

**These Procedures support the [Enrolment Policy](#)**

**Procedures Owner:** Academic Director

**Keywords:** Enrolment, Unit Registration, Study Load, Confirmation of Enrolment (CoE), Transfer of Provider, Defer, Leave of Absence

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1. <a href="#">Intent</a> .....	1
2. <a href="#">Organisational Scope</a> .....	1
3. <a href="#">Definitions</a> .....	1
4. <a href="#">Procedures Content</a>	
Enrolment in a Course.....	2
Registration in a Unit.....	2
Withdrawal from a Unit.....	3
Study Load.....	4
International Student Confirmation of Enrolment (CoE).....	4
Refusal of Registration in Units.....	5
Refusal or Cancellation of Enrolment.....	5
Course Deferral.....	6
Course Deferral – Domestic Students.....	6
Course Deferral – International Students.....	6
Leave of Absence – Domestic Students.....	7
Leave of Absence – International Students.....	7
Re-instatement of Enrolment.....	8
Changing to Another Course or Stream.....	9
Withdrawing from a Course.....	9
Transferring Provider.....	10
Transfers to ECC.....	10
Transfers from ECC.....	10
Grounds for Transfer.....	11
Request to Transfer Provider Approved by ECC.....	12
Request to Transfer Provider Denied.....	12
Student Appeal.....	12
Provisional Registration.....	13
5. <a href="#">Related Documents</a> .....	13
6. <a href="#">Contact Information</a> .....	14
7. <a href="#">Approval History</a> .....	14

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## **1. INTENT**

- 1.1 These Procedures outline the processes to be applied to all Enrolment- and Registration-related activities at Edith Cowan College.
- 1.2 These Procedures support the [Enrolment Policy](#).

## **2. ORGANISATIONAL SCOPE**

- 2.1 These Procedures apply to all applications for Enrolment in a Pathway Course and Registration in a Unit of Study at ECC.

## **3. DEFINITIONS:**

- 3.1 The [Glossary of Policy Terms](#) applies to these Procedures.

**4. PROCEDURES CONTENT:****Enrolment in a Course**

- 4.1 Subject to the directions of the Board of Directors and the Academic Council, Student and Academic Services may specify the procedures, forms and opening and closing dates, for each period during which Students may Enrol in Courses.
- 4.2 Students are required to communicate with ECC in writing about changing their Course Enrolment.
- 4.3 A Student will not be Enrolled in more than one Course at the same time except with the prior written approval of the College Director and Principal (or nominee).
- 4.4 Subject to any Student Appeal rights, a Student will continue to be Enrolled until the date the Student:
- a) completes their Course, as determined by the Board of Examiners;
  - b) with the requisite approval, Withdraws from a Course;
  - c) is Excluded or Expelled from the Course, or has all of their Unit Registrations Cancelled; or
  - d) allows their Course Enrolment to lapse by not Registering in Units in the relevant Study Period:
    - i. without providing notice to Withdraw;
    - ii. without obtaining approval to take Leave of Absence; or
    - iii. without obtaining approval to Defer.
- 4.5 Notwithstanding any other Clause, a Student will not normally obtain Credit towards the completion of a Course during any period between a Student Appeal and the Student being re-Enrolled.
- 4.6 Students are required to Register in the correct Units for their Course as outlined in the Student Management System and in the relevant Course planners or as advised by the appropriate Staff.

**Registration in a Unit**

- 4.7 Subject to the directions of the Board of Directors and the Academic Council, Student and Academic Services may specify the procedures, forms and opening and closing dates, for each period during which Students may Register in Units.
- 4.8 All Students will submit a valid Registration for each Study Period by the specified due date.
- 4.9 New Students must Register for Units by the end of Orientation Week.
- 4.10 Continuing Students must Register before Week One. Continuing Students that Register after close of business on the Friday before Week One may be charged a late Registration fee.
- 4.11 ECC may reject a Unit Registration that is attempted after the due date and ECC will permit late Registrations on a case-by-case basis.
- 4.12 Subject to Clauses 4.34-4.44 (Refusal of Enrolment), a Student is deemed to be Registered in a Unit if the Academic Director is satisfied that:
- a) the Student has applied to be Registered in the time and manner specified

