

These Procedures support the [Enrolment Policy](#)

**Procedures Owner:** Director of Studies

**Keywords:** Enrolment, Confirmation of Enrolment (CoE), Transfer of Provider, Defer, Leave of Absence

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### 1. INTENT

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

### 2. ORGANISATIONAL SCOPE

- 2.1 These Procedures apply to all Enrolment-related activities for ECC ELICOS Students.

### 3. DEFINITIONS:

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

### 4. PROCEDURES CONTENT:

#### Enrolment in an ELICOS 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 ELICOS Courses.
- 4.2 Students are required to communicate with ECC in writing about changing their ELICOS Course Enrolment.
- 4.3 A Student will not be Enrolled in more than one ELICOS Course at the same time.
- 4.4 Subject to any Student Appeal rights, a Student will continue to be Enrolled until the date the Student:
- a) completes their ELICOS Course, as determined by the Board of Examiners;
  - b) with the requisite approval, Withdraws from their ELICOS Course;
  - c) is Excluded or Expelled from the ELICOS Course; or
  - d) allows their Course Enrolment to lapse:
    - i. without providing notice to Withdraw;
    - ii. without obtaining approval to take Leave of Absence; or
    - iii. without obtaining approval to Defer.

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

- 4.5 International Students will be issued with a Confirmation of Enrolment (CoE) that allows them to complete their ELICOS Course within the Registered Duration of that Course.
- 4.6 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 per the [Academic Progression Policy](#).
- 4.7 Students are responsible for monitoring their CoE and their progress through their Course.
- 4.8 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.
- 4.9 The College will consider extending an International Student's CoE on a case-by-case basis on the following grounds:
- a) there are [Compassionate or Compelling Circumstances](#);
  - b) the College has implemented, or is in the process of implementing, an Intervention Strategy under the [Academic Progression Policy](#); or
  - c) a Deferment or Leave of Absence has been granted.
- 4.10 If the College extends a CoE, it will advise the Student to contact the Department of Home Affairs to seek advice on their visa.

### Refusal, Suspension and Cancellation of Enrolment

- 4.11 The Director of Studies may Refuse an application for Enrolment or Suspend or Cancel an existing Enrolment if the Student has gained, or seeks to gain, Enrolment by misrepresentation, falsification of documents or other dishonest or fraudulent means.
- 4.12 The Director of Studies may Refuse an application for Enrolment or Suspend or Cancel an existing Enrolment if the Enrolment is in breach of state or federal legislation.
- 4.13 The Director of Studies may Refuse or 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.
- 4.14 The Director of Studies may Cancel a Student's Enrolment due to a Fitness to Study concern, as outlined in the [Fitness to Study Policy](#).
- 4.15 The Director of Studies may Cancel a Student's Enrolment due to Academic Misconduct concern, as outlined in the [Academic Misconduct Procedures](#).
- 4.16 The College Director and Principal may Cancel a Student's Enrolment due to Student misbehaviour, as outlined in the [Student Conduct Policy](#).
- 4.17 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](#).
- 4.18 ECC may Cancel a Student's Enrolment due to unsatisfactory attendance, as outlined in the [Attendance Policy](#).
- 4.19 ECC may Cancel a Student's Enrolment due to unsatisfactory Course progression, as outlined in the [Academic Progression Policy](#).
- 4.20 Any decision to Cancel an ELICOS Student's Enrolment requires ECC to inform the student in writing of its intention to Cancel Enrolment, the College's requirement to report the Student to the Department of Home Affairs, and of the Student's right to access ECC's review mechanisms (Formal Review and Student Appeal) within thirty (30) Calendar Days before being reported.
- 4.21 A Cancellation of Enrolment is not the same as a *Letter of Release*.

### Course Deferral

- 4.22 ECC will only approve a Course Deferral for ELICOS Students if there are Compassionate or Compelling Circumstances.
- 4.23 To apply for a Deferral, ELICOS Students need to complete the [Course Deferral / Leave of Absence Request Form](#) and submit it to Student and Academic Services ([justask@ecc.edu.au](mailto:justask@ecc.edu.au)) along with evidence to substantiate the request.
- 4.24 In the absence of documentary evidence, consideration for Course Deferral may be given to an International Student where the Student provides a Statutory declaration outlining the full details of the Compassionate or Compelling Circumstances.
- 4.25 A Commencing Student may apply in writing for a Deferral of their Course after Enrolment and within the first four weeks of the ELICOS Course.
- 4.26 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 ELICOS Course.
- 4.27 If subsequent requests for 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.
- 4.28 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.
- 4.29 Where Student applies in writing for Deferral of their Course after Enrolment and within the first four weeks of the ELICOS Course (subject to approval), ECC will hold all fees paid and credit these towards the next ELICOS Course at ECC. If the Student subsequently Withdraws, the terms of the [Refunds Policy](#) apply from the date ECC received the completed Course Deferral request.
- 4.30 An ELICOS 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.
- 4.31 In addition to ECC approval, Sponsored Students require written permission from their Sponsor to Defer their studies.
- 4.32 In addition to ECC approval, Underage Students (Minors) require written permission from their parents/guardians to Defer their studies.
- 4.33 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 CoE.

