



Vibe College is the trading name of Adore Education Pty Ltd

ABN 66 088 173 433 | RTO 31652 | CRICOS 03500M

www.vibecollege.edu.au

Non-Commencement of Studies Policy and Procedure

VIBE

C O L L E G E

BRISBANE

Level 2, 30 Herschel Street

Brisbane, QLD 4000 Australia

+61 7 3088 6644

info@vibecollege.edu.au

Version Control

Date	Version	Changes made	Author
Nov 2015	V1.0	Reviewed and implemented	Administrative Officer
July 2016	V2.0	Updated policy and procedures in line with CRICOS	Administrative Officer
May 2017	V2.1	Updates to address and contact details	Administrative Officer
Feb 2018	V2.2	Reviewed and implemented	Administrative Officer
Feb 2019	V3.0	Updated policy and procedures in line with changed Standards	Compliance Officer
22 Nov 2019	V4.0	Reviewed and implemented Updated policy and procedures in line with the National Code 2018	Administrative Officer

Table of Contents

1.	Scope	3
2.	Policy	3
3.	Procedure	3
3.1.	Non-Commencement	3
3.2.	Reminder – Non-Commencement	4



1. Scope

This policy applies to all International Students enrolled at Vibe College and all Vibe College staff who deal with all matters concerning International Students.

2. Policy

This policy is created pursuant to Section 19 of the ESOS Act 2000 and Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Section 19 (c) of the ESOS Act 2000, requires providers of CRICOS courses, to report any student who does not commence his/her course when expected.

This information must be reported through PRISMS within the specified periods of 31 days for all international students.

Non- Commencement of studies can be due to various reasons:

- Delay in Student Visa being granted (where student is outside Australia)
- On-shore student electing to return permanently to their home country and not commencing the course.
- Student does not commence the course and no reason is provided

3. Procedure

3.1. Non-Commencement

1) Offshore Students

Students who are offshore waiting for their student visa to be granted and course commencement date has passed, must submit:

- an Enrolment Variation Form within 21 days of their Agreed Starting Date, requesting to defer their course commencement to the next available intake.

If a student submits the required documents as mentioned above within 21 days, Vibe College will perform the deferment of the Course Start Date to the next available intake and enter relevant comments in PRISMS within 31 days of the Agreed Starting Date.

- If a student fails to submit an Enrolment Variation Form within 21 days of their course start date with Vibe College, Vibe College will initiate the process of enrolment variation and report such instance on PRISMS within 31 days of the agreed starting date of the course under Non-Commencement of Studies. (For students under 18 years of age- if the student's relevant paperwork is not received within 10 days of the agreed starting date of the course, Vibe College shall Report student under 'Non commencement of studies' within 14 days of the agreed starting date.)

2) Onshore Students

Should an onshore student elect to withdraw from a course and return permanently to their home country, they must submit:

- A completed Enrolment Variation Form.
- Copy of flight Ticket and Email to Department of Home Affairs on super.hobart@border.gov.au or update your ImmiAccount online to voluntarily cancel their student visa (copy of the email to be sent to Vibe College on info@vibecollege.edu.au).
- If a student fails to submit an Enrolment Variation Form within 21 days of their course start date with Vibe College, A Vibe College will initiate the process of enrolment variation and report such instance on PRISMS within 31 days of the agreed starting date.

3) On-shore and Offshore students

Onshore and offshore students whose visa is already granted - if the student does not commence and have not contacted the College to defer their course- in this instance, student services must endeavor to contact the student within 1 week of agreed starting date. If the students do not commence the course or request a deferral within 21 days of agreed starting date, then Vibe College will initiate the process of enrolment variation and report such instance on PRISMS within 31 days of the agreed starting date.

3.2. Reminder: Non-Commencement

If it is noted a student has failed to commence their course on the agreed starting date, Student Services will send both a reminder email student within 1 week of agreed starting date, reminding them of their course commencement date.