- by the Academic Director;
- b) the Unit constitutes part of the Course requirements, unless the Student has written approval of the Academic Director to Register in a Unit outside of their current Course;
  - c) any specified Pre-requisite, Co-requisite, and Unit requirements have been met, unless a Student has written approval to waive the requirements from the Academic Director;
  - d) all prescribed costs and charges have been paid by the due date(s);
  - e) the Student's Academic Progression Status, or any other academic or Progression determination, does not preclude the Student from Registering in that Unit; and
  - f) if the Student holds a Commonwealth Government issued student visa to study in Australia, the Student is Enrolled in accordance with Clauses 4.26-4.31 covering Enrolment conditions for International Students.
- 4.13 Where a Unit has specified Pre-Requisite or Co-Requisite requirements, a Student may only Register in that Unit when they have met those requirements or have had the requirements waived by the Academic Program Coordinator.
- 4.14 A Student may add a Unit or change their Unit Registration until the close of business on Friday, Week One of the Study Period.
- 4.15 In Exceptional Circumstances and subject to approval by the Academic Program Coordinator, a Student may have a Unit added to their Registration after the due date.

**Withdrawal from a Unit**

- 4.16 A student may Withdraw from a Unit of Study by completing the Withdraw / Add Unit Request Form and providing it to Student and Academic Services (SAS) Staff at any time in the Study Period. The request is subject to the approval of the Academic Program Coordinator.
- 4.17 A student wishing to withdraw from an ECU-taught unit must make the application to ECC first. ECC enrolment deadlines and penalties will apply
- 4.18 The following Academic Penalties will be applied according to the date the Student's *Change to Unit Registration Request Form* is received:
- a) Withdrawal from a Unit before Close of Business on Friday, Week 4 – the Unit is removed from the Academic record and no Academic Penalty is incurred;
  - b) Withdrawal after Close of Business on Friday, Week 4 and before Close of Business on Friday, Week 10 – the action will be noted on the Academic Record with a Grade of Withdrawal [W]; and
  - c) Withdrawal after Close of Business on Friday, Week 10 – withdrawal will not be actioned, and any attempted assessments will contribute to a final mark and grade, to be released at the end of the study period
- 4.19 The effect of Withdrawal from a Unit on a Student's financial liability and the process to Withdraw without financial penalty is prescribed in the [.Refunds Policy.](#)
- 4.20 A Student may apply to Withdraw without Academic Penalty after the relevant Academic Penalty Date, provided that the Student applies to the Academic Director

- in writing, providing evidence of Exceptional Circumstances as per 4.21.
- 4.21 Where there are reasonable grounds for doing so, the Academic Director may, in their absolute discretion, extend the time required for an application.
- 4.22 In determining a Student's application for Withdrawal without Academic Penalty, the Academic Director will consider whether the Student can demonstrate there are [Exceptional Circumstances](#) that:
- a) were beyond the Student's control;
  - b) did not make their full impact on the Student until on or after the relevant Academic Penalty Date; and
  - c) made it impracticable for the Student to complete the Unit requirements during the Study Period in which the Student undertook, or was due to undertake, the Unit.

**Study Load**

- 4.23 Domestic Students may vary their Study Load via the ECC Portal or by notifying SAS Staff. Diploma of Health Science has a minimum of 50% Study Load for all Students unless otherwise approved by the Academic Program Coordinator.
- 4.24 Domestic Students will be responsible for the implications of Study Load on Commonwealth or State financial support.
- 4.25 International Students are required to Register in a Full-time Study Load, according to their study plan, unless approved under Clause 4.29.
- 4.26 Students may apply for an overload subject to approval from the Academic Director.

**International Student Confirmation of Enrolment (CoE)**

- 4.27 International Students will be issued with a Confirmation of Enrolment (CoE) that allows them to complete their Course of Study within the Registered Duration of that Course, taking into account any approved Credit awarded under the [Credit and Recognition of Prior Learning \(RPL\) Policy](#).
- 4.28 Students who are at risk of not completing within the time limits defined by their CoE will be provided with advice and, where necessary, an Intervention Strategy. See the [Academic Progression Policy](#). Students are responsible for monitoring their CoE and their progress through their Course.
- 4.29 If a Student does not complete within the Registered Duration of the Course, the College may be restricted from issuing an extended CoE to allow the Student to complete their studies.
- 4.30 International Students are required by their visa to be Registered in a full-time study load. An International Student may only Register at less than the required level under the following circumstances:
- a) [Compassionate or Compelling Circumstances](#) as recorded on their Student record;
  - b) as part of a documented Intervention Strategy, which has been implemented where a Student is at risk of not meeting satisfactory Course Progress requirements as outlined in the [Academic Progression Policy](#); or
  - c) an opportunity exists within the Course structure and available Units to complete the Course in the Registered Duration.

