

Course Deferral, Transfer & Change of Enrolment Policy & Procedure (Higher Education)

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Approved by:	GM, Group Quality, Accreditation & Compliance
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Section 1 – Introduction

1. Purpose

The purpose of the Course Deferral, Transfer & Change of Enrolment Policy (Higher Education) is to provide information on the options for students to defer their studies, transfer, or vary their enrolment patterns.

2. Scope

This policy applies to:

- i) All HE students (domestic and international) of Academy of Information Technology Pty Ltd (AIT);
- ii) All staff of AIT including employees and contractors;
- iii) All HE courses delivered by AIT, including those delivered on its behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the AIT policy will apply.

Academy of Information Technology Pty Ltd (also trading as Coder Academy Australia, Greenwich Higher Education, and ISCD), RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J

3. Definitions

Word/Term	Definition
Course Commencement Date	The date that is agreed between AIT and the student to be the first official day of a program of study.
Census date	The official deadline by which a student's enrolment and participation in a course are confirmed. It is the last date students can make changes to their enrollment, such as adding, dropping, or withdrawing from subjects without financial or academic penalty.
6 Calendar months	The first six months are calculated as six calendar months from the date an overseas student commences their principal course ¹
Cancellation	Cancellation of enrolment by the student prior to commencement of the course.
Change of Enrolment	Change of unit, commencement date, or study mode, as requested by the student.
Compulsory study period	1. March and July are compulsory study periods for all Standard courses. 2. The semester of commencement is a compulsory study period regardless of the month. 3. International students who are not progressing in line with their student visa duration will have additional semesters included as compulsory study periods to support their academic progress within their visa duration.

Credit Points	Credit points represent the value or weight assigned to a course or unit of study within a higher education program. They indicate the amount of work or study load required to complete that unit.
Deferral	Temporary cessation of participation in the course, requested by the student.
Expulsion	Permanent removal by AIT of rights to participate in the course.
Maximum study duration	For international students, the maximum study duration is the duration of their student visa.
Principal course	The primary course of study for an overseas student, typically the final course in a package of multiple courses for which a visa has been issued.
Suspension	Temporary removal by AIT of rights to participate in the course.
Withdrawal	Withdrawal from a course by the student on or after commencement of the course.
Special Circumstances	Special circumstances are events beyond the students' control that impact upon their ability to maintain continuity of enrolment. Examples may include extended periods of hospitalisation for conditions not present at the time of enrolment, secondment overseas by government agencies including the armed forces.
Internal Transfer	Transfer of enrolment between courses within AIT.

Section 2 – Policy & Procedure

4. Enrolment

Students are automatically enrolled in their subjects by the student services team. They receive a subject list and course guide at the commencement of their studies, which outlines the course structure and general expectations.

At Orientation, Academic Managers provide an in-depth explanation of the course structure and full-time study expectations to ensure students are well-prepared for their academic journey.

The following enrolment rules must be adhered to during the enrolment process:

- Enrol in 3 subjects in the March, July and November semesters, unless otherwise required by the course's progression requirements. The full course duration is generally 3 years for a bachelor's program, 2 years for an associate degree, and 12 months for a Diploma.
- Students are not permitted to study more than 4 subjects in a trimester unless approved by the Academic Director.
- Students are not permitted to enrol in multiple subjects scheduled at the same time

5. Adjustments to Enrolment

The Student Services team, in collaboration with the Academic Team, actively manages

re-enrolment to address issues such as failed subjects, overloading, or underloading. These efforts ensure students remain on track to complete their course within the maximum study duration.

Students receive counselling regarding their academic progress and subject selections to support their success during the enrolment process.

6. Re-Enrolment and Intervention Strategies

If a student fails a subject, their enrolment is adjusted to facilitate retakes and support continued progress. These adjustments may include enrolling in an additional trimester or modifying their study load.

As part of intervention strategies aimed at improving academic outcomes, students may be required or permitted to underload. Such decisions are made in consultation with the Academic Team and align with the student's individual progress agreement.

