

Extending Course Duration Policy and Procedure

1.0 Regulations and Legislative Framework

This policy and procedure is implemented in accordance with:

- Education Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Standards for Registered Training Organisations (RTOs) 2025

This policy supports Princeton International College's obligations relating to monitoring course duration, course progression, intervention strategies, enrolment load management and PRISMS reporting requirements for international students.

2.0 Policy

To enable compliance with The National Code 2018 and the 2025 Standards for Registered Training Organisations (RTOs) international students are required to complete their studies within the expected duration of the program, as specified on the student's Confirmation of Enrolment (CoE).

2.1 Princeton International College implements this policy and procedures to monitor the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE. Princeton International College encourages early identification and early intervention where students may be at risk of not completing their course within the expected duration specified on their Confirmation of Enrolment (CoE).

2.2 Princeton International College ensures that the expected duration of study specified on a student's Confirmation of Enrolment (CoE) does not exceed the registered CRICOS course duration, except where an extension is permitted in accordance with this policy due to:

- compassionate or compelling circumstances
- approved intervention strategies
- approved deferment or suspension of studies
- approved course variations or enrolment load adjustments

2.3 The process of monitoring student course progress, enrolment load, learner engagement and student participation is outlined within Princeton International College's:

- Monitoring International Student VET Course Progress Policy and Procedure
- VET Student Engagement and Non-Attendance Policy and Procedure
- Student Support and Wellbeing Policy and Procedure

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2.4 Princeton International College may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's COE, as the result of:

- a. Compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where Princeton International College was unable to offer a pre-requisite unit).

Other examples of circumstances could include but are not limited to:

- i. Serious illness or injury, where a medical certificate states that the student was / is unable to attend classes;
 - ii. Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
 - iii. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
 - iv. A traumatic experience which could include:
 - v. involvement in, or witnessing of a serious accident; or
 - vi. 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)
- b. assessing and identifying students who have failed to meet the academic requirements or were at risk of not meeting satisfactory course progress; or
 - c. An approved deferment or suspension of study has been granted in accordance to the Deferring, Suspending or Cancelling Student's Enrolment policy and procedures.

2.5 Princeton International College delivers face-to-face training and assessment to support student engagement, learner support, student monitoring and course progression requirements.

3 Procedure

3.1 Students are required to complete their studies within the timeframe indicated on their Coe in order to meet their student visa conditions. Princeton International College shall endeavour to ensure all students are given the opportunity to complete their studies within this timeframe. A copy of each student's CoE and any subsequent CoE variations will be maintained within the student file and authorised institutional systems.

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3.2 Procedures for monitoring course progress shall be implemented and appropriate intervention processes followed where students are not meeting these requirements. Princeton International College shall monitor all students' ability to complete their course within the expected duration in a number of ways:

- Trainers shall meet regularly to ensure that students are progressing across all areas of training being provided.
- Monitoring of student course progress, engagement and intervention requirements by the Training Manager in consultation with the Student Support Officer and CEO where required.
- Ensuring complete timetable and schedule for the program is developed, implemented, and reviewed where required.

3.3 Where a student is identified as being at risk of not completing the program within the expected duration through lack of course progress Princeton International College shall implement appropriate intervention steps to ensure students are given reasonable opportunity to complete their course within the nominated duration.

3.4 These intervention steps will include meeting with the student to identify the cause that is placing the student at risk. Within this meeting, strategies to assist the student in completing the course within the expected duration shall be discussed and implemented as required. These strategies may include:

- Extra tuition and support to be organised
- Timetable adjustments
- Personal strategies to improve the student's ability to complete the course requirements
- Review of assessment strategies
- Variation of student enrolment load
- Referral to learner support or wellbeing support services where required

3.5 Where a student is identified of being at risk of not completing their course in the expected duration due to lack of course progression, the student's enrolment load may be adjusted to ensure the student has the opportunity to complete the course successfully. Where this is the case the student's study period may be extended.

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3.6 Princeton International College will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a. compassionate or compelling circumstances (for example illness where a medical certificate states that the student was unable to attend classes or where Princeton International College was unable to offer a pre-requisite unit);
- b. Princeton International College implements its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- c. An approved deferment or suspension of study has been granted in accordance with the ESOS Act and National Code 2018

3.7 All meetings must be documented, and any strategies arranged must also be documented.

3.8 All approved changes relating to a student's course duration, enrolment variation or CoE extension must be reported through PRISMS in accordance with legislative requirements. The CEO is responsible for oversight of all PRISMS reporting activities, compliance notifications and final reporting decisions.

3.9 Students may access Princeton International College's Complaints Handling Policy and Procedure and Appeals Handling Policy and Procedure where they are dissatisfied with a decision relating to course duration variations, enrolment load adjustments or intervention actions. Nothing within this policy removes the student's right to take action under Australia's consumer protection laws.

3.10 Course Variations

When the student can only account for the variation/s by extending his or her expected duration of study, a Course Variation occurs. The student may be required to complete and submit a Course Variation Request Form together with any relevant supporting documentation for assessment and approval.

As a result, Princeton International College will report the variation via PRISMS and issue a new CoE. A new course timetable will be issued accordingly. The new COE along with the new course timetable and the signed Request form will be placed in the student file, copies will be provided to the student.

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4.0 Records Management

Princeton International College maintains accurate and secure records relating to course duration monitoring, intervention activities, enrolment load variations, course variation requests, supporting documentation, CoE amendments and PRISMS reporting activities.

Records are maintained within Wisenet and authorised institutional systems with access restricted to authorised personnel in accordance with privacy, confidentiality and regulatory requirements.

Records may include:

- CoE records and variations
- intervention records
- meeting records
- Course Variation Request Forms
- supporting documentation
- enrolment load adjustment records
- communication records
- PRISMS reporting records
- updated timetables and schedules

All records are retained in accordance with the Records Management Policy and Procedure and applicable regulatory requirements.

5.0 Continuous Improvement

Princeton International College reviews course duration monitoring, intervention processes, enrolment load management and course variation processes as part of its continuous improvement, governance and quality assurance framework.

Feedback, student outcomes, identified risks, intervention trends and operational issues are monitored to identify opportunities for improvement.

Improvement opportunities, corrective actions and identified risks relating to course duration management and intervention processes are recorded within the Continuous Improvement Register and monitored through management and governance processes under the oversight of the CEO.