

## Enrolment Rules

Policy Category	Corporate		
Document Owner	President		
Responsible Officer	Registrar		
Review Date	May 2021		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Code for Providers of Education and Training to Overseas Students 2018 (The National Code 2018); and the Higher Education Support Act 2003 (Cth). Migration Act 1958 and the Migration Regulations		
Related Documents	Academic Integrity Policy; Admission Policy; Compassionate and Compelling Circumstances Guidelines; Course Progression policy; Enrolment Policy; Equity and Diversity Policy; Refund Policy; Student Handbook; Student Grievance and Appeals Policy.		
<b>Version</b>	<b>Change description</b>	<b>Approved</b>	<b>Effective Date</b>
1.0	New Rules	EMT – 16 May 2019	31 May 2019

## Scope

These rules apply to all students of Asia Pacific International College (APIC).

Item	Definition
<i>Academic Calendar</i>	The <a href="#">Academic Calendar</a> is found on the APIC website and contains key dates relevant to enrolments such as census dates, re-enrolment closing dates, and study period start and end dates.
<i>Census date</i>	The last date on which a student's enrolment must be finalised for that study period.
<i>Conditional enrolment</i>	Enrolment in a course whereby the student's enrolment has conditions attached that must be satisfied before the census date. Usually, this occurs when a student does not meet the entry criteria but is waiting for results from the previous study or has not met the English language requirements but is waiting for results of previous study or assessment.
<i>Course</i>	A structured sequence of study undertaken at a recognised higher education provider, leading to the award of a degree, diploma, certificate, or other recognised qualification.
<i>Course guides</i>	Guides containing information on course sequencing, course duration, course content, and the qualification offered upon successful completion.
<i>Cross-institutional study</i>	A student who is enrolled in subjects at APIC whilst enrolled in an award at another higher education provider or vice versa.
<i>Current students</i>	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> <li>• they complete the course of study;</li> <li>• they withdraw from the course of study;</li> <li>• their enrolment is discontinued, or they are excluded from a course or study at APIC due to misconduct or other reasons;</li> <li>• they fail to re-enrol in units of the course without approved leave in which case the student will be regarded as having ceased their course of study.</li> </ul>

Item	Definition
<i>Deferral of enrolment</i>	When a student has been admitted to the college or has received a letter of offer from the college and has been granted leave to postpone initial enrolment. A student who has a valid deferral is not considered a current student and will be allowed to commence their studies upon their return from deferral.
<i>Discontinuation of enrolment</i>	Can also be referred to as <i>termination, exclusion or cancellation</i> , refers to a forced cessation of enrolment due to a determination on a matter of academic or non-academic misconduct or the failure to meet a core requirement of a course or other serious matters. A student whose enrolment has been discontinued will need to re-apply for admission to APIC.
<i>Domestic student</i>	Any student who is an Australian citizen, New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, or a holder of a Permanent Humanitarian Visa, or permanent visa other than a humanitarian visa.
<i>Enrolment Closing Date</i>	The final day of enrolment for a new student as stated on the APIC Academic Calendar
<i>Equivalent Full-Time Study Load (EFTSL)</i>	A full-time study load for one year. A student is regarded as a full-time student if they enrol in 0.75 EFTSL or above in a study period. Each unit has an EFTSL value.
<i>Confirmation of Enrolment (CoE)</i>	Proof sent by APIC that an international student is enrolled in a course for the specified duration. APIC will send a student their CoE upon signing of the letter of offer and receipt of payment.
<i>ESOS National Code</i>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018).
<i>Fee-Help student</i>	Any domestic student who is eligible for, and has successfully applied for, Commonwealth FEE-HELP assistance and has obtained FEE-HELP assistance for any part or all their course tuition fees.
<i>International student</i>	Any overseas student studying in Australia on an Australian student visa.
<i>Late enrolment</i>	The enrolment in a unit after the relevant enrolment or re-enrolment closing date specified in the Academic Calendar.
<i>Leave of absence</i>	A break from formal study and a temporary cessation or suspension of enrolment.
<i>Letter of Offer and Written Agreement</i>	(referred to as the Letter of Offer in these rules) is the offer made to a successful applicant that details the course for which the offer applies; any conditions attached to the offer; course start and end dates; duration of the offer; any approved recognition of prior learning; general terms and conditions, including the Refund Policy.
<i>Maximum course duration</i>	The maximum time a student is permitted to complete their enrolled course and includes all holiday periods and any periods of work-based training/practicum. This period begins when the student commences their studies in their enrolled course and is reduced proportionately by the amount of credit/advanced standing that the student has been granted towards their studies when this has the effect of reducing the length of their course based on the normal amount of full-time study.