AIT reserves the right to modify a student's timetable when necessary. Students must acknowledge and agree to any timetable changes during the enrolment process.

Counselling on academic progress and subject selections is provided during enrolment to ensure students undertake a study load best suited to their success.

7. Withdrawing, Changing and Adding Additional subjects

When results are released, enrolments will be reviewed against a student's progress to determine whether their enrolment needs to be adjusted to accommodate the repeat of a failed subject.

Students may be permitted to change their subject selection to a new or additional subject prior to week 2 of classes. Students may not change their enrolment into the same subject scheduled at a more convenient time.

Students may also be permitted to reduce their study load prior to the census date, on approval by the AIT Student Services Team.

All requests to change an enrolment must be processed via appointment with the Student Services team and will require a review of the students progress and study plan, to ensure the changes reflect an appropriate course plan that allows completion within the maximum study duration.

Census Dates (Domestic Students)

- i) Census date is the last day for an enrolment to be finalised. This means that a student can withdraw from a subject without financial liability or academic penalty, before the census date of each term.
- ii) Domestic students should ensure that their enrolment and tuition fees are correct before census date. Students who are paying via FEE HELP must ensure they have submitted their signed electronic Commonwealth Assistance Form (eCAF) prior to the census date to be assessed for eligibility to use FEE HELP.
- iii) Domestic students must provide AIT with their Tax File Number (TFN) (for FEE HELP) before census date or the enrolment will be cancelled.

8. Special leave during a study period

While it is not advised, in some situations students may be required to, or may request to, take a leave of absence during a term of study for medical or other factors beyond their control. Students should contact AIT if they wish to seek approval:

- i) For leave/absence from class for 5 or more consecutive days
- ii) If they expect to miss the start of any study period
- iii) If they are an Overseas student under 18 years of age and they will be travelling overseas during regular study breaks.

Students must speak to Student Services and complete the Request for Special Short-term Leave form and provide relevant supporting evidence as appropriate. If a student needs to be absent for an extended period and is unable to maintain their program progression, they may need to discuss deferring their studies with Student Services.

9. Deferring or temporarily suspending enrolment

Students wishing to defer or temporarily suspend their enrolment may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to:

- i) Serious illness or injury
 - ii) Serious illness or death of a family member necessitating a return to the student's home country
 - iii) Compelling personal reasons
 - iv) Natural disaster
- Students may only defer their study once during the course of their enrolment for a maximum duration 1 term, extension beyond this time period is only granted in exceptional circumstances. Deferrals must align with terms and may not be for a lesser period.
 - Students must submit a form to Student Services requesting to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate). AIT will assess the application and make a decision within seven business days. Deferrals are not guaranteed and are at the discretion of AIT and subject to approval by AIT's Student Services Manager, or delegate.
 - Students who are granted a deferral during subjects/ terms will be responsible for any loss of fees in line with the Refund policy, this includes any fees to repeat or re-join the subjects/ term. Such requests for deferral must be submitted to AIT's Student Services team in writing and are subject to approval.
 - Where deferral is granted, deferral fees will apply, see terms and conditions of the signed offer letter.
 - Any student who defers needs to have a recommencement date at the time of request for deferment. Recommencement of studies needs to be in line with the next AIT term and course timetable offerings.
 - During a deferment period, it is the responsibility of the student to contact AIT's Student Services team a minimum of two (2) weeks prior to the agreed

recommencement date to confirm the recommencement of their studies.

- If a student fails to recommence studies following a deferment and in line with the student's recommencement date, the student will be responsible for any loss of fees in line with the Refund policy and their enrolment in the course may be cancelled.
- Should the student be unable to recommence study due to ongoing medical issues at the agreed date, their enrolment will be cancelled and an interim transcript or statement of attainment issued for any completed units of study. The student may apply in writing for special consideration and depending upon the circumstances, further fees may be waived without penalty.
- While a deferral allows for a pause in study, all financial obligations continue in accordance with the original payment plan entered by the student.
- In the event of an increase in course fees, students who defer will be required to pay the difference prior to recommencing studies. Students will be provided with a detailed breakdown of any fee increases upon confirming their return to study.
- As courses are continually upgraded, some course content may be altered throughout a student's enrolment. In the event of a change in course structure/content, every effort will be made to assist in the recommencement of studies without disadvantage to the student. Any course changes will be confirmed at the time the student confirms their return to study.

