conduct, including harassment, bullying, or disruptive behaviour.
- 10.2 Breaches of the Academic Integrity Policy and Procedures, including plagiarism, cheating, collusion, or other forms of academic misconduct.
- 10.3 Criminal or reportable acts, including offences that, if proven, may impact the safety or welfare of the Institute community or compromise the Institute's legal obligations.
- 10.4 **Investigation and Decision-Making:** Before enrolment is suspended or cancelled for misbehaviour, the Institute will:
- 10.4.1 Conduct a fair and thorough investigation in accordance with internal policies and procedures.

- 10.4.2 Provide the student with written notice detailing the allegations, the evidence, and the potential outcomes.
- 10.4.3 Inform the student of their right to access the Institute's Grievances, Complaints, and Appeals process, consistent with Standard 10 of the National Code 2018, within 20 working days
- 10.5 **Reporting Obligations:** Where enrolment is cancelled due to misbehaviour or criminal reportable acts, the Institute will comply with the ESOS Act 2000, including reporting the cancellation in PRISMS where the student is studying on a student visa.
- 10.6 **Compliance with Legislative Requirements:** All actions will be conducted in accordance with the ESOS Act 2000 and the National Code 2018, ensuring procedural fairness, protection of student rights, and maintenance of academic and community standards.

11. Cancellation of Enrolment Due to Non-Payment of Tuition Fees

- 11.1 **Grounds for Cancellation:** The Institute may cancel a student's enrolment where the student has failed to pay tuition fees or other mandatory charges required under their written agreement. Failure to meet financial obligations constitutes a breach of the conditions of enrolment and may trigger formal action under this Policy.
- 11.2 **Warning and Notification Process:** Before any cancellation occurs, the Institute will implement a clear and documented communication process to ensure procedural fairness and regulatory compliance. This includes issuing the following notices:
- 11.2.1 **First Warning Letter** – advising the student that payment is overdue and requesting immediate action.

- 11.2.2 **Second Warning Letter** – advising the student that the outstanding amount remains unpaid and that continued non-payment may lead to cancellation of enrolment.
- 11.2.3 **Final Warning Letter** – advising that unless the outstanding fees are paid within a specified timeframe, the Institute will issue an Intention to Report notice.
- 11.2.4 If payment is not received after the three warning letters, the Institute will issue an Intention to Report for Non-Payment of Tuition Fees.
- 11.3 **Right to Appeal:** Upon receiving an Intention to Report notice, the student will be advised of their right to access the Institute's Complaints and Appeals process within 20 working days. No cancellation will be actioned, and no report will be made in PRISMS, until all internal and (if lodged) external appeals have been finalised, in accordance with Standard 10 of the National Code.
- 11.4 **Reporting Requirements:** If the student does not appeal, or if the complaints and appeals process upholds the Institute's decision, the Institute will report the student for non-payment of tuition fees through PRISMS as required by the ESOS Act 2000.
- 11.5 **Compliance:** All actions related to non-payment of tuition fees will be conducted in a fair, transparent, and timely manner and in full compliance with the ESOS Act 2000, the National Code 2018, and the terms of the student's written agreement.

12. Cancellation of Enrolment for Attendance and Non-Engagement (first semester)

- 12.1 **Attendance and Engagement Requirements:** At the discretion of the Dean, and in consultation with the Registrar, Chief Executive Officer, and Director of Learning and Teaching, a student's enrolment may be cancelled if, over the course of their first semester, the student has not made a serious attempt to engage in their studies.

12.2 Non-Engagement: Non-engagement may include but is not limited to: failure to attend classes, failure to attend campus, failure to submit assessments, failure to respond to Institute communications, failure to access the Learning Management System (LMS), and failure to pay tuition fees.

12.3 Cancellation of Enrolment: Enrolment cancellation will only be confirmed at the end of a semester, following finalisation of grades. Typically, this occurs when a student is awarded a Fail Excluded (FE) grade in all units for that semester, indicating that the student has not made a serious attempt to participate in their studies at the Institute.