- 4.31 The College will consider extending an International Student's Confirmation of Enrolment (CoE) on a case-by-case basis on the following grounds:
- there are [Compassionate or Compelling Circumstances](#);
  - where the College has implemented, or is in the process of implementing, an Intervention Strategy for a Student who is at risk of not meeting satisfactory Course progress under the [Academic Progression Policy](#); or
  - an approved Deferment or Leave of Absence has been granted under Standard 9 of the *National Code*.
- 4.32 If the College extends a CoE, it will advise the Student to contact the Department of Home Affairs to seek advice on any potential visa impacts.

### **Refusal of Registration in Units**

- 4.33 The Academic Director/Director of Studies may refuse an application for Registration, or Suspend or Cancel an existing Registration, where:
- the Student does not fulfil the requirements for Registration, including circumstances where they do not meet the requirements of, or has otherwise not complied with a provision of an ECC Policy or Procedure;
  - the Unit in which the applicant seeks to Register will not be offered in the relevant Study Period; or
  - the Cancellation is required to correct a clear error.
- 4.34 Any Credit obtained by a Student whose Registration is Cancelled will be deemed not

### **Refusal or Cancellation of Enrolment**

- 4.35 The Academic Director/Director of Studies may Refuse an application for Enrolment, or Suspend or Cancel an existing Enrolment if:
- the Student has failed to return any College property;
  - the Student has failed to pay any amount owed by them to the College by the due date;
  - the Enrolment is in breach of state or federal legislation; or
  - the Student has gained, or seeks to gain, Enrolment by misrepresentation, falsification of documents or other dishonest or fraudulent means.
- 4.36 The Academic Director may Cancel a Student's existing Enrolment where they are satisfied that the Student cannot, or is unlikely to be able to, meet the [Inherent Requirements](#) of the Course.
- 4.37 The Academic Director may Cancel a Student's Enrolment due to a [Fitness to Study](#) concern, as outlined in the [Fitness to Study Policy](#).
- 4.38 The Academic Director may Cancel a Student's Enrolment due to [Academic Misconduct](#), as outlined in the [Academic Misconduct Procedures](#).
- 4.39 The College Director and Principal may Cancel a Student's Enrolment/Registration due to [Student misbehaviour](#), as outlined in the [Student Conduct Policy](#).
- 4.40 The College Director and Principal may Cancel a Student's Enrolment due to non-

- payment of fees, as outlined in the [Tuition Fees and Charges Policy](#).
- 4.41 ECC may Cancel a Student's Enrolment due to unsatisfactory attendance, as outlined in the [Attendance Policy](#).
- 4.42 The Academic Director may Cancel a Student's Enrolment due to unsatisfactory Course progression, as outlined in the [Academic Progression Policy](#).
- 4.43 A Student whose application for Enrolment has been Cancelled under these Procedures will be notified of the Cancellation in writing and the reason(s) for it; Sponsors and the parents or legal guardians of Underage Students (Minors) will be informed of the Cancellation at the same time.
- 4.44 A Cancellation of Enrolment is not the same as a *Letter of Release*.
- 4.45 Any decision to Cancel an International Student's Enrolment requires ECC to inform the student of its intention to Cancel Enrolment and to report the Student to the Department of Home Affairs. Such students will be informed of their right to Appeal the decision within thirty (30) Calendar Days.

