

## **STUDENT ENROLMENT POLICY**

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### **1. Policy**

Students will enrol in a program in accordance with these rules and pay any required fees and charges. Students will be provided with advice and support to ensure that they maintain an adequate rate of progress to achieve the successful completion of their course at Nan Tien Institute. Nan Tien Institute will determine the conditions for completion of courses and for the exclusion of students who have been guilty of misconduct or who have failed to maintain a satisfactory rate of progress with their studies. The maximum period of candidature for a course is three times the duration of that course under a standard full-time load, except where approval is given by the delegated authority in exceptional circumstances. Periods of approved leave of absence are not included in the period of candidature. International students on student visas have specific requirements detailed below.

### **2. Enrolment in Subjects**

A student may enrol in any available subject provided that any conditions specified for that subject are satisfied (although conditions relating to prerequisites, co-requisites and specific courses may be waived by the delegated authority), there are sufficient personnel and resources to allow the student to undertake the subject, and the student is not excluded by reason of any suspension or expulsion. Except with the approval of the delegated authority, a student must enrol in a subject before the commencement of teaching in that subject. The standard full-time load is 8 subjects (48 credit points) per year. A student undertaking at least 75% of the standard full-time load in a semester will be regarded as full-time for that semester. Except with the approval of the delegated authority, a student will not be permitted to enrol in more than 10 subjects (60 credit points) in one year or the proportional amount for shorter periods (i.e. 4 subjects in a standard semester and 2 subjects in the optional summer semester). A student enrolled in a subject in contravention to these rules may be withdrawn from the subject by the delegated authority. A student may apply to the delegated authority to change registration from one course to another. Permission to change registration is subject to the provisions of the Student Selection and Admissions Policy.

### **3. Withdrawal from Subjects**

The census date is the official deadline for finalising enrolment and fees in a subject or course. Nan Tien Institute determines a census date for each subject. A student may withdraw from a subject without academic penalty provided the withdrawal is made no later than the census date in that subject. Under exceptional circumstances, a student may be permitted to make a late withdrawal without academic penalty under the Special Consideration Policy. A student who withdraws from all subjects in a study period must obtain a leave of absence. Otherwise their enrolment will lapse and they will need to reapply for admission. Students who take leave of absence should note that the course rules and conditions under which they originally enrolled may change during their period of leave and they may be subject to the rules and conditions as they apply at the time that they return to their course.

### **4. International Student Enrolment Requirements**

International students on student visas must complete their course within the duration specified on their Confirmation of Enrolment (usually the minimum time to complete the course under a standard

full-time load as specified on CRICOS). International students may only exceed the standard duration of the course as registered on CRICOS as a result of

- Compassionate or compelling circumstances for which evidence has been provided by the student and approval granted by the delegated authority
- Participation in an approved Institute intervention strategy
- An approved deferment, leave of absence or suspension.

An approved deferment or leave of absence will only be granted as a result of compassionate or compelling circumstances, administrative grounds (for example, where the Institute is unable to offer a prerequisite unit), or as a result of the Institute intervention strategy. Where an approved leave of absence leads to an extension of the duration of the student's course of study, a new Confirmation of Enrolment will be provided to reflect the extended period. The duration of course completion may be shortened as a result of advanced standing granted for prior study.

## **5. Transfer between Registered Providers (For Student Visa Holders)**

From July 2007, providers are restricted from enrolling or transferring students prior to the student completing 6 months of their principal course. The restriction applies from the time a student commences study until he or she has completed 6 months of his or her principal course. This includes restricting a student's transfer from a course prior to the student's principal course in a package of courses.

This policy details the procedures for assessing applications to transfer within this period. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced.

The policy of Nan Tien Institute is to ensure that it does not enrol any transferring international student prior to the 6 months of their principal course being completed unless that student has a valid letter of release agreeing to such a transfer.

In regard to releasing current students, Nan Tien Institute's policy is that a letter of release will only be granted in exceptional circumstances relating to the welfare of the student. The following students will require a release letter:

- Students in Australia enrolled in a single course with Nan Tien Institute, including an English course, and who wish to transfer out of this course before completing six months with Nan Tien Institute
- Students studying an English course at Nan Tien Institute and enrolled in a packaged course comprising English at Nan Tien Institute and further studies with another institution. These students will not have commenced their principal program and will thus need a letter of release to be able to enrol in another institution regardless of how many months they have studied at Nan Tien Institute.

Nan Tien Institute is entitled to determine the circumstances in which it will provide or refuse to provide a letter of release and will take the following into consideration when assessing an application for release:

- That the student requesting a transfer has an accurate understanding of what the transfer represents to their study options
- Whether the student still owes Nan Tien Institute course fees. All course fees must be paid in full and for all programs of study before any request for release of fees is considered
- That it is suspected that the student is seeking to transfer only to avoid being reported to Department of Education for failure to meet academic progress or attendance
- That the transfer may jeopardise the student's progression through a package of courses

- That the request is made within four weeks of beginning. Nan Tien Institute will usually consider that the student needs some time to settle in to the course and the Australian education system and for the student to use and benefit from the Institute's support services. Issues such as homesickness may take some time to overcome and transferring to another provider is unlikely to solve the problem.
- That the request is received at least five weeks prior to the course termination date. Please note, the Institute will not consider requests made less than five weeks before the termination date requested.