12.4 Reporting: Reporting may have implications for the student's visa status. Prior to any report being made, the student will be notified of the Institute's intention to report and will have the opportunity to access the internal appeals process in accordance with the Student Grievances, Complaints, and Appeals Policy and Procedures. The Institute will ensure that reporting decisions are based on documented evidence and that all monitoring, interventions, communications, appeals, and reporting actions are recorded and stored securely in line with the Institute's Information and Records Management Policy.

12.5 Appeals Process: If a student lodges an appeal against the cancellation, the Institute will not proceed with the cancellation until the internal and, if applicable, external appeal processes are concluded, in accordance with Standard 10 (Complaints and Appeals) of the National Code 2018.

12.6 Compliance: This process ensures compliance with the ESOS Act 2000 and the National Code 2018, maintaining the integrity of course progression and protecting the student's rights to fair and transparent treatment.



13. Reporting Unsatisfactory Course Progress or Attendance

- 13.1 The Institute is committed to ensuring that overseas students meet the academic and attendance requirements necessary to maintain compliance with their visa conditions and to progress successfully through their course of study.
- 13.2 In accordance with the Education Services for Overseas Students (ESOS) Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and the Institute's CRICOS obligations, the Institute will monitor, support, and where required, report overseas students who do not meet satisfactory course progress or, where applicable, attendance requirements.
- 13.3 The Institute will undertake regular monitoring of academic performance and attendance (where attendance requirements apply) to identify overseas students at risk of not meeting course requirements.
- 13.4 Students identified as at risk will be supported through a formal intervention strategy designed to assist them in improving their academic standing and fulfilling the requirements of their Confirmation of Enrolment (CoE).
- 13.5 Where an overseas student continues to demonstrate unsatisfactory course progress or attendance despite receiving appropriate support, the Institute is obligated to take steps that may lead to reporting the student through the Provider Registration and International Student Management System (PRISMS).
- 13.6 Reporting may have implications for the student's visa status. Prior to any report being made, the student will be notified of the Institute's intention to report and will have the opportunity to access the internal appeals process in accordance with the Student Grievances, Complaints, and Appeals Policy and Procedures.
- 13.7 The Institute will ensure that reporting decisions are based on documented evidence and that all monitoring, interventions, communications, appeals, and reporting actions are recorded and stored securely in line with the Institute's Information and Records Management Policy.



14. Course Extensions for Domestic Students

14.1 The Institute recognises that domestic students may require additional time to complete their course due to exceptional circumstances. The following policy sets out the grounds, application process, and approval procedures for course extensions for domestic students.

14.2 **Grounds for Course Extension:** A domestic student may apply for a course extension in circumstances including, but not limited to:

- 14.2.1 Serious illness or injury that prevents timely completion of coursework or assessments.
- 14.2.2 Bereavement or significant personal or family circumstances.
- 14.2.3 Unforeseen academic or administrative issues affecting course progression.
- 14.2.4 Other exceptional circumstances deemed valid by the Institute.
- 14.2.5 Extensions will only be granted where the student has made reasonable progress and can demonstrate that additional time is necessary to complete the course requirements.

14.3 **Application for Course Extension:** Students must submit a formal application for a course extension as soon as the need arises and preferably before the original course completion date. Applications must include:

- 14.3.1 A completed course extension request form (Appendix 2).
- 14.3.2 A detailed statement explaining the reason for the extension.
- 14.3.3 Supporting evidence, such as medical certificates, official reports, or other relevant documentation.
- 14.3.4 A proposed revised study plan, including units or requirements remaining and anticipated completion dates.

14.4 **Assessment and Approval:** Applications will be assessed by the Registrar or an authorised delegate. The Institute may approve a course extension for a period sufficient to enable the student to complete all remaining course requirements. Students will be notified in writing of the outcome, including any revised completion dates.

14.5 **Recordkeeping:** All applications, supporting documentation, decisions, and related correspondence will be documented and stored securely in accordance with the Institute's Information and Records Management Policy.

