



Completion Within the Expected Duration of Study Policy and Procedure - HGS

1. Scope

This Policy and Procedure is applicable to all overseas students enrolled in Holmes Grammar School (HGS) and all the staff involved in the student course variation process.

2. Purpose

- 2.1 HGS monitors the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE.
- 2.2 This Policy and Procedure is in place to ensure that HGS has a structured process in handling overseas student course variations in accordance with Standard 8 of the National Code 2018.
- 2.3 Holmes only extends the duration of a CoE in limited circumstances (listed in the Definitions below).

3. Definitions

- 3.1 **CoE Confirmation of Enrolment** – A document provides evidence of a student's enrolment with HGS. This evidence is required before Home Affairs will issue a student visa. The CoE contains information about HGS, agent (if involved), course and duration of study in which the student has enrolled.
- 3.2 **Compassionate or Compelling Circumstances** Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but not be limited to:
 - a. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - b. Bereavement of close family members such as parents or grandparents;
 - c. Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies;
 - d. A traumatic experience which includes:
 - i. involvement in or witnessing of a serious accident, or
 - ii. witnessing or being the victim of a serious crimeWhen this has impacted on the student these cases should be supported by police or psychologists' reports.
 - e. Inability to begin studying on the course commencement date stated on the CoE due to delay in receiving a student visa;
 - f. Where the student is granted a post commencement deferral or suspension therefore is not able to complete the course within the expected duration;

- g. Where the student failed occasional units but not sufficient to be identified by HGS' intervention process;
 - h. Where the student fails to complete the course within the CoE duration due to the reduction of study load during the course;
- 3.4 **Credit** Exemption from enrolment in a particular part of a course, including academic credit and recognition of prior learning.
- 3.5 **Expected Duration** For the purposes of Standard 8 of the National Code, the expected duration of a course is the duration of the course specified on the student's CoE. The expected duration for overseas students should not differ from length of course as registered on CRICOS except where course credit has been approved.
- 3.7 **Deferral** is a postponement of commencement of a course.
- 3.8 **Suspension** is the temporary postponement of enrolment during a course.

4. Policy Statement

- 4.1 This Policy is in conjunction with the Student Deferral, Suspension and Cancellation Policy, and the Attendance and Course Progress Monitoring and Reporting Policy.
- 4.2 HGS ensures to
- a. Monitor student enrolment load and student course progress and ensures the student will be able to complete their course within the expected duration of study specified in the CoE.
 - b. Extend the duration of a student's study only
 - i. Where the student can demonstrate compassionate and compelling circumstances as assessed by HGS on the demonstrable evidence; or
 - ii. Where an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment)
 - iii. As a result of implementation of an intervention strategy for a student 'at risk' of not achieving satisfactory course progress (refer to Attendance and Course Progress Monitoring and Reporting Policy);
- 4.3 Should a student's duration of study be extended, HGS will ensure to
- a. Assess and process student course extension in a timely and legitimate manner;
 - b. Document course extension assessment and decision-making process in the Student Management System and student eFile; and
 - c. Communicate with students the outcome of the course extension in a timely manner.
- 4.4 Change of duration of study also applies where a student is able to complete their study prior to the end of their CoE. The process for early completion is detailed in the Procedures of this document.
- 4.5 If HGS extends the duration of the student's enrolment, HGS will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

5. Procedures

- 5.1 The change of the duration of study could be initiated by students or by HGS according to different circumstances. The change of duration could be an early completion or the need to repeat a level.

Early Completion

- 5.2 The nature of the VCE course makes early completion an unlikely scenario. Rather this would be considered a Withdrawal.
- 5.3 When a completion at least one month earlier than the CoE specified end date is confirmed, such change will be reported in PRISMS within 31 days.

Course Extension

- 5.4 Students might find they are not able to complete their course within the duration specified in their CoE due to the reasons listed above in Section 4.2. b). HGS will assess the situation and assist the student in finding a satisfactory outcome.
- 5.5 HGS takes a rigorous approach in encouraging and supporting students to complete their courses within the expected duration.
- 5.7 Students who receive an Intention to Report Notification “Intention To Report for Not Meeting Course Progress Requirements (ITR)” will be advised they have 20 working days to access Holmes’ appeal process. If the student is in their last term of study and if the appeal is approved and the student agrees on an academic intervention implementation plan, then the student must apply for a course extension through submitting the completed Request for Course Extension form within five (5) working days of the receipt of the appeal approval outcome. Student enrolment will be cancelled if the appeal is rejected by Holmes (refer to the Student Deferral, Suspension and Cancellation Policy and Procedures).
- 5.8 The completed Request for Course Extension form and the supporting documents must be submitted to studentservices@holmes.edu.au.
- 5.9 If a course extension is granted by HGS, student will receive the extended CoE with the period needed to complete their course. The reason of the CoE extension will be reported in PRISMS.
- 5.10 The assessment and process of the course variation for individual students must be documented in the student’s file and recorded in the Student Management System and PRISMS.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Principal
Implementation Officers	Head of School
Review Date	November 2026
Approved by	
School Council	
Associated Documents	
Grievance Policy and Procedures	

Attendance and Course Progress Monitoring and Reporting Policy and Procedures Privacy Policy and Procedure Student Deferral, Suspension and Cancellation Policy and Procedures			
Version	Brief Description of the changes	Date Approved	Effective Date
1	New policy transitioned from the generic Holmes Institute policies	November 2023	November 2023