Item	Definition
<i>Online student portal</i>	<a href="#">Online student portal</a> that allows students to self-manage their enrolment and study at APIC. Through the student portal, students can, among other things: <ul style="list-style-type: none"> <li>• view and update postal address and personal details;</li> <li>• re-enrol in a study period;</li> <li>• view course enrolment details and progression details;</li> <li>• view and print results and fees notices.</li> </ul>
<i>Non-award enrolment</i>	Any enrolment in a single unit or several units outside of an award program.
<i>Overloading</i>	Enrolling in more units than the standard full-time load.
<i>Re-enrolment Closing Date</i>	The final day a continuing student can re-enrol as stated on the APIC Academic Calendar.
<i>Reinstatement</i>	When a student's enrolment status is returned to its condition prior to being cancelled after the decision to cancel the student is overturned.
<i>Suspension</i>	A temporary forced cessation of enrolment and may be due to determination relating to a matter of academic or non-academic misconduct or due to other reasons. After the period of suspension, a student may re-enrol normally. Suspension can be for short periods within a study period, for example, for non-payment of fees, or entire study periods, for example, as a determination of student misconduct.
<i>Study period</i>	A period determined by the Registrar in which on-campus or off-campus classes are normally held and may include study breaks and examination weeks. There are normally three study periods in one academic year at APIC.

## Grievances and Appeals

Students may appeal any decision taken by the College or may lodge a grievance in relation to these rules in accordance with the Student Grievances and Appeals Policy by submitting a Student Appeals Form or Student Grievance Form.

## Enrolment Rules

### General

#### 1. Enrolment

- 1.1. Students are required to enrol for each study period unless:
  - 1.1.1. the study period is a non-compulsory intensive study period, or
  - 1.1.2. they have applied for, and been granted, leave of absence or deferral for that study period.
- 1.2. New students are required to enrol at the campus they plan to study at as stated on their Letter of Offer. Once their payment is confirmed and any required documents submitted, they are shown how to login to the student portal and enrol.
- 1.3. Continuing students may re-enrol online by logging on to their student portal.
- 1.4. The student must enrol in accordance with the rules of the course, adhering to; course progression, pre-requisite, and co-requisite requirements, as detailed in the respective course and unit guides.
- 1.5. Students must enrol in the units which form part of the program of study for the course to which they have been admitted at APIC.

- 1.6. Students are advised that it is their responsibility to ensure that they are correctly enrolled in each study period. Students can review their enrolment details on their Online Student Portal or through Student Services.
- 1.7. Students who are not enrolled in any units in a study period by the enrolment (New students) or re-enrolment (Re-enrolling students) closing date without approved leave of absence may be withdrawn from their course.
- 1.8. International students studying on a student visa:
  - 1.8.1. are required to enrol in all compulsory study periods as indicated on the [Academic Calendar](#), which may include intensive study periods.
  - 1.8.2. are required to complete their course within the expected duration of their COE and therefore are normally required to enrol in a full-time load of study for each compulsory study period. A reduced study load may be approved as part of an intervention strategy or following an application for reduced load or leave of absence for compassionate or compelling circumstances in which case the duration of their COE may be extended.
  - 1.8.3. must enrol in at least one on-campus unit for each compulsory study period unless in their last study period.
  - 1.8.4. cannot enrol in more than a total of one-third of the units (or equivalent) of their course by online learning unless in their last study period.
  - 1.8.5. must maintain their Overseas Student Health Cover (OSHC) for the full period of their stay in Australia in accordance with the Department of Home Affairs regulations.
  - 1.8.6. must enrol in an appropriate study load as directed by APIC. International students who deliberately under-enrol may have their enrolment cancelled in accordance with the Enrolment Policy.

