

Non-Commencement of Studies Policy and Procedure

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. Vibe College only provides enrolment to student over the age of 18, hence all information pertaining to above 18 students are only included.

2. Policy

This policy is created in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The National Code of Practice, 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 below:

- a. 14 days - if the student is under 18 years of age
- b. 31 days - all other 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

a. Off-shore Students

Students who are off-shore 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.

b. On-shore Students

Should an on-shore 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 to be emailed to Department of Home Affairs (DHA) on super.hobart@border.gov.au 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, then Vibe College will initiate the process of enrolment variation and report such instance on PRISMS within 31 days of the agreed starting date.

c. On-shore and Offshore students

For the above students whose visa is already granted, if the students do not commence and have not contacted the College to defer their course, in this instance, student support services must endeavour to contact those students within a week of agreed starting date

If the students do not commence the course or request a deferral within 21 days of agreed starting date (10 days for students under 18 years of age), 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 Support Services will send a reminder email student within a week of agreed starting date.