New students

New students may defer a program that they have been offered only once, subject to approval by AIT and other relevant rules and regulations. Tuition and other fees may change when and if a new offer is generated. The policy of AIT is to allow deferment of a formal offer until the commencement of the following intake.

International students

Deferring, suspending or discontinuing may affect the student visa that has been granted. AIT will notify The Department of Education via PRISMS as required under the ESOS Act 2000. Students may not be permitted to remain in Australia during their deferral or suspension of studies.

Students who fail to return to their studies at the end of the approved time will be reported to the Department of Education via PRISMS of their failure to return.

10. Suspension of enrolment by AIT

Students can be suspended by AIT for the following reasons:

- The student breaches the Student Code of Conduct.
- The student does not meet their payment obligations. In this instance, students are permitted to continue to attend class and participate in all assessments but will not be eligible to receive results until all payment obligations have been met.
- The student is identified as having committed academic misconduct (see AIT Academic Integrity Policy). In this instance, they will not be permitted to study for the remainder of the semester. They will not be eligible to receive a grade or refund

of fees.

The suspension of an international student that results in not being permitted to study for the remainder of the semester will be reported to the Department of Home Affairs (DOHA) as required.

11. Cancellation of enrolment by AIT

Students may have their enrolment cancelled by AIT for the following reasons:

- The student breaches the Student Code of Conduct or the Academic Progression Policy.
- The student does not meet their payment obligations. In this instance, they will be permitted to study for the remainder of the semester. They will not be eligible to receive a grade or refund of fees.
- The student is identified as having committed academic misconduct. In this instance, they will not be permitted to study for the remainder of the semester. They will not be eligible to receive a grade or refund of fees.

The cancellation of an enrolment of an international student will be reported to the Department of Home Affairs (DOHA) as required.

12. Change of campus

Students enrolled at AIT can apply to transfer their study from one AIT location to another AIT location. Students are advised to discuss the options with Student Services prior to submitting their request to change campuses, as transfers may be limited by the course's availability at other AIT locations.

As this is not considered a change of enrolment, international students can retain the same eCoE and Admissions will update the campus information in PRISMS. Please note that campus information does not appear on the eCoE.

In some circumstances, domestic students may apply to transfer between on-campus study and online study. Again, students should discuss the options with Student Services prior to submitting a request.

Change of campus requests must be made in writing to AIT's Student Services team.

Any increases in course fees or learning materials will be at the student's own cost and expense. The student will be required to pay the difference upon approval.

13. Changing a course

Students wishing to change courses must make an appointment with Student Services to discuss their request. The request will be reviewed to determine the student's capacity to succeed in the new course and will be provided with a decision within 5 business days. If a change of course is approved, students must complete a new application form, receive a new offer letter, submit the signed acceptance form and if an international student, receive a new eCOE.

14. Withdrawing from a course

Students wishing to withdraw from a course must meet with Student Services to discuss their request. During the meeting, Student Services will review the student's options including any visa obligations for international students in relation to Standard 7 of the *National Code 2018*. Students wishing to pursue the request must then submit a formal written request to withdraw and provide appropriate supporting documents in line with the Fees, Withdrawals and Refunds Policy.

15. Transferring Providers (for International students)

International students who are studying on a student visa are required to complete 6 calendar months of their principal course prior to transferring to another provider. International students must submit a formal request for a transfer to another registered provider, including an offer letter from the new provider.