**Course Deferral**

- 4.46 A new (Commencing) Student who has not yet Enrolled may request a Course Deferral by emailing ECC Admissions.
- 4.47 A new (Commencing) student who has Enrolled in a Course and who has Registered in Units may request a Course Deferral up until the Census date of their first study period, by completing a *Leave of Absence/ Deferral Form*. The request will be determined by the Academic Director.
- 4.48 ECC will normally allow Students to Defer once; where a Deferral of study is granted, the Student is expected to commence studies at the start of the next Study Period.
- 4.49 If subsequent requests for a Deferral are made, ECC may refuse the request, with Cancellation charges applied as at the date of the initial Deferral, unless there are [Compassionate and Compelling Circumstances](#) demonstrated by the Student.
- 4.50 Students will be encouraged to read the [Tuition Fees and Charges Policy](#) and [Refunds Policy](#), and [fee information](#) provided on the ECC website before they apply for a Course Deferral.
- 4.51 In addition to ECC approval, Underage Students (Minors) require written permission from their parents/guardians to Defer their studies.
- 4.52 Where Student applies in writing for Deferral of their Course after Enrolment and prior to Census Date, (subject to approval), ECC will hold all fees paid and credit these towards the next Study Period. If the Student subsequently Withdraws, the terms of the [Refunds Policy](#) apply from the date ECC received the completed Course Deferral request.
- 4.53 If the student applies for Deferral after the Census Date of their first Study Period, this will be treated as a Leave of Absence.

**Course Deferral - International Students**

- 4.54 The Academic Director approves Course Deferrals for International Students.
- 4.55 In general, International Students granted a Deferral are expected to return to their home country for the duration of the Study Period.

- 4.56 If the Student intends to remain in Australia, the Deferral must be based on [Compassionate or Compelling Circumstances](#).
- 4.57 An International Student may have their Deferral approved conditional on the receipt of supporting documentation. In the event of a Student not supplying the supporting documentation, they will be treated as a Withdrawn Student from the date of application and cancellation fees will apply.
- 4.58 In addition to ECC approval, Sponsored Students require written permission from their Sponsor to Defer their studies.
- 4.59 In relation to International Students, as soon as practicably possible after the approval of a Deferral, ECC will:
- report the Student's changed Enrolment Status via PRISMS as required under Section 9 of the *ESOS Act 2000*;
  - issue the Student with a new Letter of Offer; and
  - issue the Student with a new Confirmation of Enrolment (CoE).

**Leave of Absence**

- 4.60 A Current (Enrolled) Student may apply for a Leave of Absence from their Course by submitting a complete [Leave of Absence / Deferral Request Form](#) to [justask@ecc.edu.au](mailto:justask@ecc.edu.au).
- 4.61 A Leave of Absence approval is normally valid for one Study Period.
- 4.62 A Leave of Absence may not be approved for all Courses, due to Academic Progression and/or other Course requirements.
- 4.63 In addition to ECC approval, Underage Students (Minors) require written permission from their parents/guardians to take a Leave of Absence from their studies.
- 4.64 ECC will initiate a Leave of Absence for a Student when there is a gap in studies due to:
- the Student having failed a pre-requisite Unit and there are no relevant units available for which the student is eligible to Register; or
  - there being no relevant Units available in the next Study Period.
- 4.65 Students will be encouraged to read the [Tuition Fees and Charges Policy](#) and [Refunds Policy](#), and [fee information](#) provided on the ECC website before they apply for a Leave of Absence.

**Leave of Absence – International Students**

- 4.66 The Academic Director will approve a Leave of Absence for International Students where the Student intends on remaining in Australia, on the basis of Compassionate or Compelling Circumstances; or
- 4.67 The Academic Director may approve a Leave of Absence for International Students for non-Compassionate or non-Compelling reasons if the Student is returning to their home country for the duration of the leave period and is not in breach of their student visa conditions.
- 4.68 There is no specific deadline to apply for Leave of Absence; however, after 5:00p.m. Friday in Week 1 a Student must be Registered in Units to be eligible to apply.

- 4.69 An International Student may have their Leave of Absence approved conditional on the receipt of supporting documentation. In the event of a Student not supplying the supporting documentation, they will be treated as a Withdrawn Student from the date of application and cancellation fees will apply.
- 4.70 As soon as practicably possible after the approval of a Leave of Absence, ECC will:
- a) report the Student's changed Enrolment Status to the Department of Home Affairs as required under Section 9 of the *ESOS Act 2000*; and
  - b) issue the Student with a new Confirmation of Enrolment (CoE).
- 4.71 Where an International Student has obtained approval for a Leave of Absence but does not return to their studies by the agreed date, ECC will Withdraw the Student and will inform the Department of Home Affairs.
- 4.72 In addition to ECC approval, Sponsored Students require written permission from their Sponsor to take a Leave of Absence from their studies.

