QAT Policy P033

Student Non-Commencement Policy

References: ESOS Act Section 19
National Code, Standard 13

1.0 Purpose

This policy applies to all international students (student visa holders) enrolled in any course offered to international students (all CRICOS registered courses).

2.0 Background

The reporting of students not commencing their studies is referenced in Education Services for Overseas Act 2000.

Section 19 Giving information about accepted students
1. A registered provider must give the Secretary the following information within 14 days after the event specified below occurs:
   (c) the prescribed information about an accepted student who does not begin his or her course when expected.

3.0 Definitions

Non-commencement – QAT defines non-commencement as a student who does not begin his or her course when expected, which is the first day of the program including orientation.

4.0 Policy

4.1 Context

Monitoring the non-commencement of students will ensure QAT is following the legislation that governs the recruitment and teaching of international students.

4.2 Responsibility

- At orientation the Program Coordinator notes if a student has not attended as per the advice given by Student Administration from the information on a student’s COE.

- Within 14 days of the student’s non-commencement date, Student Administration reports to DIAC through PRISMS, that a student has not commenced.

5.0 Procedures

5.1 Pre-orientation

One week prior to the scheduled orientation, Student Administration sends a reminder email to students and education agents providing course orientation details, time, date and venue etc. This email is to include information on the implication of a student’s non-attendance at orientation.

5.2 Advising Program Coordinator of new students

Student Administration is to provide to Program Coordinator an up to date list of approved new students as per COEs issued, prior to Orientation.
5.3 Orientation

At orientation, the Program Coordinator checks off attendance of the new students as per the list provided by Student Administration.

Should a student who has been issued with a COE that is due to commence at orientation, does not attend, Program Coordinator is to advise Student Administration of student non-commencement.

5.4 Contact Students/Agents

The day following the Orientation, Student Administration is to contact the student and education agent, in writing (via email) to advise that the student has not commenced as per the issued CoE.

Depending on the reason for the student’s non-attendance, Student Administration may be required to modify a CoE at this point. Possible reasons for this would be circumstances that are compassionate or compelling, in accordance with QAT’s policy on deferment and suspension of enrolment (P015)

5.5 Second Orientation Option

A student will be given the opportunity to attend a Second Orientation. Following attendance at this orientation, VET students will be able to commence training the following week. ELICOS students will be permitted to attend class in their first week with the understanding that they attend the following week’s Orientation.

Student Administration will provide the Program Coordinator with a list of students who are proposed to attend the Second Orientation. The Program Coordinator will be required to conduct this session.

At orientation, the Program Coordinator checks off attendance of the new students as per the list provided by Student Administration.

Should a student who has been issued with a COE that is due to attend second orientation, but does not attend, Program Coordinator is to advise Student Administration of student non-commencement.

5.6 Second Orientation - failure to attend

Student Administration is to report the student to DIAC, as a non-commencing student, through PRISMS, by the 14th day from their original planned commencement date.

6.0 Forms

- Email template pre-orientation
- Email template non-attendance at orientation
- Email template non-attendance at second orientation
- P015 – Assessing deferments, suspensions and cancellations
- W004 – Student Non-commencement

7.0 References
**Education Services for Overseas Students Act 2000**

## Version history

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