Provided the student has no outstanding fees, AIT may approve a transfer to another registered provider due to compassionate & compelling circumstances, including but not limited to:

- i) Serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes; or
- ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided); or
- iii) Major political upheaval or natural disaster in their home country requiring emergency travel and this has impacted on the overseas student's studies; or
- iv) A traumatic experience which could include:
 - (1) Involvement in, or witnessing of a serious accident; or
 - (2) Witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- v) Where AIT is unable to offer a pre-requisite unit, or the student has failed a prerequisite unit which has resulted in the student facing a shortage of relevant units for which they are eligible to enrol

The Academic Director will consider whether the student requesting the transfer has an accurate understanding of what the transfer represents to their study options, or whether they still owe AIT course fees, or whether it is suspected that they are seeking a transfer only to avoid being reported to the Department of Home Affairs (DOHA) for failure to meet academic progress or attendance. The Academic Director will make the final decision whether to accept or refuse a letter of release.

A letter of release will not be granted if the student:

- i) has outstanding fees; or
- ii) is in the possession of AIT equipment;
- iii) is involved in an academic intervention strategy due to a failure to make satisfactory academic progress; or
- iv) provides insufficient evidence to satisfy the Academic Director of their exceptional circumstances; or
- v) decides that they are no longer interested in the enrolled program of study; or

- vi) claims that an education agent misinformed them of the enrolled program of study; or
- vii) has work related conflicts with the enrolled program of study; or
- viii) has travel related problems with attending the enrolled program of study; or
- ix) has other factors that in the opinion of the Academic Director are not in the best interests of the student's future study or career plan(s).

In the case of transfers involving students under the age of 18, AIT will not process any request without written confirmation that the overseas student's parent or legal guardian supports the transfer. If the overseas student does not have a parent or legal guardian caring for them in Australia, the receiving provider must also confirm it accepts responsibility for the student's accommodation and welfare arrangements in accordance with Standard 5.

In order to ensure the ongoing safety and wellbeing of the student, AIT will not complete an application for transfer until the receiving registered provider accepts responsibility for the student's welfare (in accordance with National Code 2018 under Standard 5). To ensure that there are no gaps in welfare arrangements this may include agreeing to accept welfare responsibility at an earlier time than course commencement.

16. Appeals

Should a student wish to appeal a decision made by AIT, they are advised to review the Complaints and Appeals policy.

17. Publication

This policy is published on AIT's website to ensure students have up-to-date and accurate information publicly available to them.

Section 3 – Reference and Supporting Information

Document name	Document type	Location
Fees, Withdrawals and Refunds Policy	Policy	Internal
National Code 2018 – Standard 3	Govt Standards	External
Request for special short term Leave Form	Form	Internal
Student Code of Conduct	Policy	Internal
TEQSA Threshold Standards 2021 – 1.1 Admission, 7.2 Information for Prospective and Current Students	Regulatory Standards	External
U18 International Students Guideline	Procedural Guide	Internal
Under 18 Years Student Management and Supervision Procedure	Procedure	Internal

Section 4 – Change History

Version	Approval date	Department	Approved by	Change
V1.0	12 August 2013	Group Accreditation & Compliance	Group Manager	Development of Group Policy replacing existing entity level policies
		Technology & Design Division	General Manager	
V1.1	25 September 2014	Group Accreditation & Compliance	Compliance Manager	
		Technology & Design Division	General Manager	
V1.2	17 August 2015	Group Accreditation & Compliance	Group Manager	
		Technology & Design Division	General Manager	
V1.3	17 October 2019	Group Accreditation & Compliance	Group Manager	Update to new template
		Technology & Design Division	General Manager	
V1.4	13 August 2020	Group Accreditation & Compliance	Group Manager	Inclusion of reference to managing transfers for students aged U18
		Technology & Design Division	General Manager	
V2.1	16 March 2023	Executive General Manager, Group Quality, Accreditation & Compliance		New AIT name and template
V2.2	21 January 2025	General Manager, Group Quality, Accreditation & Compliance		Merged the 'Change of Enrolment' policy into the Extension, Deferral, Transfer Policy to form the 'Course Deferral, Transfer & Change of Enrolment Policy & Procedure (HE) 1.0
V2.3	18 September 2025	General Manager, Group Quality, Accreditation & Compliance		Update to include reference to 'Greenwich Higher Education'