**Re-instatement of Enrolment**

- 4.73 Where a Student's Enrolment has been Cancelled under Clause 4.34(e), the Student's Enrolment and previous Academic Progression Status may be reinstated by the Academic Director, effective for the current Study Period or subsequent Study Period, on return in good order of the College's property.
- 4.74 Where a Student's Enrolment has been Cancelled due to non-payment of fees, the Student's Enrolment and previous Academic Progression Status may be reinstated by the Academic Director, effective for the current Study Period or the subsequent Study Period at the Academic Director's absolute discretion:
- a) upon payment of all outstanding charges and other money; or
  - b) on the agreement to pay outstanding amounts by instalments.
- 4.75 If a Student's Enrolment is reinstated and the Student defaults in paying an installment, the Student's Enrolment may be Cancelled.

**Changing to Another Course or Stream**

- 4.76 A Student is required to undertake the Course for which they received an offer of Admission. Where a new Student wishes to change to another Course on arrival, they will need to:
- a) contact ECC Admissions ([admissions@ecc.edu.au](mailto:admissions@ecc.edu.au)) to apply for the new Course; and
  - b) apply before close of business, Friday of Orientation Week.
- 4.77 Where a Continuing Student wishes to change to another Course offered by ECC they will need to:
- a) get the approval of the Academic Program Coordinator of the new Course;
  - b) meet entry requirements for the new Course; and
  - c) submit a completed *Change of Course / Stream Request Form* to [justask@ecc.edu.au](mailto:justask@ecc.edu.au) with relevant evidence.
- 4.78 In some instances, it may not be possible or viable to change to another Course for reasons of timing, visa conditions, Course availability, current academic performance or not meeting entry requirements.



**Withdrawing from a Course**

- 4.79 Where a continuing Student wishes to Withdraw from a Course, they must discuss the matter with Student and Academic Services (SAS) staff. The SAS staff will provide information on the consequences of Withdrawing to allow the Student to make an informed decision.
- 4.80 To withdraw from a Course, students must complete a Course Withdrawal Form, and submit relevant supporting evidence (if required) [jusask@ecc.edu.au](mailto:jusask@ecc.edu.au)
- 4.81 For International Students, once the Withdrawal is confirmed, ECC will cancel their CoE(s) via PRISMS.
- 4.82 Withdrawing from a Course will not affect a Student's Academic Progression Status provided the notification is given before the Academic Penalty Date.
- 4.83 A Student who Withdraws from all Unit Registrations during a Study Period, or does not register in Units for the next Study Period by the enrolment deadline will be deemed to have Withdrawn from their Course, unless a Leave of Absence or Course Deferral has been approved.
- 4.84 A Student who has Withdrawn from their Course, and later wishes to resume their Course, must re-submit their application online and meet current Admission requirements and conditions; see the [Admissions Policy](#). The Student may be required to complete the Course under a modified structure if the Course has been modified.
- 4.85 Following a Course Withdrawal, ECC will credit any fees paid according to the [Refunds Policy](#), upon receipt of a [Refund Request Form](#).
- 4.86 For International Students deemed to have Withdrawn, ECC will cancel the Confirmation of Enrolment (CoE) via PRISMS which may result in the cancellation of the Student's visa.

**Transferring Provider**

- 4.87 Domestic students may Transfer to another higher education provider if they choose.
- 4.88 It is an Australian regulatory requirement that International Students complete six (6) months of their Principal Course of Study before Transferring between providers. For ECC students, the Principal Course is the degree at Edith Cowan University.
- 4.89 International Students who have not yet completed six months of their Principal Course of Study must submit a *Transfer of Provider Request Form* to [justask@ecc.edu.au](mailto:justask@ecc.edu.au). It will then be assessed and reviewed according to the [Enrolment Policy](#) and these Procedures.

**Transfers to ECC**

- 4.90 ECC will not knowingly Enrol an International Student who is seeking to Transfer from another registered provider before they have completed six months of their Principal Course, unless:
- the other registered Provider or the Course in which the International Student is Enrolled, has ceased to be Registered/Accredited;
  - the other registered Provider has had a sanction imposed on its registration that prevents the International Student from continuing their Course at that registered provider;

- c) the other registered Provider has consented to the Student's release and recorded this in PRISMS; or
- d) any government sponsor of the International Student considers the change to be in the Student's best interests and has provided ECC with written evidence to support the change.

