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## Student Policy on completion within the expected duration of study

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### Purpose

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The purpose of this policy is to ensure Greenwich English College Pty Ltd has and implements documented policies and procedures for:

- monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's Confirmation of Enrolment (CoE);
- ensuring the College will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances. E.g. compassionate or compelling circumstance.

### Policy

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Greenwich English College Pty Ltd will monitor the progress of each student to ensure they are in a position to complete the course within the expected duration as specified on the student's CoE and in the advertised course guides. The progress of each student will be checked during and at the end of each unit of study or term.

Greenwich English College Pty Ltd will ensure that in each compulsory study period for a course, each student is studying at least one unit that is not by distance or online learning.

Greenwich English College Pty Ltd will only extend a student's study duration where it is clear that the course cannot be completed in the expected duration as specified on the Confirmation of Enrolment (CoE) as a result of:

- compassionate or compelling circumstances
- the implementation of the intervention strategy for students who were at risk of not meeting satisfactory course progress, including academic counselling or remedial programs
- an approved deferral or suspension of study

And

- The student's completion of said extension will be possible within the period allowed under their current visa

Or

- Via the issuing of a new eCoE enabling the student to apply for a new visa to allow sufficient time for course completion.

Where a student is required to repeat a unit of study, due to a failure, in order to be deemed competent in that unit, they are not required to be enrolled in a full time capacity. The student must re-do the relevant unit at an additional cost to them which will be determined upon written request from the student.

In all cases in which a student will not complete their course within expected duration, Greenwich English College Pty Ltd will ensure all reasonable efforts are made in giving adequate notification to student involved.

In all cases in which a student will not complete their course within expected duration, Greenwich English College Pty Ltd will ensure effective records are maintained of communications with students. This includes communications related to the warning students of potential or actual issues with their completion of their course within the expected duration and communications regarding the steps taken in response to such issues arising.

Where there is a variation in the student's enrolment load which may affect the student's expected duration of study Greenwich English College Pty Ltd will report the student via PRISMS and/or issue a new CoE if the student can only account for the variation/s by extending his or her expected duration of study.

## References

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Monitoring Course Progress Policy – Policy No. 28

### **Related Code**

*Related: National Code 2018 Standard 9.*

**Authorising Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

This policy is to be reviewed twelve (12) months from this date.