

International Students

Course Duration Policy

1. Policy

Kennedy Baptist College is committed to assisting international students to complete their studies within the duration specified in their *Confirmation of Enrolment*.

2. Purpose

The purpose of this Policy is to ensure compliance with the Department of Home Affairs (DHA) *Student Visa Condition 8202* and *Standard 8 – Overseas Student Visa Requirements* of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Scope

This Policy applies to staff and international students and parents/guardians for the duration of their enrolment at Kennedy Baptist College.

This Policy is to be read in conjunction with the *International Student Course Attendance Policy*, *Course Progress Policy* and the *Deferment, Cancellation or Suspension of Study Policy*.

4. Definition

Compassionate or compelling circumstances are generally those beyond the control of the international student and which have an impact upon the student's course progress or well-being. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student. These cases should be supported by police or psychologists' reports.

5. Monitoring Course Duration

To ensure international students complete their course within the duration specified in their *Confirmation of Enrolment (CoE)* and achieve academic success, the College monitors each student's course progress and course attendance. Students at risk are monitored and followed up by the College as per the *Course Attendance Policy* and the *Course Progress Policy*.

The Registrar is responsible for monitoring international student course duration and will notify the Director of Students of any students at risk.

6. Grounds for Extension of Course Duration

The College will only extend the duration of an international student's enrolment where it is clear that the student will not be able to complete their course by the expected date because:

- The College has assessed that there are **compassionate or compelling circumstances** and there is evidence to support this assessment;
- The College has implemented, or is in the process of implementing, an intervention strategy for the student because they are at risk of **not meeting course progress** requirements (refer *Course Progress Policy*); or
- An **approved deferral or suspension of the student's enrolment** has been granted in accordance with the *Deferment, Cancellation or Suspension of Study Policy*.

7. Extension Granted

Where the College decides to extend the duration of the student's enrolment, the College will:

- Report this change via PRISMS within 14 days; and/or
- Issue a new *Confirmation of Enrolment (CoE)*, if required, to the student and their parent/guardian; and
- Advise the student and their parent/guardian to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Adopted By:	Principal, Mr Mark Ashby Date Adopted: 09/09/2019	Date Reviewed: 31/08/2021 Updated: 09/06/2022
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