***Transfers from ECC***

- 4.91 An International Student who has not yet completed six months of their Principal Course at ECU, may transfer from ECC to another registered provider if:
- a) the College, or the Course in which the International Student is Enrolled, has ceased to be Registered/Accredited;
  - b) ECC has a sanction imposed on its registration that prevents the International Student from continuing their Course;
  - c) Edith Cowan University has consented to the Student's release and recorded this in PRISMS;
  - d) any government Sponsor of the International Student considers the change to be in the Student's best interests and has provided ECC with written evidence to support the change; or
  - e) ECC consents to the release and records this in PRISMS.
- 4.92 For the avoidance of doubt, an International Student does not require a release from ECC and ECU where:
- a) Clauses 4.93 a) to e) apply;
  - b) the International Student is Withdrawing from ECC because they are returning to their home country and their Student visa is cancelled / ceases to exist; or
  - c) a change in the International Student's visa subclass means that they are no longer required to maintain their Enrolment.
- 4.93 An International Student wishing to request a transfer must be currently enrolled at the College and, using any process prescribed by the College submit to the College:
- a) a completed *Transfer of Provider Request Form*;
  - b) a valid Offer of Enrolment from another CRICOS-registered provider;
  - c) a statement outlining the reasons for the request; and
  - d) any relevant supporting documentary evidence;
  - e) if the student is under 18 years of age:
    - i. written evidence that Student's parent/legal guardian supports the Transfer; and
    - ii. written confirmation that the new Provider will accept responsibility for approving the Student's accommodation, support and general welfare arrangements as specified in Standard 5 of the National Code; and
  - f) if the student is a Sponsored Student:
    - i. written evidence that the Sponsor supports the transfer, or
    - ii. financial evidence that the Student is able to pay their own fees.

***Grounds for Transfer***

- 4.94 ECC will only release an International Student (i.e., provide consent to a Transfer request) where the College believes that it is in the Student's best interests. Circumstances in which ECC will release an International Student include where ECC assesses that:
- a) ECC is unable to deliver the Course as outlined in the written agreement;
  - b) there is evidence that the Student's reasonable expectations about their current Course are not being met;
  - c) there is evidence that the Student was misled by ECC or an education agent regarding ECC and/or its Courses and therefore the Course is unsuitable to their needs and/or study objectives;
  - d) there is evidence of Compassionate and Compelling Circumstances that suggests transferring to another Provider is in the Student's best interests;
  - e) the Student will be reported to the relevant authority because they are unable to achieve satisfactory Course Progress at the level they are studying, even after engaging with ECC's Intervention Strategies; or
  - f) a Student Appeal (internal or external) on another matter results in a decision or recommendation to release the Student.
- 4.95 ECC deems the following circumstances to be reasonable grounds to decline an International Student's request to Transfer Provider prior to completing the first six months of the Principal Course of Study:
- a) ECC believes that the request is not in the Student's best interests;
  - b) The Student's request does not comply with Clause 4.95;
  - c) The Student has not started studying their Course;
  - d) the Student has changed their mind about their Course;
  - e) The Student has outstanding debts to ECC;
  - f) The student claims financial hardship and wants to Transfer to provider with lower fees (without any other Compassionate or Compelling Circumstances);
  - g) the Student expresses difficulty with Course material but has not:
    - i. availed themselves of any Intervention Strategy; and/or
    - ii. submitted Assessments that would have provided feedback to support the Student's learning and academic success;
  - h) the Student is transferring to a lower-level qualification or different subject area, not offered at ECC for reasons other than academic ability; and
  - i) ECC considers that the Student is trying to avoid being reported to the relevant agency for failing to meet attendance or academic progress requirements, or suspects that the Student is attempting to circumvent normal visa or immigration processes.

***Request to Transfer Provider Approved by ECC***

- 4.96 Where an application for Transfer to another Provider is approved by the College, a recommendation to release the Student will be sent to Edith Cowan University (ECU) for a final decision on the request to Transfer Provider.