15. Course Extensions for Overseas Students

15.1 The Institute is committed to supporting overseas students in completing their course within the expected duration as specified on their Confirmation of Enrolment (CoE), in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

15.2 Extensions will only be granted where there is sufficient evidence that the student has been unable to complete the course within the original duration despite reasonable effort.

15.3 **Grounds for Course Extension:** An overseas student may apply for an extension of their course duration under the following circumstances:

- 15.3.1 Compassionate or compelling circumstances that are beyond the student's control, such as serious illness, injury, or bereavement.
- 15.3.2 Recognised misadventure affecting academic performance or the ability to complete the course on time.
- 15.3.3 Changes to course delivery, including unavoidable delays in course availability or scheduling.
- 15.3.4 Other exceptional circumstances considered valid by the Institute.

15.4 Application for Course Extension: Students must submit a formal application for a course extension to the Institute prior to the expiry of the current CoE, or as soon as possible in the case of unexpected circumstances. The application must include:

- 15.4.1 A completed course extension request form (appendix 2).
- 15.4.2 A detailed statement outlining the reasons for the extension.
- 15.4.3 Supporting evidence, such as medical certificates, official reports, or other relevant documentation.
- 15.4.4 Any proposed revised study plan, including units remaining and anticipated completion dates.

15.5 Assessment and Approval: Applications will be assessed by the Director of Operations or delegated officer. The Institute may grant a course extension for a period sufficient to enable the student to complete all outstanding requirements. Students will be notified in writing of the outcome of their application and any revised CoE issued.

15.6 Reporting to PRISMS: Where a course extension results in a change to the student's expected course end date, the Institute will update the student's enrolment details in PRISMS. The student must maintain compliance with their visa conditions throughout the extension period.

15.7 Recordkeeping: All applications, supporting evidence, decisions, and communications relating to course extensions will be documented and stored securely in accordance with the Institute's Information and Records Management Policy.

16. Student Grievances, Complaints, and Appeals Prior to Reporting or Cancellation

16.1 Students may appeal an outcome relating to their course. The complaints framework allows students to raise concerns—academic or non-academic—that

may impact their studies, with timely investigation and communication. This supports accurate decisions on course progression by ensuring any issues are properly reviewed and resolved without disadvantaging the student.

16.2 By offering informal, formal, and external review options, the Institute ensures that any dispute relating to academic decisions, attendance, assessment outcomes, or progression requirements is handled transparently and within defined timeframes. This helps maintain consistency, fairness, and compliance in all course rules and progression matters.

16.3 No action to report a student to PRISMS, or to suspend, cancel, or otherwise alter a student's enrolment, will be undertaken until the internal appeals process has been fully concluded.

16.4 A student may appeal against a decision relating to conditional enrolment, suspension, or cancellation in accordance with the procedures outlined in the Student Grievances, Complaints, and Appeals Policy and Procedures.

17. Consideration of Student Wellbeing

17.1 The Institute places the wellbeing, safety, and equitable treatment of all students at the centre of every decision relating to enrolment status, course progression, conditional enrolment, suspension, or cancellation.

17.2 All actions and decisions will be taken in a manner consistent with the ESOS Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Standards 8 and 9), and the Threshold Standards (2021).

17.3 When assessing matters of academic progress, engagement, conduct, or financial obligations, the Institute will consider any compassionate or compelling circumstances affecting the student's wellbeing. Evidence submitted by the student will be given fair and reasonable consideration before any decision is made.

- 17.4 In accordance with Standard 9.6 of the National Code, the suspension or cancellation of an overseas student's enrolment will not take effect until the internal appeals process has been fully concluded, unless the student's health or wellbeing, or the wellbeing or safety of others, is likely to be at risk.
- 17.5 Where there is no immediate risk to health or safety, the student's enrolment will remain active throughout the internal appeals process, and no reporting action will be taken in PRISMS until the process has been finalised.
- 17.6 If the Institute determines that immediate suspension or cancellation is required due to a serious and imminent risk to the student or others, the Institute will document the grounds for this decision, outline the risk factors considered, and notify the student in writing of the action taken and their right to appeal.
- 17.7 The Institute commits to managing all decisions in a manner that promotes student wellbeing, protects the integrity of the student experience, supports fair academic progression, and ensures compliance with all legislative and regulatory obligations.