## **2. Approved enrolment and re-enrolment dates and census dates**

- 2.1. Students must enrol by the enrolment or re-enrolment closing date, as applicable, which are published on the APIC Academic Calendar. Failure to enrol by the specified date may result in the cancellation of the student's enrolment in accordance with the APIC Enrolment Policy.
- 2.2. Each study period has an approved census date which is published on the APIC Academic Calendar.
- 2.3. Students must ensure their enrolment is finalised by the approved census date.
- 2.4. Students enrolled at midnight (Australian Eastern Standard Time) on the approved census date stated on the Academic Calendar are liable for tuition fees for the unit or units in which they are enrolled and will receive a result against the enrolled unit or units.
- 2.5. Students who withdraw from a unit or units after the census date for a study period are liable for the tuition fees for the unit or units and will be awarded a grade of "Withdrawn Fail" for the unit or units.

## **3. Maximum units in a study period**

- 3.1. Full-time students are normally required to enrol in the number of unit's equivalent to 1.0 EFTSL in one academic year.
- 3.2. Full-time students must ensure that their enrolment in each study period will meet the full-time load requirement.
- 3.3. Students may apply to take an additional unit or units to the normal full-time load for a study period. The decision on whether to allow overloading is made by the Course Coordinator. The Course Coordinator will consider the student's academic record and any other factors which would require a student to seek enrolment outside of the standard load. Approval is not automatic.
- 3.4. Intensive study period enrolment will be restricted to a lower number of units than a standard study period.

#### **4. Requirements for enrolment and re-enrolment**

- 4.1. New students must enrol in person on campus. Re-enrolling students may do so through the online Student Portal.
- 4.2. Applications for re-enrolment after the re-enrolment closing date due to compassionate or compelling circumstances must be submitted through Student Services and may be accepted at the discretion of the Administration Manager (or designate).
- 4.3. Students are permitted to enrol in units that are offered in the study period for which they have met all pre-requisites and co-requisites as listed in the respective Unit Study Guide for the unit of study, and any special requirements in accordance with course rules as specified in the respective Course Guide for the course in which they are enrolled.
- 4.4. Students will be permitted to enrol for the following study period in units that are offered in the study period for which they have studied the pre-requisites before receiving results for those pre-requisites. However, if the pre-requisite unit or units are not passed, students are required to withdraw from the units and either enrol in another unit without those pre-requisites or redo the pre-requisite unit. However, students under an intervention strategy must enrol in the units specified in the strategy.
- 4.5. Re-enrolling students who wish to enrol in on-campus units are only permitted to nominate classes that are timetabled for the specific campus that they are enrolled at.
- 4.6. Students must complete any other required enrolment procedures or special requirements as specified in the Course Guide for the respective course.
- 4.7. Students are responsible for maintaining a rate of enrolment which will allow them to complete their course by the maximum course duration published in the respective Course Guide. The enrolment of students who have exceeded the maximum course duration for their course will be discontinued in accordance with the Student Course Progression Policy.

#### **5. Pre-requisite and co-requisite units**

- 5.1. Some units at APIC have pre-requisite or co-requisite requirements. These are listed in the respective Unit Study Guide for the unit of study.
- 5.2. Students are responsible for ensuring that any specified pre-requisite or co-requisite requirements are met. APIC has the right to withdraw a student's enrolment in a unit and undertake a variation to the student's enrolment if the pre-requisites or co-requisites have not been met. The student will be notified of the withdrawal or variation in writing.
- 5.3. A request for rule waiver regarding pre- and co-requisites can be made in writing to the Course Coordinator with due reference to any professional accreditation requirements.

