

1. PURPOSE and OBJECTIVES:	Sarina Russo Institute students are managed responsibly and in accordance with the requirements of relevant regulatory bodies.
2. POLICY STATEMENT:	Sarina Russo Institute will follow strict protocols in consideration of all course variations. This includes the deferment, suspension, extension, cancellation or abandonment of a student's enrolment.
3. SCOPE:	All variations to student enrolment must be made in writing. Students under 18 must have parental or guardian support. Students will have access to a free and fair complaints and appeals process. These are covered by the <i>Course Withdrawal, Enrolment Cancellation and Re-Enrolment Policy and Procedure</i> .
4. DEFINITIONS and ABBREVIATIONS:	SRI – Sarina Russo Institute PRISMS – Provider Registration and International Student Management System
5. POLICY DETAILS:	<p>Deferring/Suspending a Course</p> <p>Sarina Russo Institute may grant deferral of commencement of studies or suspension of studies for students who request such a change to their enrolment status on the grounds of compassionate or compelling circumstances. International students are advised that such a request may have an effect on their student visa.</p> <p>Further reference to suspension will now be referred to as a Leave of Absence.</p> <p>A student's enrolment may also be suspended due to conduct that is deemed to be inappropriate or unacceptable. Where SRI initiates the suspension, the student shall have 28 days to access the SRI Complaints and Appeals Policy & Procedures as per National Code of Practice Standards and VET Student Loans Rules. In all cases, for International students the Secretary of the Department of Education and Training via PRISMS shall be advised.</p> <p>Deferring the commencement of a course</p> <ul style="list-style-type: none"> • Students can defer the commencement of their course on compassionate and compelling grounds • SRI can also initiate to defer the commencement of a course when the course is not on offer or not available <p>Suspending studies temporarily during the course</p> <ul style="list-style-type: none"> • Students can apply to temporarily suspend their studies during the course on compassionate and compelling grounds. (Leave of Absence). The maximum period for a Leave of Absence is 6 months. SRI will hold the fees paid for a maximum of 6 months as at the date advised in writing without levying a penalty. If the student subsequently cancels or exceeds this agreed holding period, all fees paid will be automatically surrendered to and become the absolute property of SRI • Students who hold a student visa will not be allowed to suspend their studies except on the grounds of compassionate or compelling circumstances, such as serious illness or bereavement, supported by documented evidence.

Refer below for details on Compassionate and Compelling circumstances

- SRI can also temporarily suspend the student's course on the following grounds:
 - Student misbehaviour
 - Unable to progress through a course (Leave of Absence).

The maximum period for a Leave of Absence is 6 months. For any leave longer than 28 days International students on Student Visas must leave the country

Extending a course

Sarina Russo Institute may grant an extension of time to complete studies for students who request such a change. This is assessed on a case by case basis.

Transferring to another Course

A student may apply to transfer (internal) to another course at SRI and pay any cost difference if the new course is more expensive. SRI will not transfer (internal) fees to another Registered Training Provider, or to another currently enrolled student, unless arranged at time of enrolment.

The National Code restricts the capacity of International students to transfer to other providers prior to completing six months of their principal course (that is the student's main course of study or that leading to the highest qualification on the student's current visa). Students should be aware that changing course or provider may affect their visa. SRI will agree to release students in specific circumstances.

Cancellation of enrolment – By SRI

SRI can cancel a student's enrolment on the following grounds:

- Student misbehaviour resulting in severe breach of SRI's Code of Conduct for Students
- Non-payment of fees

Where SRI cancels a student's enrolment, the student will be informed in writing and will have 28 days to access the SRI Complaints and Appeals Policy & Procedure. If the student is Under 18 their parent or guardian will be informed. In all cases, for International students, the Secretary of the Department of Education and Training via PRISMS shall be advised.


Cancellation of enrolment – By Student

Cancelling from a course refers to a formal procedure occurring when a student withdraws for any reason from a course in which he/she is enrolled and when he/she will not continue to study with SRI. Students are advised that such a request may have an effect on their student visa (if applicable). In these cases the Secretary of the Department of Education and Training via PRISMS shall be advised.

Abandonment of enrolment – By Student

If a student does not engage in their course despite the efforts of SRI to re-engage the student as per the Student Engagement & Monitoring Processes, the student will be formally notified and given a period in which to re-engage with their studies. If no contact is made by the

	<p>student, they will be withdrawn from the program & course fees will be held by SRI.</p> <p>Compassionate or Compelling Circumstances</p> <p>Compassionate or Compelling Circumstances are defined as circumstances that are beyond the control of a student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury, where a medical certificate states that the student was unable to attend classes • bereavement of close family members such as parents or grandparents (where a death certificate should be provided) • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies, or • a traumatic experience, which has impacted the student (these cases should be supported by police or psychologists' reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime • where the registered provider was unable to offer a pre-requisite unit • inability to begin studying on the course commencement date due to delay in receiving a student visa <p>Please note that the above are only some examples of what may be considered compassionate or compelling circumstances. Each application for a leave of absence will be assessed individually based on the information provided and documentary evidence. Therefore students will need to provide appropriate evidence supporting their applications for leave.</p>
<p>6. ROLES AND RESPONSIBILITIES:</p>	<p>International Admissions; Quality Unit; Trainers and Assessors; Student Services</p>
<p>7. EXCEPTIONS TO THIS POLICY:</p>	<p>Students not in possession of a student visa for the purpose of their study at Sarina Russo Institute may defer their course of enrolment for up to 6 months.</p> <p>Students not in the possession of a student visa for the purpose of their study at Sarina Russo Institute may extend their course for no longer than their original course length.</p> <p>If a student opts to lodge a formal appeal they must follow the correct procedure (Complaints and Appeals Policy & Procedure)</p> <p>Suspension or cancellation of a student's enrolment cannot take effect until the internal appeals process is complete, unless there are extenuating circumstances relating to the welfare of the student.</p>

	Variation to Course Enrolment Policy
	Version 2.1
Department: Sarina Russo Institute	Latest Amendment: 23/07/2019

	<p>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) – Standard 9</p> <p>ELICOS National Standards National standards for ELICOS providers and courses</p>
<p>Related Legislation:</p>	<p>National Vocational Education and Training Regulator Act 2011</p> <p>The VET Quality Framework consisting of the:</p> <ul style="list-style-type: none"> • <i>Standards for Registered Training Organisations (RTOs) 2015</i> • Australian Qualifications Framework • Fit and Proper Person Requirements • Financial Viability Risk Assessment Requirements, and • Data Provision Requirements. <p>Education Services for Overseas Students Act 2000 (ESOS Act)</p> <p>The NEAS Quality Assurance (QA) Framework</p>