Procedures

The following procedures apply for all students.

1. Students Under Conditional Enrolment

- 1.1 **Recording Conditional Enrolment:** A student placed under conditional enrolment will have this status clearly recorded on their student record and monitored by the Registrar. The record will include the specific conditions imposed and the timeframe for meeting these conditions.
- 1.2 **Review of Conditional Status:** Conditional enrolment status will be reviewed at the end of the academic year. If the student has demonstrated satisfactory progress, the conditional status will be removed from their record. Progress will be assessed using academic performance, engagement in learning activities, and adherence to any other agreed conditions.

- 1.3 **Program of Support and Supervision:** Prior to the commencement of the following academic session, the student will be required to meet with Learning and Teaching to agree on a Program of Support and Supervision. This program will outline the specific steps, resources, and monitoring arrangements required for the student to achieve satisfactory academic progress.
- 1.4 **Components of the Support Program:** The Program of Support and Supervision may include, but is not limited to:
- 1.4.1 A reduced unit load to allow focused study.
 - 1.4.2 Access to specialised academic resources or support services.
 - 1.4.3 Mentoring, peer support, or one-on-one academic guidance.
 - 1.4.4 Targeted workshops or skills development sessions.
 - 1.4.5 Regular progress meetings with teaching staff or supervisors to monitor engagement and performance.
 - 1.4.6 The student's engagement with the Program of Support and Supervision will be closely monitored.
 - 1.4.7 Non-compliance or failure to demonstrate satisfactory progress may result in further academic interventions, including suspension or cancellation of enrolment in accordance with this Policy.

2. Leave of Absence (Domestic Students)

- 2.1 Domestic students who wish to take leave from studies during a semester must apply using the Amend Course Enrolment Status Form (Appendix 1) prior to taking leave unless circumstances, out of the control of the student, prevent this from occurring.

- 2.2 A Leave of Absence must be applied for before the census date in the semester where the student wishes to take leave unless circumstances, out of the control of the student, prevent this from occurring.
- 2.3 Returning students who wish to enrol or commence classes must notify the Institute prior to commencement of the semester unless circumstances, out of the control of the student, prevent this from occurring.
- 2.4 The Registrar will inform students of the last date to enrol for the semester.
- 2.5 When assessing a Leave of Absence application, the Institute will consider the number of classes the student will miss during the leave from studies period and how it will affect the student's results at the end of the semester.
- 2.6 A copy of these forms will be held in the student's file.

3. Leave of Absence (International Students)

- 3.1 International students who wish to take Leave of Absence during a semester, must apply for Leave of Absence using the Amend Course Enrolment Status Form prior to taking such leave, unless circumstances out of the control of the student prevents this from occurring.
- 3.2 A Leave of Absence must be applied for before the census date in the semester where the student wishes to take leave unless circumstances, out of the control of the student, prevent this from occurring.
- 3.3 Short term Leave of Absence is leave that will normally not affect the length of a student's visa. Returning students who wish to enrol or commence classes must notify the Institute prior to commencement of the semester unless circumstances, out of the control of the student, prevent this from occurring. The Registrar will inform students of the last date to enrol for the semester.
- 3.4 International students should check with the Department of Home Affairs before applying for Leave of Absence.

- 3.5 In most cases, students will be required to go back to their home country while on Leave of Absence.
- 3.6 Student's leave will be assessed per semester.
- 3.7 Leave approved, especially for more than one semester, may not be recognised by the Department of Home Affairs and it may act to cancel the student's visa.
- 3.8 When assessing a Leave of Absence application, the Institute will consider the number of classes the student will miss during the Leave of Absence period and how it will affect the student's results at the end of the semester.
- 3.9 A copy of these forms will be held in the student's file. If applicable, the Institute will record leave on the student's Conditions of Enrolment (CoE) via the Provider Registration and International Student Management System (PRISMS).

