



THE HUTCHINS SCHOOL

Completion Within Expected Duration Policy and Procedure

Relevant Legislation	National ESOS Code: Standard 9
Commencement Date	April 2015
Last Review Date	February 2020

1. Purpose

The purpose of this policy is to inform The Hutchins School staff and International Students in respect to the expected completion of courses and the procedures for International Students, and to inform understanding of the consequences of failing to fulfil the required course workload.

2. Scope

This policy and its associated procedure apply to all International Students at The Hutchins School.

3. Objectives

The objective of this policy is to support International Students in fulfilling their course requirements, to inform them of the potential consequences of failing to do so, and to inform them of the correct procedure should an adjustment to their expected workload be required.

4. Definitions

(none)

5. Policy Statement

The Hutchins School staff constantly monitors student progression and record any changes required on the students file. Summation reports are issued twice yearly and interim reports are issued end of Term 1 and Term 3.

Any intervention required is acted upon and discussed with parents/guardians as needed.

The Hutchins School international students are not allowed to do any part of their course by online or distance. Students must attend class the same hours as domestic students.

The Hutchins School will only extend an electronic Confirmation Of Enrolment (eCoE):

- under compassionate or compelling circumstances (refer definition in Deferment, Suspension and Cancellation policy), when it is clear the student will not be able to complete by the end date of the eCoE.
- where intervention strategies have been implemented for students at risk of not completing satisfactory course progress
- an approved deferment or suspension of study

Should students refuse to maintain an agreed/approved workload, the student will be firstly counselled and then warned of impending visa implications.

If there are compelling or compassionate reasons, The Hutchins School may grant a student a less than 'full time' workload. This would be monitored as part of the student's intervention policy. The Hutchins School would then issue a new eCoE should the student need to extend the duration of his course.

Procedure

The Enrolments Officer is responsible for monitoring PRISMS regularly to ensure eCoEs are not issued for longer than the approved registered durations.

Students academic performance is recorded a minimum of every semester.

If The Hutchins School decides to extend the duration of the student's study due to any of the conditions above The Hutchins School will report via PRISMS and/or issue a new eCoE if required. PRISMS will indicate if a new eCoE is required. This reporting must be done within fourteen (14) days of the determination that the student will need to change/extend the duration of their COE.

A student CAN enrol in less than a 'full-time' load in any study period if:

- there are compassionate or compelling reasons for reducing the load
- the reduced load is part of the provider's intervention strategy
- the student has studied, or plans to study, extra units/modules/subjects in another study period
- the student has only a few units/modules/subjects left to complete and these do not constitute a full-time load
- pre-requisite units are not available in that study period.

Should The Hutchins School decide to report a student we will first advise the student/parent/guardian of our intention to cancel the student's enrolment, and notify the student that he has 20 working days to access The Hutchins School internal complaints and appeals process.

Regardless of the option chosen, The Hutchins School must be able to demonstrate that it has monitored the student's load and taken action to keep the student on track to finish within the duration.

All records will be kept on the student file.

6. Supporting/Related Documents

7. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

8. Policy Owner

Headmaster