#### **6. Enrolment in accordance with course progression rules**

- 6.1. Continued enrolment in a course is subject to satisfactory course progression in accordance with the Course Progression Policy.
- 6.2. In the case of international students, APIC further monitors course progression to ensure they complete their study programs within the duration specified in their Confirmation of Enrolment (CoE).
- 6.3. The enrolment of students making unsatisfactory course progression will be discontinued. In accordance with the Course Progression Policy, domestic students will have the opportunity to show cause before discontinuation of enrolment and international students will have the opportunity to appeal before discontinuation of enrolment and cancellation of their CoE.

#### **7. Extending a student's Confirmation of Enrolment for international students**

- 7.1. APIC will issue a new Confirmation of Enrolment (CoE) to international students when it becomes clear that a study program will not be completed within the current CoE period, but a new CoE can only be issued for the following reasons:

7.1.1. As the result of the implementation of the academic intervention strategy in accordance with the Student Course Progression Policy, and/or

7.1.2. Compassionate or compelling circumstances.

## **8. Enrolments exceeding award requirements**

8.1. Enrolment in units which exceed award requirements is permitted with the approval of the Course Coordinator. However, these units do not contribute to the GPA. They appear on the academic transcript but are not listed under the course.

8.2. FEE-HELP is only available for units which are part of a course of study leading to a Higher Education award. Units over the minimum requirements for their award are not considered to be leading to the award and are not covered by FEE-HELP. Students wishing to enrol in units which are in addition to the requirements of their enrolled award course will need to enrol on a non-award up-front fee-paying basis.

## **9. Repeat enrolment in unit or units already passed**

9.1. A student may repeat any unit for which a passing grade has been awarded with the permission of the relevant Course Coordinator.

9.2. If a student elects to repeat a unit already passed, the student will be liable for the full tuition fees for the unit. The unit will not be eligible for FEE-HELP assistance.

9.3. The original passing grade shall remain on the student's academic record and will contribute to the GPA and a second entry shall record the new grade obtained, however, this result does not contribute to the GPA.

## **10. Restrictions on class enrolments for units**

10.1. The Registrar (or designate) may impose restrictions on the enrolment of a student in accordance with APIC Policies.

10.2. APIC may impose enrolment quotas on particular units or classes, and these may vary across modes of delivery. Quotas may be modified by the Registrar in consultation with the Dean Academic. Quotas may be of a minimum or a maximum number of students.

## **11. Non-award enrolment**

11.1. Non-award enrolment into a non-award program and one or more non-award units are available for undergraduate and postgraduate units and is subject to published entry requirements.

11.2. It is intended that non-award students are studying for reasons other than gaining credit towards an award course.

11.3. A student who is subsequently admitted to an award course at APIC for which the unit(s) successfully completed as a non-award student form a part, may apply for corresponding credit toward the award course.

11.4. Students enrolled in non-award units or programs of study are not permitted to vary their enrolment after census dates. At census date, all enrolled students, including enrolled non-award students, are liable for tuition fees.

11.5. All non-award single unit enrolments are only offered on an up-front fee payment basis.

11.6. International students studying on a student visa are permitted to enrol in non-award units if concurrently enrolled in an award course with APIC provided that they obtain permission from the relevant Course Coordinator and that they finish their award course within the course duration stipulated in their Confirmation of Enrolment (CoE).

11.7. International students studying on a student visa are not permitted to enrol solely in non-award programs of study at APIC.

- 11.8. International students on a student visa cannot study non-award units if these units are not part of a CRICOS registered course.
- 11.9. APIC reserves the right to limit the unit or units available for non-award enrolment as determined by the College.
- 11.10. APIC may limit the number of single unit non-award enrolments which a student may undertake in any study period, year or course, regardless of permission to enrol that the student may have received from the Course Coordinator. The College may decline permission to enrol in any single non-award unit if the student has not completed the required pre or co-requisites for that unit.