4. Suspension of Enrolment for Misbehaviour

The Institute may suspend a student's enrolment where there is evidence of misconduct or behaviour that breaches the standards expected of students. Misbehaviour includes conduct that violates the Student Code of Conduct Policy and Procedures and actions defined as misconduct under the Student Misconduct Policy and Procedures, including academic, behavioural, or criminal misconduct.

- 4.1 Suspension may be applied where a student's behaviour significantly disrupts the learning environment, threatens the safety or wellbeing of others, breaches academic integrity standards, or involves criminal or reportable conduct.
- 4.2 The Institute will refer to the Student Code of Conduct and Student Misconduct Policy and Procedures when determining the seriousness of the behaviour and whether suspension is an appropriate outcome.
- 4.3 Where a decision is made to suspend a student's enrolment, the Institute will provide the student with formal written notice outlining:

- 4.3.1 The reason for the suspension.

- 4.3.2 The evidence supporting the decision.
- 4.3.3 The duration and conditions of the suspension, and
- 4.3.4 The student's right to access the Student Grievances, Complaints and Appeals Policy and Procedures.
- 4.4 The notice will confirm that the student has 20 working days to lodge an internal appeal should they wish to contest the decision.
- 4.5 No suspension will be enacted, and no report will be made to government authorities, until the internal and, where applicable, external appeal processes have been completed.
- 4.6 Where suspension of enrolment is upheld for an overseas student, the Institute will report the suspension through PRISMS in accordance with the ESOS Act 2000 and the National Code 2018. Students will be advised that suspension may affect their visa conditions and may be referred to the Department of Home Affairs for advice.

5. Cancellation of Enrolment – Misbehaviour

- 5.1 The Institute may cancel a student's enrolment where serious or repeated misbehaviour has occurred.
- 5.2 Misbehaviour includes conduct that breaches the Student Code of Conduct Policy and Procedures, academic or behavioural misconduct as defined in the Student Misconduct Policy and Procedures, or criminal behaviour that compromises the safety, integrity, or lawful operation of the Institute. Cancellation may be considered where:
 - 5.2.1 A student has engaged in serious misconduct.
 - 5.2.2 Misconduct continues after previous warnings or disciplinary actions.
 - 5.2.3 Behaviour presents an ongoing risk to staff, students, or property.
 - 5.2.4 Academic integrity breaches are severe or repeated.

5.2.5 Criminal or reportable acts have been committed.

5.2.6 In determining whether cancellation is appropriate, the Institute will refer to the definitions, classifications, and procedural requirements set out in the Student Code of Conduct Policy and Procedures and the Student Misconduct Policy and Procedures.

5.3 Before cancellation is imposed, the Institute will:

5.3.1 Conduct a fair and objective investigation.

5.3.2 Give the student an opportunity to respond to allegations.

5.3.3 Consider any evidence or mitigating circumstances.

5.3.4 Apply the procedural steps required under relevant policies.

5.4 If cancellation is recommended, the Institute will provide the student with formal written notification outlining:

5.4.1 The decision to cancel enrolment.

5.4.2 The reasons and supporting evidence.

5.4.3 The date on which cancellation is proposed to take effect,

5.4.4 The potential impact on visa conditions for international students.

5.4.5 The student's right to lodge an appeal within 20 working days under the Student Grievances, Complaints and Appeals Policy and Procedures.

5.5 Once an appeal is lodged, the cancellation will not take effect until the internal appeal process has been completed, and, where applicable, any external appeal process. This is required under Standard 10 of the National Code 2018.

5.6 Where the cancellation is upheld after all appeal avenues are exhausted (or where the student chooses not to appeal), the Institute will report the enrolment cancellation via PRISMS, as required by the ESOS Act 2000. Students will be advised

that this may affect their visa and may result in the Department of Home Affairs contacting them regarding their immigration status.

