



Completion Within Expected Duration Policy

Purpose

The purpose of this policy is to ensure that American College monitors the workload of students to ensure they complete their course within the duration specified on their Confirmation of Enrolment (CoE). This Policy complies with Standard 9 of the National Code 2007.

Scope

The policy applies to all international students currently enrolled with American College.

Policy

1. American College is committed to ensuring that students are able to complete their course within the duration specified on their CoE. The expected duration of study is as recorded on the CRICOS register.
2. All students are aware of the start and finish date of their studies as specified on their Confirmation of Enrolment.
3. All students are required to complete a course load of 20 hours per week.
4. The monitoring process that will take place to ensure a student can complete his or her course within the expected duration is as documented in American College Course Progress Policy and Procedure.
5. The duration of a student's study will only be extended where it is clear that the course cannot be completed in the expected duration as specified on the student's CoE as a result of:
 - Compassionate and compelling circumstances including (but 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;
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - a traumatic experience which has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
 - where American College is unable to offer a pre-requisite unit.

- Implementation of an intervention strategy for students identified at risk of not meeting satisfactory course progress (See Course Progress Policy).
- An approved deferral or suspension of studies as per American College Deferral, Suspension and Cancellation Policy.

9. If an extension to the student's expected duration of study is approved, American College will notify Department of Education via the Provider Registration and International Students Management System (PRISMS) and issue a new CoE to the student.

10. American College will only carry out the above notification when it is clear how long an extension of duration of study the student will require.

11. All variations in the student's enrolment load, including the reasons for the variation will be recorded on the student's file.

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