

# Non-commencement of Study Procedures

## 1. Governing policy

These procedures relate to the *Terms and Conditions of Enrolment*.

They describe how staff will enact the terms and conditions to inform the Australian Government of an international student's non-commencement of study, to fulfil the institution's obligations under Section 19, Education Services for Overseas Students Act 2000 (ESOS Act).

## 2. Scope

These procedures apply to all international students on a student visa who do not commence their course when expected and have not otherwise informed the Institution of a request to defer their course commencement or been granted a later course commencement date. These procedures also apply to staff involved in processing a non-commencement of study. These procedures are aligned with applicable Australian Government legislation including the ESOS Act.

## 3. Procedures

3.1. These procedures set out the two key processes involved for a student's non-commencement of study at the institution as per Table 1 below:

### 1. Triggers for non-commencement

The institution is obliged to report to the Department of Home Affairs (DHA), via PRISMS, all international students on a student visa who do not commence their course when expected. To determine which new students have not commenced, the institution performs a number of checks after the commencement of each study period.

### 2. Recording/reporting

Non-commencements are reported via PRISMS and the related Confirmation of Enrolments (COE) are cancelled. Students are notified of being reported to DHA.

## Table 1.

Process	Responsibilities	Timeframe
<b>Step 1 Triggers for non-commencement</b>		
<p>1.1 After the commencement of each study period, Student Services performs the following checks, to determine if any new international students have not commenced their course as expected:</p> <p>a. <b>Attendance records:</b> identify which students have not attended any classes at the following points;</p> <ul style="list-style-type: none"> <li>• end of week 1 attendance records – for under 18 students; or</li> <li>• end of week 3 attendance records – for all other students; and</li> </ul> <p>b. <b>Student declaration and student card:</b> identify which students did not complete the declaration and collect their student card.</p> <p>1.2 Compile the list of non-commencers following Step 1.1 at the beginning of week 2 for under 18 students, and week 4 for all other students, and compare against records for approved late commencement.</p>	Student Services, Admissions, Recruitment	Non-commencement list compiled Wk 1 (under 18), Wk 4 (all other students)
<b>Step 2 Recording/reporting</b>		
<p>2.1 Using the list of non-commencers, the institution is obliged to report each student to DHA via PRISMS.</p> <p>2.2 The report via PRISMS must be completed <b>within:</b></p> <p>a. <b>14 days</b> after the COE start date (expected commencement date) for students <b>under 18 years</b> of age; or</p> <p>b. <b>31 days</b> after the COE start date (expected commencement date) for students <b>above 18 years</b> of age.</p> <p>2.3 The COE for each student must be reported on by performing a Student Course Variation (SCV), and selecting the reason type <b>non-commencement of studies</b> which cancels the COE.</p> <p>2.4 Students are notified via email of the cancellation of their COE and being reported to DHA as non-commencement of studies.</p> <p>2.5 Student non-commencements are recorded on the student management system with the following records updated:</p> <p>a. Student's enrolment record;</p> <p>b. COE status.</p>	Student Services	COE reported within 14 days – under 18 years COE reported within 31 days – above 18 years

#### 4. Roles and responsibilities

The Registrar is responsible for the monitoring and reporting of international student non-commencements.

#### 5. Compliance and monitoring

These procedures are written in accordance with the ESOS Act.

## **6. Records management**

As detailed in Table 1 above, non-commencements of study are recorded in the institution's database and the COE's are reported in PRISMS.

## **7. Related documents**

*Terms and Conditions of Enrolment*

**Approved by EMG on 9 June 2023**