- 5.7 All decisions related to cancellation of enrolment will be consistent with the Student Code of Conduct Policy and Procedures and Student Misconduct Policy and Procedures, based on documented evidence, transparent and procedurally fair, and compliant with the ESOS Act and National Code.

6. Cancellation of Enrolment – Non-Payment of Tuition Fees

- 6.1 **Initial Notification:** If a student fails to pay any amount required under their written agreement, the Institute will issue a first warning letter advising the student of the overdue payment. The letter will specify the amount outstanding, the due date, and the timeframe for payment, and inform the student of available support or payment options.
- 6.2 **Second Warning:** If the payment is not received by the specified date, a second warning letter will be issued. This letter will reiterate the outstanding amount, the potential consequences of continued non-payment, and provide guidance on contacting the Institute for payment plans or financial support.
- 6.3 **Final Warning:** Should the student continue to fail to make payment, a final warning letter will be issued. The letter will clearly indicate that failure to settle the outstanding fees within the specified timeframe may result in the cancellation of enrolment, in accordance with the written agreement.
- 6.4 **Cancellation Notification:** If the student does not pay the outstanding tuition fees following the three warning letters, the Institute may cancel the student's enrolment. The cancellation notice will be issued in writing and will include 20 working days for the student to access the provisions of the Student Grievances, Complaints and Appeals Policy and Procedures.

6.5 **International Students:** Cancellation for non-payment may affect an international student's visa status. Any cancellation will be reported via PRISMS to the Department of Home Affairs, in compliance with the ESOS Act 2000 and the National Code 2018.

6.6 **Record Keeping:** All communications, evidence of warnings, and correspondence relating to non-payment will be securely recorded in the student file in accordance with the Institute's Information and Records Management Policy and Procedures.

7. Cancellation of Enrolment – Progression, Attendance, and Non-Engagement

7.1 Prior to initiating cancellation for unsatisfactory course progression, poor attendance, or non-engagement, the Institute will issue three sequential *At-Risk* letters.

7.2 These letters will clearly identify the concerns, outline the support available, and provide reasonable timeframes for the student to demonstrate improvement.

7.2.1 **At-Risk Letter 1:** Advises the student that they are at risk due to academic, attendance, or engagement concerns, and outlines required remedial actions.

7.2.2 **At-Risk Letter 2:** Issued if no sufficient improvement is demonstrated. This letter reiterates the seriousness of the matter and provides further guidance and support options.

7.2.3 **At-Risk Letter 3:** Issued when the student fails to meet the requirements following the first two letters. It advises that the Institute intends to proceed to cancellation should the student not rectify the concerns within the specified timeframe.

- 7.3 If the concerns remain unresolved after the issuance of all *At-Risk* letters, the institute will notify the student in writing of the decision to cancel their enrolment. This notification will include 20 working days for the student to access the provisions of the Student Grievances, Complaints and Appeals Policy and Procedures.
- 7.4 Cancellation may affect an international student's visa status and must be reported via PRISMS to the Department of Home Affairs.

8. Reporting Unsatisfactory Course Progress or Attendance (Overseas Students)

The Institute is required to report overseas students who do not meet satisfactory course progress or, where applicable, attendance requirements, in accordance with the Education Services for Overseas Students (ESOS) Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and CRICOS obligations. The following procedures outline the circumstances and steps under which the Institute will report a student to PRISMS.

- 8.1 **Identification of Unsatisfactory Progress or Attendance:** Academic progress and, where applicable, attendance are monitored each study period. A student is considered at risk of unsatisfactory progress when evidence from assessment tasks, participation in scheduled learning activities, or other academic indicators demonstrates that they may not meet the required standards. A student is considered at risk of unsatisfactory attendance where attendance monitoring is required for the course and their attendance falls below the minimum threshold.
- 8.2 **Intervention and Support:** When a student is identified as at risk, the Institute will initiate its formal intervention strategy. The student will be notified in writing and offered academic, pastoral, or other relevant support to assist them in meeting course requirements. The intervention strategy will remain active for the period specified in the policy and will be documented in the student's record.

