



## ALTERATION OF INTERNATIONAL STUDENT ENROLMENT STATUS

### Policy

#### DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows

**International/Overseas Student:** A prospective or enrolled student who is not an Australian citizen, Australian permanent resident, New Zealand citizen, or holder of an Australian permanent resident humanitarian visa, and who requires an international student visa from the Australian Government to study in Australia, whether applying to ACC from within Australia or from overseas.

**Deferment:** Postponement of enrolment to an agreed future date.

**Department of Home Affairs:** The Australian Government Department responsible for the issue of visas to eligible international students to enable them to undertake studies in Australia with registered education providers.

**Education Services for Overseas Students Act 2000 (ESOS Act 2000):** An Australian Government Legislation, setting up a framework of requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa.

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**National Code of Practice for Providers of Educational Training to Overseas Students 2018 (National Code 2018):** A nationally consistent set of Australian Governments standards that governs the protection of international students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

**Suspension:** A temporary discontinuation of a student's enrolment in the ACC degree program, with a view to the possibility of enrolment being resumed at an agreed later date.

**Cancellation (or Academic Dismissal):** Termination of a student's enrolment in the ACC Bachelor of Chiropractic degree program or part thereof.

#### PURPOSE

The purpose of this policy is to describe the principles and processes by which ACC manages international student requests for deferment, suspension or cancellation of their enrolment in the College's Bachelor Degree in Chiropractic.

## SCOPE

This policy applies to all international students enrolled in the Bachelor of Chiropractic degree offered by the ACC.

## POLICY

### 1. Overview

ACC is committed to providing clear advice to international students on acceptable conditions for deferment, suspension or cancellation of their enrolment, the processes by which assessment and decision making is managed and the documentation that is kept on file.

### 2. Conditions

ACC may defer or suspend the enrolment of a student in the event of the following:

- It believes there are compassionate or compelling circumstances\*;
- Misbehaviour by the student;
- A student's failure to pay an amount they were required to pay to undertake or continue their studies in accordance with the written agreement signed by the student;
- A breach of progression within the program or attendance requirements in accordance with Standard 8 of the National Code 2018.

\* 'Compassionate or compelling' circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
- a traumatic experience, which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)

These are only some examples of what may be considered compassionate or compelling circumstances. The College will use professional judgement to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, registered providers will consider documentary evidence provided to support the claim, and will keep copies of these documents in the overseas student's file.

### 3. Fair and Transparent Process

Prior to initiating suspension or cancellation of an international student's enrolment, ACC will:

- Inform the student of that intention and the reasons for doing so, in writing;
- Advise the student of their right to lodge a complaint or formal grievance if the student is not satisfied that the suspension or cancellation is warranted;
- Advise the student of their right to appeal the outcome of grievance management by ACC through ACC's internal processes for Student Appeals, in accordance with Standard 10 of the National Code 2018, within 20 working days.

- ACC will not proceed with a suspension or cancellation of an international student's enrolment (under Standard 9.3 of the National Code 2018), until any internal appeals process initiated by the student has been completed, unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

#### 4. Implications for Fees Paid

In the event that ACC defers a student's enrolment the fees paid by the student for the unit(s) concerned will transfer to the date at which enrolment commences. The student will only pay fees once for the unit(s) in question.

In the event that ACC suspends a student's enrolment the fees paid by the student for the unit(s) concerned will transfer to the date at which enrolment resumes. The student will only pay fees once for the unit(s) in question.

In the event of cancellation of a student's enrolment by ACC, the reasons for the cancellation and the time at which it occurs will determine whether ACC refunds to the student the fees for the unit(s) concerned or the student will forfeit the fees.

#### 5. Visa Implications

When there is any deferral, suspension or cancellation ACC will:

- Inform the overseas student of the need to seek advice from the Department of Home Affairs on the potential impact on his or her student visa;
- Report any change to the student's enrolment under section 19 of the ESOS Act 2000.

### POLICY REVIEW

The ACC's Alteration of *International Student Enrolment Status Policy* is normally reviewed every three years. It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

### RELATED POLICIES / DOCUMENTS

- Grievance Management Non Academic (Students) Policy and Procedure
- Student At Risk Policy
- Student Support Policy
- Attendance Policy and Procedure
- Academic Progress – International Students Policy and Procedure
- Student Academic Appeals Procedure
- Review of Grades and Grounds for Appeal Policy and Procedures
- International Student Loans and Fees Policy
- International Student Refund Policy

### VERSION CONTROL

<b>Document:</b> I002 Alteration of International Student Enrolment Status Policy
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<b>Responsible Officer:</b> Academic Dean		
<b>Initially Approved by:</b> Academic Board		<b>Date:</b> 2 September 2020
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<b>Nature of Change</b>		