The Dean will make any final decision as to whether to refuse a letter of release for any student.

Letters of release will always be provided when or if:

1. Nan Tien Institute registration or the course accreditation has been revoked
2. Sanctions imposed on Nan Tien Institute by the Australian government prevent the student from continuing in the course
3. A government sponsor deems that the transfer is in the best interest of their student.

Procedure for assessing transfer applications from students wishing to transfer OUT of Nan Tien Institute

- The student completes a Suspension, Deferral and Termination request form
- The student is asked to provide a valid offer of enrolment from the new institution
- With these documents sighted the Dean will assess the transfer application to decide if they believe the request should be refused or granted a letter of release.
- If the student's request is approved, the letter of release will be granted at no charge to the student. The student is advised of the need to contact DIBP and obtain a new visa if the course they transfer to is not within the same sector.
- The Principal reports the termination of studies to DIBP.

Notes:

- The above assessment procedure will be completed within ten days once the student has provided the necessary documentation
- All requests, considerations, decisions and copies of letters of release are placed on student's file and
- The approval of a transfer for a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the Nan Tien Institute refund policy.

## 6. Intervention Strategy

Note: This policy applies to all students, but is especially important for international students because of conditions attached to the student visa.

*There are obligations on Nan Tien Institute to report international students under this intervention policy.* International students are required to make satisfactory academic progress during their studies at Nan Tien Institute. The conditions of their student visas are governed by the ESOS Act 2000 and the National Code of Practice 2007 for providers of education to overseas students. The policy followed by Nan Tien Institute is that provided in Standard 10 of the National Code 2007.

The Administration Manager has the general responsibility for monitoring students' progress and determining if a student is at risk of not meeting course progress requirements as specified in their Confirmation of Enrolment. Each student's results are checked at the end of each study period. For award courses, this occurs at the end of each semester. For English language courses, the study

period is defined as 12 weeks, or if the student studies for less than 12 weeks, it is their completion date.

If at the end of a study period, a student has not satisfactorily completed 50% of the subjects in which they were enrolled, the student will be regarded as at risk and will be interviewed and counselled. For English language courses, the requirement is that the student has participated regularly in classes, completed all scheduled course assignments, tests and activities, and demonstrated competency in at least 50% of the course requirements for the study period.

If a student assessed as at risk decides to continue to study at Nan Tien Institute, the student will enter into a formal learning contract with the Dean to follow strategies aimed at assisting the student to achieve satisfactory progress. As appropriate, students at risk may be given extra assignments, replacement assignments, or additional study support (which may attract an additional charge), or they may be advised to withdraw or change to a different course. Failure of 50% of the course requirements set for them in the following study period will lead to further counselling and intervention. If in the next study period and, despite the intervention strategy, the student again fails to pass more than 50% of the course requirements set for them, or fails to meet the terms of their learning contract, then the student may be excluded.

In the case of international students, if the student fails to show satisfactory progress after the intervention strategy, the Administration Manager will notify the student of its intention to report the student to DIBP for unsatisfactory progress and 20 days to appeal. The initiation of the reporting procedure is as required by Section 19 of the National Code 2007. A Section 20 notice on PRISMS will then be issued. Such a report may result in the student visa being cancelled.

The student will be informed of the right to appeal through Nan Tien Institute's appeals process. If the appeal shows that there was an error in calculation and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), the student will not be reported or excluded (and there is no requirement for intervention). If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student through the intervention strategy, and the student will not be reported or excluded.

## **7. Exclusion**

A student may be excluded from a course if the student:

- Fails more than 50% of the course requirements in three consecutive study periods despite the implementation of an intervention strategy;
- Fails to meet the terms of a learning contract, where applicable, despite two warnings;
- Exceeds the minimum period of candidature for that course;
- Fails a core subject twice; or
- Is in breach of any other academic rule which provides for exclusion.

## **8. Graduation**

To graduate, students must complete the prescribed number of required course credit points and obtain at least a passing grade in each prescribed core subject in the course. Where a student has satisfactorily completed all requirements for a course, the Nan Tien Institute Academic Board will verify completion and recommend to the Board of Directors that the candidate be awarded a degree. The Board of Directors will approve the list of candidates who are eligible to be awarded a degree and are entitled to graduate.

Graduation may be awarded 'with distinction'. Distinction will be measured by the average weighted mark in all subjects completed at Nan Tien Institute as part of the degree with which the student is

graduating. A degree with distinction will be awarded to students who achieve a weighted average mark greater than or equal to 80.

Students who are eligible may apply to attend the appropriate graduation ceremony which will be conducted in accordance with academic practice. No candidate shall be entitled to their results or be permitted to graduate whilst indebted to Nan Tien Institute. Candidates who are entitled to graduate but are unable to attend the relevant graduation ceremony will be permitted to graduate in absentia. Candidates who are entitled to graduate but who do not notify Nan Tien Institute of any choice will graduate in absentia.