## **12. Concurrent enrolment in more than one course**

- 12.1. No student is permitted to enrol in more than one award course at APIC except with the written approval of the Dean.
- 12.2. If permission to enrol concurrently in two APIC courses is provided by the Dean, minimum progression rates must be met in all enrolled courses in order to continue enrolment in each course.
- 12.3. If minimum progression rates are not maintained, the student is required to withdraw from one course.
- 12.4. Maximum unit load per study period, for both courses combined, does not exceed normal full-time enrolment.
- 12.5. Students who have requested FEE-HELP assistance must be aware of their FEE-HELP limit and the effect that enrolment in two courses will have on that limit.
- 12.6. A student on Conditional Admission is not permitted to be enrolled in a concurrent course.
- 12.7. The Registrar may suspend from enrolment any student who is found to be enrolled, without approval, in more than one award course.

## **13. Cross-institutional enrolment**

- 13.1. A student who is enrolled in an award course at another tertiary institution can enrol in units at APIC even if those units do not count towards the award at the other tertiary institution.
- 13.2. Students applying for cross-institutional enrolment must provide a letter of approval from the institution in which they are enrolled to complete an award course.
- 13.3. Admissions and enrolment must have the approval from the other tertiary institution and the Dean of APIC. Approval is subject to the availability of units and class places.
- 13.4. A student who is enrolled in a cross-institutional study is subject to APIC course progression rules.
- 13.5. Students enrolled at APIC in an award course are permitted to apply and to enrol at another tertiary institution with the approval of the Dean and the approval of the other tertiary institution.
- 13.6. Students enrolled at APIC may be granted credit for units successfully undertaken at another tertiary institution.

## **Variations to enrolment**

### **14. Variation to enrolment**

- 14.1. Students can vary their enrolment by submitting a valid application to the College to:
  - 14.1.1. withdraw from a unit of study, or
  - 14.1.2. substitute a unit of study for another, or
  - 14.1.3. add a unit of study.

### 15. Important dates for variations

- 15.1. Before the re-enrolment closing date, students can vary their unit enrolment without financial liability or academic penalty through the Student Portal or via Student Services.
- 15.2. After the re-enrolment closing date and before the census date, students can withdraw from a unit or units through application only. These withdrawals must be approved by Student Services.

### 16. Addition or substitution of units

- 16.1. Students may add units to their enrolment, or substitute units before midnight (Australian Eastern Standard Time) on the final working day of the first week of a study period through Student Services.
- 16.2. To ensure students are not disadvantaged in their studies by commencing units late, applications to add or substitute units received after the above date and before the approved census date will only be considered where there are demonstrated extenuating circumstances and must have approval by the Course Coordinator.
- 16.3. Students seeking late enrolment in an additional or alternative unit may be required to provide documentary evidence supporting their claim of extenuating circumstances. Approval is not automatic.

### 17. Withdrawing from a unit or units

- 17.1. Before midnight (Australian Eastern Standard Time) on the approved census date; students may withdraw from enrolment in a unit without financial or academic penalty.
- 17.2. After the approved census date; student who withdraws from a unit or units will be liable for the full tuition fees and awarded a grade of 'Withdrawn Fail' (WF) for the units unless special or compassionate and compelling circumstances apply.

## Deferral and Leave of absence

### 18. Deferral of initial course commencement

- 18.1. Students are permitted to defer their initial enrolment in a course before the census date of their first study period in accordance with the Enrolment Policy by completing a [Change of Course Start Date Form](#).