- 4.97 If an International Student with a Packaged offer with ECU is given a Letter of Release by ECU, ECC will also release the Student, Cancel the Student's Enrolment and undertake its regulatory obligations in PRISMS.
- 4.98 Any Cancellation fees/penalties will be applied in accordance with the *Refunds Policy*.
- 4.99 ECC will advise the Student to contact the Department of Home Affairs to seek advice about their visa.

***Request to Transfer Provider is Denied***

- 4.100 Where an application for Transfer to another Provider is denied, ECC will provide the student with reasons for the refusal within fifteen (15) Calendar Days, information about the College's Appeals process (including relevant timeframes) and the Student's right to access this process.
- 4.101 The Student who wishes to Appeal the denied request to Transfer Provider, needs to maintain a current Enrolment and Registration (if within the study period) until the Appeals Process is complete.

**Student Appeal**

- 4.102 Students may Appeal decisions made by ECC in relation to the following Clauses in these Procedures:
- a) Enrolment Status;
  - b) an unsuccessful application to Defer or to take a Leave of Absence from a Course;
  - c) a request to Withdraw from a Unit or Course without financial and/or academic penalties;
  - d) a denied request to reduce Study Load;
  - e) a Refusal or Cancellation of Registration in a Unit;
  - f) Cancellation of Enrolment; and
  - g) a denied application to Transfer Provider.
- 4.103 Students who unsuccessfully applied to change Course / Stream may access review mechanisms outlined in the [Admissions Policy](#).
- 4.104 A request for a Student Appeal under these Procedures must be lodged according to the [Student Appeals Policy](#) and [Student Appeals Procedures](#).

**Provisional Registration**

- 4.105 Waiting for the outcome of a Student Appeal should not prevent Students from continuing with their studies. Students must maintain their Enrolment by Registering in Units and be attending classes during the Study Period until the outcome of the Student Appeal is received, unless prevented from doing so by Policy.
- 4.106 In the event that Students are not permitted to study, their Enrolment will be Cancelled. If this occurs after the published Census date, Students will be eligible for a refund of charges under the *Refunds Policy*.

- 4.107 A Student who has had their Enrolment restricted or Cancelled due to not meeting Inherent Requirements, Fitness to Study or Student Misconduct will not be entitled to provisionally Register.

**5. RELATED DOCUMENTS:**

5.1. These Procedures support the [Enrolment Policy](#).

5.2. Relevant to these Procedures are the following:

- [Academic Progression Policy](#)
- [Admissions Policy](#)
- [Credit and Recognition of Prior Learning \(RPL\) Policy](#)
- [Fitness to Study Policy](#)
- [Student Appeals Policy](#)
- [Student Conduct Policy](#)

5.3 These Procedures were written to meet the requirements of the following:

- [National Code of Practice for Providers of Education and Training to Overseas Students](#)
- [Higher Education Standards Framework \(HESF\)](#)
- [Australian Qualifications Framework \(AQF\)](#)

**6. CONTACT INFORMATION:**

For queries relating to this document please contact:

<b>PROCEDURES OWNER</b>	Academic Director
<b>ALL ENQUIRIES CONTACT:</b>	Quality and Compliance Manager
<b>TELEPHONE:</b>	08 6279 1133
<b>EMAIL ADDRESS:</b>	justask@ecc.edu.au

**7. APPROVAL HISTORY:**

<b>PROCEDURES APPROVED BY:</b>	Academic Council
<b>DATE PROCESSES FIRST APPROVED:</b>	November 2007
<b>DATE LAST MODIFIED:</b>	January 2023
<b>REVISION HISTORY:</b>	<p>January 2022. Adoption of a principle-based approach to policy.</p> <p>March 2022. Correction to Transfer of Provider process to clarify that ECU is the provider of the Principal Course of Study for International Students in Packaged Courses.</p> <p>January 2023. Addition of Leave of Absence. Clarification of Deferral.</p> <p>November 2023. Clarification of Course-specific Registration requirements. Closer alignment to ECU Policy and Procedures relating to Transfer of Provider.</p>

	<p>March 2024. Change of Course request deadline move forward to Orientation Week.</p> <p>May 2024. Changes to Deferral and Leave of Absence requirements.</p> <p>Sept 2024. Change of form name to Withdraw/Add Unit Request Form. Change to withdrawal without academic penalty.</p> <p>Feb 2025 - Clarification that student must be enrolled to apply for ToP.</p>
<b>NEXT REVISION DUE:</b>	May 2026