- 8.3 **Determining Unsatisfactory Course Progress or Attendance:** If, after the intervention strategy has been implemented and reasonable support offered, the student continues to fail to meet satisfactory course progress or attendance requirements, the Institute may determine that the student has achieved an unsatisfactory outcome for the study period. All evidence, communication, and actions taken to support the student will be documented.
- 8.4 **Notice of Intention to Report:** Before reporting a student to PRISMS, the Institute will issue a Notice of Intention to Report (NOITR) to the student in writing. The notice will outline:
- 8.4.1 The reason for the proposed report (unsatisfactory course progress or attendance).
 - 8.4.2 The evidence supporting the decision.
 - 8.4.3 The student's right to appeal the decision within the timeframe specified in the Student Grievances, Complaints, and Appeals Policy and Procedures. The student will be given 20 working days to lodge an internal appeal.
- 8.5 **Appeals Process:** No report will be made to PRISMS while an internal appeal is in progress. If the student's appeal is unsuccessful or the student does not lodge an appeal within the permitted timeframe, the Institute will finalise the decision to report.
- 8.6 **Reporting in PRISMS:** The Institute will report the student as having failed to meet course progress or attendance requirements through the Provider Registration and International Student Management System (PRISMS). Once reported, PRISMS will generate advice to the Department of Home Affairs, which may affect the student's visa status. The student will be notified when the report has been submitted.
- 8.7 **Recordkeeping:** Records will be stored securely in accordance with the Institute's Information and Records Management Policy. The Institute will maintain comprehensive records of:

- 8.7.1 Monitoring processes
- 8.7.2 Intervention actions
- 8.7.3 All communications sent to the student
- 8.7.4 Appeals and outcomes
- 8.7.5 Evidence supporting the report

9. Withdrawal from all studies

- 9.1 **Lodging a Withdrawal:** Students who wish to withdraw from all studies must submit written notification using the Amend Course Enrolment Status – Withdrawal from All Studies form. The withdrawal request will take effect from the date the completed form is received by the Institute.
- 9.2 **International Student Requirements:** International students must seek advice from the Department of Home Affairs before finalising a withdrawal, as this action may affect their visa status and conditions. Once approved, the withdrawal will be recorded in PRISMS in accordance with the ESOS Act and the National Code.
- 9.3 **Fees and Refunds:** Students considering withdrawal should consult the Fees, Charges and Refund Policy to determine whether they are eligible for a refund of any prepaid tuition fees. Refund eligibility will depend on the timing of the withdrawal and the terms of the student's written agreement.
- 9.4 **Additional Considerations:** Students are encouraged to seek academic or wellbeing advice prior to withdrawing to ensure they have explored available support options and understand the academic and administrative consequences of their decision.

10. Monitoring and Review

Operations continuously monitors the application of this Policy to achieve ongoing regulatory compliance and process improvement.

Related Legislation

This policy should be read in conjunction with the following related documents:

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Australian Qualifications Framework](#)

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	12/06/2024	Chief Executive Officer	Board of Directors	Corporate

Policy Information

Author	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Approved by	Board of Directors
Approval date	12/06/2024
Status	Approved (Current Version)
Next review due	11/06/2027

Name of Policy	Course Rules and Progression Policy and Procedures
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Version	V1.0	
Policy: Corporate	Date: 12/06/2024	Status: Final ratified by the Board of Directors on 12/06/2024

File: Course Rules and Progression Policy and Procedures_V1.0

Appendix 1: Application to Amend Course Enrolment Status

Information to Students

Students should use this form to apply for:

- Leave from Studies
- Withdrawal from all Studies

Before you Submit this Form

- Have you considered all your options and explored the assistance provided by CITI to help you through your studies?
- Our support services are here to help with counselling, financial assistance, disability support, careers, international student support, health and a student advisory service. To remain active in your course you must be either enrolled or on approved leave from studies.
- Students are eligible for up to 12 months leave from studies during their program. Additional leave may be granted in extenuating circumstances. If you allow your enrolment to lapse, you will be required to re-apply for a place in the course.
- There is no guarantee that you will obtain a place if your enrolment has lapsed.
- Please refer to the Course Rules Progression and Completion Policy prior to submitting this form.
- Detailed information on the reason for your request must be provided as an attachment to this Form.