### 19. Leave of absence

- 19.1. Students are permitted to take leave from their enrolment in a course before the re-enrolment closing date by completing an application for [Leave of Absence form](#).
- 19.2. Leave of absence may be granted for a study period after the re-enrolment closing date if special circumstances or compassionate and compelling circumstances apply.
- 19.3. Domestic students are not permitted to take a leave of absence in their first study period unless special circumstances or compassionate and compelling circumstances apply.
- 19.4. Students are not permitted to take leave of absence if their course is in teach-out and/or is being discontinued.
- 19.5. Leave of absence may be granted for a maximum period of one year following a formal application request from the student.
- 19.6. Students who formally apply for leave and whose leave is approved will be permitted to enrol in their course of study upon their return.
- 19.7. Students who do not have a valid unit enrolment by the last date for re-enrolment for the study period following their approved leave will be regarded as having ceased their course of study; their enrolment will be cancelled.
- 19.8. Students subject to suspension or discontinuation of enrolment are not eligible for a leave of absence.



- 19.9. Periods of leave are not included when calculating a student's progression in a course but do count towards the maximum course duration.
- 19.10. Students who have been granted leave of absence may only return to the same course if they can complete the course within the permitted maximum course duration of that course.
- 19.11. Students granted leave should be aware that they:
- 19.11.1. are no longer entitled to a travel concession, if they have been issued one, as they are no longer enrolled in a full-time program;
  - 19.11.2. are responsible for advising Centrelink, if they are receiving Centrelink benefits, (for example, Austudy or Abstudy) of any changes to their circumstances within 14 days (see <http://www.humanservices.gov.au/customer/services/centrelink/austudy>);
  - 19.11.3. need to continue to ensure their address and other contact details are kept up-to-date while on leave;
  - 19.11.4. need to continue to check their student email account while their enrolment is deferred.
- 19.12. **International students studying on a student visa, in addition:**
- 19.12.1. may only apply for a leave of absence for compassionate or compelling circumstances and should be aware that any suspension of their study will be reported to the Department of Education and the Department of Home Affairs through PRISMS and may affect their student visa;
  - 19.12.2. will be granted leave of absence for a maximum of one year;
  - 19.12.3. will have their COE cancelled if they do not have a valid unit enrolment by the last date for re-enrolment for the study period following their approved leave as, by not enrolling, they will have indicated their intention to cease their course of study;
  - 19.12.4. are not permitted to take a leave of absence, unless there are compassionate and compelling circumstances, in the following situations:
    - 19.12.4.1. in their first 6 months of study;
    - 19.12.4.2. if the leave would result in insufficient time for the student to complete within the specified duration of their CoE;
    - 19.12.4.3. the leave would reduce the student below an equivalent full-time study load for the academic year.

## Non-enrolment and withdrawal

### 20. Non-enrolment or Non-Payment of Fees

- 20.1. Students who have not enrolled or who have not paid their fees by the relevant enrolment or re-enrolment closing date may have their enrolment suspended or cancelled in accordance with the Enrolment Policy.

### 21. Suspension or Cancellation of Enrolment

- 21.1. A student's enrolment may be suspended or cancelled due to the reasons outlined in the Enrolment Policy.
- 21.2. The suspension or cancellation of the enrolment of international students studying on a student visa will be reported to the Department of Home Affairs' and may affect their student visa. In the first instance, the international student studying on a student visa will be informed of the intention to discontinue their enrolment and will be notified of the period in which they will be able to access the internal Appeals and Grievances Policy and Procedures. If the student does not appeal or if the appeal is unsuccessful, the student's COE will be cancelled. The suspension or cancellation of an international students' enrolment will not take effect until the internal appeals process is completed.

