CoE Monitoring Policy (GC)

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	CoE Monitoring Policy (GC)
Brief Description	This Policy applies to all international students, who are required to be issued with a Confirmation of Enrolment (CoE) for visa application purposes.
Responsibility	Quality and Compliance Manager
Initial Issue Date	08/10/2009
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
13/09/2022	4	Reviewed against legislation and updated RASCI	Senior Student and Academic Services Officer

Related Documents

Name	Location
Program Progression Policy	Policy HUB
Recognition of Prior Learning Policy	Policy HUB
Change of Program	Policy HUB
Withdrawal, Deferral and Leave of Absence Policy	Policy HUB
Transfer of Provider	Policy HUB
Change to course enrolment	Policy HUB
Enrolment Help Form	Online Form
Change of Program Form	Online Form
Change to Course Enrolment Form	Online Form
Withdrawal, Deferral and Leave of Absence Form	Online Form

Name	Location
CoE Monitoring Procedure	Document Library
CoE Variations Procedure	Document Library

Contents

1   Purpose and Scope

1.1   Introduction

This CoE Monitoring Policy (Confirmation of Enrolment) sets out the approach of Griffith College relating to the management of international students and their CoEs.

1.2   Purpose

The purpose of this Policy is to confirm that Griffith supplies international students with accurate and current CoE/'s throughout the duration of study.

1.3   Scope

This Policy only applies to international students, who are required to be issued with a CoE for visa application purposes.

2   Policy Statement

Griffith College supplies all international students with a Confirmation of Enrolment (CoE), which is included with other personal documentation for an Australian student visa application. To ensure that the documentation retains accuracy and currency, Griffith College periodically reviews and updates CoEs. Section 19 (1A) of the ESOS Act requires a registered provider to advise of any change to a student's enrolment within 31 days after the event occurs, or 14 days if the student is less than 18 years old.

2.1   Assumed Principles

- The duration of a CoE may not exceed the expected duration of study approved on CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students)
- The start and end date of a CoE will match the start and end date of the relevant Griffith College program, in accordance with the approved Academic Calendar
- All Griffith College programs are delivered entirely in face-to-face mode

2.2   Automatic Enrolment Requirements

Griffith College's student management system requires a student to enrol into the appropriate study load for the given program.

Griffith College will permit a student to enrol in less than 3 courses if:

- The student only has 1 or 2 courses left to complete their program; or

- The student has been identified as "at risk" and therefore, required to undertake a less onerous study load; or

- The student is identified as having compelling or compassionate circumstances warranting a reduced study load.

To under-enrol due to 'at risk' or for compelling or compassionate circumstances, a student would need to meet with a Student Learning Advisor to discuss the circumstances for under-enrolment, and be approved by the Director, Student and Academic Services. If approved, the student is required to submit an Enrolment Help form to have a manual override enrolment enacted.

A student with only 1 or 2 courses left to complete their program, is not required to meet with a Student Learning Advisor, however they will be required to submit an Enrolment Help form.

2.3   Enrolment Variations

A student may apply to vary his/her enrolment. Variations that will affect the students current CoE/s are updated accordingly at the time of processing an approved application:

- Change of Program

- Withdrawal, Deferral or Leave of Absence
- [Transfer of Provider]
- Termination of Enrolment following a Show Cause application outcome
- Credit for Recognition for Prior Learning

2.4 Periodic Monitoring

Griffith College monitors the progress of each international student to ensure the student is in a position to complete the program within the expected duration specified on the student's CoE.

A student's program duration may be amended if:

- Intervention strategies have been enacted through the [Program Progression Policy] for a student deemed to be at risk of failing to meet program progression requirements and thus requiring an extension;
- A student has failed a course or courses and therefore requires an extension to complete the program;
- A student has failed a pre-requisite course or courses that prevents enrolment in post-requisite course/s and therefore requires an extension to complete the program;
- A student has elected to drop a course via a Change to Course Enrolment and in doing so requires an extension to complete the program;
- A student has elected to fast track his/her program and thus must have the CoE modified to reflect early completion;
- A student has failed to reenrol, without formally applying to vary his/her enrolment.

These situations are captured through periodic monitoring on a Trimester by Trimester basis. Where durations are required to be amended, reporting on the CoE is conducted through the Provider Registration and International Student Management System (PRISMS) and a copy of the varied CoE provided to the student. On issuing of the varied CoE, students are advised to contact Immigration to seek advice on any potential impacts on their visa.

3 Responsibilities

Responsibility	CDP	QCM	AD	DSAS	Admissions	SAS	Support	PC	All
Maintain currency of policy	I	A	I	R	C	C	I		I
Variation of CoE following enrolment changes *prior* to commencement of studies (New Students)			C		A			C	
Variation of CoE following enrolment changes *after* commencement of studies			C	A	C	R	C	C	

Task								
Variation of CoE and notification to student following RPL or Course Credit *prior* to commencement of studies			C	A	C			
Variation of CoE and notification to student following RPL or Course credit *after* commencement of studies		C	A	C	R			
Periodic monitoring – identifying and processing current students CoE's that require changes		C	A		R	C	C	I
Periodic monitoring – notifying students with a copy of the varied CoE and advice to contact Immigration			A		R			I
CDP = College Director & Principal, , QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, , , All = Staff, PC = Program Convenor, Admissions, SAS = Student and Academic Services, Support R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed								

4 Compliance

4.1 General

Quality and Compliance Manager will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the Griffith College Policy Library on the website and digital campus .

4.2 Relevant Legislation

[OBJ]

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Quality and Compliance Manager	Policy Hub	Permanently with control in place for revisions	Policy Hub archive