### Leave of Absence

- 4.34 ELICOS Students may apply for a Leave of Absence from their ELICOS studies by submitting a complete [Course Deferral / Leave of Absence Request Form](#) with supporting evidence to [justask@ecc.edu.au](mailto:justask@ecc.edu.au).
- 4.35 A Leave of Absence approval is normally valid for one ELICOS Course.
- 4.36 International Students undertaking an ELICOS Course can only receive a Leave of Absence for up to twenty (20) weeks during the total duration of the Student's ELICOS studies, at the discretion of the Director of Studies.
- 4.37 The Director of Studies will only approve a Leave of Absence when:
- there are Compassionate or Compelling Circumstances;
  - the Student has successfully completed at least one ELICOS Course; and
  - the terms and conditions specified in any relevant Commonwealth legislation, including Student Load requirements, are met.
- 4.38 In the absence of documentary evidence, consideration for Leave of Absence may be given where the Student provides a Statutory declaration outlining the full details of Compassionate or Compelling Circumstances.
- 4.39 An ELICOS 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.

- 4.40 As soon as practicably possible after the approval of a Leave of Absence, ECC will:
- a) report the Student's changed Enrolment Status via PRISMS as required under Section 9 of the *ESOS Act 2000*;
  - b) issue the Student with a new Letter of Offer; and
  - c) issue the Student with a new CoE.
- 4.41 Where an ELICOS 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.
- 4.42 In addition to ECC approval, Sponsored Students require written permission from their Sponsor to take a Leave of Absence from their studies.
- 4.43 In addition to ECC approval, Underage Students (Minors) require written permission from their parents/guardians to take a Leave of Absence from their studies.

### Re-instatement of Enrolment

- 4.44 Where a Student's Enrolment has been Cancelled under Clause 4.16, the Student's Enrolment and previous Academic Progression Status may be reinstated by the Director of Studies, effective for the current ELICOS Course or subsequent ELICOS Course, on return in good order of the College's property.
- 4.45 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 Director of Studies, effective for the current ELICOS Course or the subsequent ELICOS Course at the Director of Studies' absolute discretion:
- a) upon payment of all outstanding charges and other money; or
  - b) on the agreement to pay outstanding amounts by instalments.

### Changing to Another Course

- 4.46 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, or change the ECU Course into which they wish to articulate, 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) if the Course they wish to change is their current Course, apply before close of business on Friday, Week 1.
- 4.47 Where an ELICOS Student is unable to perform in their ELICOS Course, ECC may require the Student to Enrol in a lower-level ELICOS Course.

### Withdrawing from a Course

- 4.48 Where a continuing Student wishes to Withdraw from an ELICOS Course, they must discuss the matter with Student and Academic Services (SAS) staff to ensure they make an informed decision.

- 4.49 An International Student who wishes to Withdraw from their ELICOS Course must submit a *Withdrawal (all ECC Courses) Request Form* to [justask@ecc.edu.au](mailto:justask@ecc.edu.au).
- 4.50 For ELICOS Students, once a Withdrawal is confirmed, ECC will cancel their CoE(s) via PRISMS and advise the Student to contact the Department of Home Affairs about their visa.
- 4.51 Withdrawing from a Course will not affect a Student's Academic Progression Status provided the notification is given before the Academic Penalty Date.
- Academic penalty dates – Friday of Week 4 of the ELICOS Course; and
- Financial penalty dates – For ten-week ELICOS Courses, Census Date is the last Teaching Day of Week 4; for a five-week ELICOS Course the Census Date is Friday of Week 1.
- 4.52 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](#).
- 4.53 Following a Course Withdrawal, ECC will credit any fees paid according to the [Refunds Policy](#), upon receipt of a [Refund Request Form](#).

### Transferring Provider

- 4.54 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 a degree at Edith Cowan University.
- 4.55 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

- 4.56 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:
- a) the other Provider / Course in which the International Student is Enrolled, has ceased to be Registered/Accredited;
  - b) the other registered Provider has had a sanction imposed on its registration that prevents the International Student from continuing their Course at that provider;
  - c) the other 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

- 4.57 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 provider/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.
- 4.58 For the avoidance of doubt, an International Student does not require a release from ECC and ECU where:
- a) Clauses 4.57 a) to e) apply;
  - b) the 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 Student's visa subclass means that they are no longer required to maintain their Enrolment.
- 4.59 A Student wishing to request a transfer must, using any process prescribed by the College submit to the College:
- a) a completed *Transfer of Provider Request Form*;
  - b) a valid 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***

- 4.60 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, 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.

4.61 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 4.59;
- 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/or
- 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***

- 4.62 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.
- 4.63 If a 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.
- 4.64 Any Cancellation fees/penalties will be applied in accordance with the *Refunds Policy*.
- 4.65 ECC will advise the Student to contact the Department of Home Affairs to seek advice about their visa.

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

- 4.66 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 Student Appeals process (including relevant timeframes) and the Student's right to access this process.

### **Student Appeal**

- 4.67 Students may Appeal decisions made by ECC in relation to the following:
- 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) Cancellation of Enrolment; and
  - e) a denied application to Transfer Provider.
- 4.68 Students who unsuccessfully applied to change ELICOS Course may access review mechanisms outlined in the [Admissions Policy](#).
- 4.69 A request for a Student Appeal under these Procedures must be lodged according to the [Student Appeals Policy](#) and [Student Appeals Procedures](#).
- 4.70 A Student's Enrolment with the College will not be Cancelled until the Student Appeal process, if accessed, is complete.

**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](#)  
[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>	Director of Studies
<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>	Director of Studies
<b>DATE PROCEDURES FIRST APPROVED:</b>	February 2024
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