- 21.3. If a student's enrolment is cancelled, they can apply to have their enrolment reinstated or re-apply for a course if they wish to return to study at the College.
- 21.4. To apply for [reinstatement](#), a student must submit an application for reinstatement that can be found on the APIC website under Policies and Forms (<https://apicollege.edu.au/policies-and-regulations/>). Grounds for reinstatement include:
- 21.4.1. a successful external appeal against the decision to cancel the student;
  - 21.4.2. the cancellation of their enrolment was done in error;
  - 21.4.3. there are additional compassionate or compelling circumstances that the College is made aware of after the student's enrolment has been cancelled.
- 21.5. If a student wishes to re-apply for the College, they must follow the normal admission process and meet all requirements as outlined in the [APIC Admission Policy](#), which is located on the APIC website under Policies and Forms (<https://apicollege.edu.au/policies-and-regulations/>).

## 22. Withdrawal from course

- 22.1. APIC recognises that, for a variety of reasons, some students will wish to withdraw from a course of study before its completion. To apply to withdraw from their a student must submit must submit online a [Course Withdrawal](#) form in accordance with the Enrolment Policy.

## Transfer of course or change of specialisation

### 23. Transfer of course

- 23.1. Domestic students are permitted to change their course of study within APIC to any other program via internal transfer provided they meet course entry requirements or are eligible for confirmed course articulation arrangements and provided they have completed at least one study period in the original course. Students must apply for internal transfer by submitting the College's [Change of Course](#) form. Students considering the transfer, of course, are advised to discuss their intended transfer with the Course Coordinator or Campus Academic Manager to obtain advice on transfer options and procedures.
- 23.2. Domestic students transferring to a combined or double degree program (when applicable) must meet transfer requirements for any component of the double or combined degree to which they are not currently admitted.
- 23.3. Domestic students who transfer their course and who pay all or part of their tuition fees via the Australian Government's Fee-Help loan scheme will need to complete a new FEE-HELP application.
- 23.4. International students not granted a student visa under the Department of Home Affairs' streamlined visa processing (SVP) arrangements are normally only permitted to transfer course internally or to another education provider after the first 6 months of study, except under special circumstances and are subject to APIC's International Student Transfer Between Registered Providers Policy. If permission to transfer is granted and the international student transfers to a new course at a different level of qualification the student will need to apply for a new student visa. International students who are considering transfer of course or change of specialisation are advised to read the College's International Student Transfer Between Registered Providers Policy as well as the Department of Home Affairs' web information about changing courses at and are also advised to discuss their intended transfer with their current Course Coordinator to obtain advice on transfer options and procedures.
- 23.5. International students studying on a student visa under the Department of Home Affairs streamlined visa processing (SVP) arrangements, must stay enrolled in an SVP eligible course program with an SVP eligible education provider and must continue to have enough financial capacity to support their study and stay in Australia. International students who transfer to a non-SVP eligible course or transfer to a non-SVP eligible provider or move to a lower level visa subclass will no longer meet the criteria for which their visa was granted, and their student visa may be cancelled by the Department of Home

Affairs. International students must take this important information into account when choosing a course and if considering a course change or a move to another provider. International students who are considering transfer of course or change of specialisation are advised to read the College's International Student Transfer Between Registered Providers Policy as well as the Department of Home Affairs' web information about changing courses and are also advised to discuss their intended transfer with their current Course Coordinator or Student Services to obtain advice on transfer options and procedures.

## Maximum course duration

### 24. The maximum permitted course duration

- 24.1.1. All courses will have a normal duration expressed in study periods of the number of years of full-time or part-time study required for completion. Students are notified of these through their letter of offer.
- 24.1.2. A student may exceed the normal duration; however, they must complete their course within the maximum course duration. The maximum permitted course duration for each course is available in the respective [Course Guide](#).
- 24.1.3. Students who transfer into a new course must complete their course by the maximum permitted course duration of the new course less the proportion of the course for which credit has been received (if applicable). This rule also applies to students who transfer from a superseded course into a matching course with a revised course sequence.
- 24.1.4. International students studying on a student visa must complete their course within the duration of study as specified on their Confirmation of Enrolment (CoE).

Sources: <https://www.acap.edu.au/current-students/managing-my-course/enrolment/>  
<https://policies.westernsydney.edu.au/document/view.current.php?id=19&version=4>