Enrolment Verification

- Students must check their enrolment details prior to the Census Date in the relevant teaching period.
- The best time to amend your program status is prior to the teaching period census date, when you become financially liable for that semester.
- Census dates are available on the Learning Management System under Academic Calendars

Form Submission

Please submit your completed Form and attachment to the Student Support Officer by email or in person

1. Student Details

Surname/Family Name	
Given Names:	
Date of birth	
Student ID	



Phone Number	
Course name	
Are you an international student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Type of Leave

Leave from Studies	<input type="checkbox"/> I would like the option of returning to study this course.
	<input type="checkbox"/> I wish to apply for leave from studies at the beginning of next semester OR as at DD/MM/YYYY For a period of: <input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters <input type="checkbox"/> other I wish to return to study in Semester: <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 <input type="checkbox"/> Semester 3 Year: 20_____
Withdrawal from Studies	<input type="checkbox"/> I do not wish to have the option of returning to study this course
	<input type="checkbox"/> I have considered Leave from Studies and it is not the right option for me. <input type="checkbox"/> I wish to discontinue my studies in the above course effective from DD/MM/YYYY

3. Student Declaration

Student Declaration	<input type="checkbox"/> I declare that I have read the instructions and that information submitted on and with this form is complete and accurate in all respects. <input type="checkbox"/> International students: I understand that CITI will notify the Department of Home Affairs of the change to my study status.
Student Name	
Student Signature	



Date	
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Office Use Only	
Leave Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved/reason
Type of Leave	<input type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters <input type="checkbox"/> other Date effective: DD/MM/YYYY
Withdrawal	<input type="checkbox"/> Noted <input type="checkbox"/> Early exit confirmed from course Date effective: DD/MM/YYYY
Student record updated	<input type="checkbox"/> Yes
PRISMS record updated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
CITI Staff Member Name	
CITI Staff Member Name	
Date Processed	DD/MM/YYYY

Appendix 2: Course Extension Application Form

Instructions

Complete all sections of this form and attach relevant supporting documentation. Submit to Student Services or via the designated email. Incomplete applications may delay processing.

Section 1: Student Details

Field	Response
Full Name	
Student ID	
Course Title	
Course Code	
Current Expected Completion Date	
International Student	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address	
Phone Number	

Section 2: Reason for Extension

Reason (tick as applicable)	Explanation / Comments
<input type="checkbox"/> Compassionate or compelling circumstances (e.g., illness, injury, bereavement)	
<input type="checkbox"/> Academic difficulties (e.g., workload, course progression delays)	
<input type="checkbox"/> Administrative or course-related issues (e.g., unit scheduling changes)	
<input type="checkbox"/> Other (please specify)	

Detailed Explanation of Request

Explanation	
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Section 3: Proposed Revised Study Plan

Units / Requirements Remaining	Proposed Completion Date	Additional Support / Adjustments Requested

Section 4: Supporting Documentation

Document Type	Attached (Yes/No)	Comments
Medical Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Official Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 5: Student Declaration

Declaration	Signature / Date
I declare that the information provided is true and complete. I understand that submission of this form does not guarantee approval and that any approved extension will be recorded in my student record. For overseas students, I understand that any approved extension will be updated in my CoE and reported to the Department of Home Affairs via PRISMS where required.	
Student Signature	
Date	

Section 6: Office Use Only

Field	Details
Received By	
Date Received	
Application Outcome	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
New Completion Date (if approved)	
Conditions / Notes	
Decision Approved By	
Date	
PRISMS Update Required (Overseas Students)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments	