



International Student Enrolment Policy and Procedure

Including deferring, suspending or cancelling the student's enrolment

Policy

The Melbourne Rudolf Steiner Seminar (the Seminar) considers all applicants on the basis of their demonstrated capacity to succeed, or on their willingness to undertake further skills development and provide the Seminar with evidence of progression. Enrolment is irrespective of nationality, religion, race, gender or abilities. The Seminar works within the parameters of the *Equal Opportunity* and the *Disability Discrimination Acts*. The Seminar upholds the principle that all persons seeking to enrol are treated fairly and equitably. The Seminar has open, fair, clear and transparent procedures that are based on clearly defined entry criteria.

Students who are international student visa-holders must meet specific enrolment requirements in order to comply with the National Code of Practice for Providers of Education and Training to Overseas Students, which is administered by the Department of Education and Training (Department of Education). These enrolment requirements are established to ensure that students complete their course within the expected duration of study, as specified in the student's Confirmation of Enrolment issued by the Department of Education. These requirements are in addition to the award requirements applicable to the Advanced Diploma course.

This document explains the requirements and procedures for enrolling in the Advanced Diploma of Rudolf Steiner Education at the Seminar including specific provisions for international students studying in Australia on a student visa, consistent with the *National Code of Practice for Providers of Education & Training to Overseas Students 2018*.

This policy also covers deferral or cancellation of enrolment initiated by the student and deferral or cancellation of enrolment initiated by the Seminar.

Related policies and standards

- *Education Services for Overseas Students Act 2000 (ESOS Act)*
- *National Code of Practice for Providers of Education & Training to Overseas Students 2018*.
- *ASQA Standards for Registered Training Organisations (RTOs) 2015*
- *International Student Academic Progress policy and procedure*
- *International student attendance policy*
- *Student Support Policy*
- *RPL (Recognition of Prior Learning) Policy*

- *Access and Equity Policy*
- *Assessment Policy*
- *Tuition Fee Policy*
- *Professional Experience Handbook*

Entry requirements:

- International students studying on campus in Australia are required to have a valid international student visa. International students studying online do not require this visa to study, but will need a relevant visa (type 407, 417, or 462) for the mandatory intensives and if they choose to do their professional experience in Australia.
- Applicants must be 18 years of age or older.
- English Language Requirements: Where a student's first language is not English, entry to the course requires a minimum score of 6 of the Academic IELTS testing system or equivalent.
- Qualifications requirements:
 - have completed the equivalent of an Australian Year 12 Certificate of Education, **or**
 - provide evidence of successful completion of an equivalent or higher qualification (e.g. Diploma, Bachelor), **or**
- Complete an approved Language, Literacy and Numeracy (LLN) assessment, displaying competence at Exit level 4 for Language and Literacy and Level 3 for Numeracy. LLN tests can be arranged at no cost through the Seminar.
- Where an international student is transferring from another RTO or university, s/he must have completed at least 6 months study at that RTO or university before transferring.
- Because the completion of three teaching practicums in schools is a requirement of the course, successful applicants will need to obtain a *Working with Children Check* once they are in Australia. See the *Seminar's Professional Experience Handbook*. Students undertaking their practicums outside of Australia do not need the Australian Working With Children Check, but may need to check with their local authorities if a police check is needed.
- Applicants must apply for a Unique Student Identifier (USI) once they arrive in Australia. Not required for online students.
- Students must be able to pay the tuition fee. Enrolment is subject to the *Tuition Fee Policy*.
- Applicants must successfully complete all steps of the enrolment procedure.

Procedure

The following procedures indicate the enrolment steps to be completed prior to commencing studies.

The Seminar does NOT use *international enrolment agents*, so it is the responsibility of the prospective student to ensure that the Seminar's enrolment procedure is followed.

This procedure also covers deferral, suspension or cancelling of a student's enrolment.

Enrolment

- a) Upon initial contact the prospective student is referred to the website to read the course syllabus summary and relevant policies.
- b) The prospective student fills out and submits the online *International Student Application form* from our website and uploads the required documents.
- c) On receipt of the application, the Seminar arranges and conducts an *Enrolment Interview*, which typically takes place virtually over Zoom. Other arrangements can be made depending on circumstance.

The purpose of the interview is:

- To give the applicant the opportunity to ask any questions about the course
- To discuss:
 - The student's capacity and plan to succeed.
 - any extra literacy and/or numeracy support needs and services
 - The structure of the course
 - Assessment requirements
 - Facilities
 - Other support services (including counselling)
 - Policies and procedures
 - Applications for Recognition of Prior Learning (RPL) and credit transfers
- d) The Seminar assesses the application and information from the interview
- e) If accepted, the student is advised in an International Student *Letter of Offer* which includes:
 - An *Enrolment Agreement*
 - The *Tuition Fee Policy*
 - Any original documents relevant to RPL or credit transfers are returned.
- f) The student returns the completed *Enrolment Agreement* with part payment of fees as specified in the Fee Schedule on the *International Student Letter of Offer including an Enrolment Agreement*. The signed *Enrolment Agreement* will be kept on the student's file along with their initial application and all other documents relevant to the student's enrolment.
- g) On receipt of the *Enrolment Agreement*, the Seminar processes the information into PRISMS. This creates an electronic *Confirmation of Enrolment* (COE) document with the Australian government for the student.
- h) The Seminar forwards the COE to the student.
- i) The student then takes the COE to the Australian embassy in their country to obtain the relevant visa (this includes police check, language and financial viability assessments).
- j) The student sends a copy of the completed visa to the Seminar
- k) The Seminar sends the student a *Welcome Letter*.
- l) The student notifies the Seminar when they are in the country and the Seminar then sends an email with links to apply for the *Working With Children Check* and the USI (Unique Student Identifier number).
- m) Student commences study at the Seminar.

Deferring, suspending or cancelling the student's enrolment

Student Deferral

A deferral is delaying the commencement or continuation of a course to a subsequent year. After receiving acceptance into the course and before commencing the term of study, circumstances may arise that you need to request a deferral of your commencement date to the next year. To request a deferral you need to complete the *Application to defer, suspend or cancel enrolment* and submit it to the Seminar.

Student Suspension

A suspension or intermission initiated by the student is a break in the course study. The Seminar is able to temporarily suspend the enrolment of the student only on the grounds of compassionate or compelling circumstances. These circumstances could include but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was / is 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, thus impacting the student's studies; or
- A traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - 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)
- Where the Seminar is unable to offer a pre-requisite unit.
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

The above are only some of examples of what may be considered compassionate or compelling circumstances. The Seminar will use its professional judgment and assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, the Seminar will consider documentary evidence provided to support the claim, and will keep copies of these documents in the student's file.

An international student's visa would not be cancelled if the deferral is for compassionate or compelling reasons. The Seminar will ensure the student has a valid CoE in PRISMS with a start date that reflects the student's intended date of return to studies.

- Students will be required to complete an *Application to defer, suspend or cancel enrolment* and submit it to the Seminar.
- Where a suspension of enrolment is granted the Seminar will suspend an enrolment for an agreed period of time, to a maximum of 12 months. If the suspension is required for **longer than 12 months** the student will be required to re-apply for the course once the initial suspension period has expired.

- The Department of Home Affairs' policy is that if a student's enrolment is suspended for a period of 28 days or longer, the student must return home (unless special circumstances exist). All questions about whether students may remain in Australia during a period of suspension of enrolment are to be referred to the Department of Home Affairs.
- Students are to be informed in writing of the outcome of their application for suspension and informed that it may affect their student visa.
- All application documentation for the suspension will be kept on the student's file and the Department of Home Affairs shall be notified via PRISMS of the decision to suspend the enrolment as a result of the student's request.

Student Cancellation

- Students wishing to cancel their enrolment must complete an '*Application to defer, suspend or cancel enrolment*' and submit it to the Seminar.
- Students wishing to cancel their enrolment and transfer their enrolment to another provider prior to completing 6 months of study with the Seminar must provide a letter of offer from the alternative provider. This is required under Standard 7 of the *National Code of Practice for Providers of Education & Training to Overseas Students 2018*.
- All documentation for the cancellation will be kept on the student's file and the Department of Home Affairs shall be notified via PRISMS of the student's request to cancel the enrolment.

Provider-initiated Deferral, Suspension or Cancellation of Enrolment

Provider Deferral

The Seminar may defer an enrolment when the course is not being offered at the proposed date, site, or for any other reason. In such cases a refund shall be processed as required or an alternative course may be offered.

Provider Suspension or Cancellation

The Seminar may suspend a student's enrolment on the grounds of:

- student misconduct--either academic misconduct or general misconduct
- failure to pay tuition fees as stated in the written enrolment agreement
- failure to meet attendance requirements
- failure to meet course requirements

Academic Misconduct

The following gives an indication to the types of behaviour that constitute academic misconduct within the Seminar:

Assessment breaches may include:

- Copying or paraphrasing any document, audio-visual material, computer-based material or artistic piece from another source, including from material generated by ChatGPT or other AI engine, except in accordance with the conventions of the field of study.

- Using another person's concepts, results or conclusions and passing them off as their own.
- In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- Asking another person to produce an assessable item for them.

A student may be excluded from a final assessment in a unit for any of the following reasons:

- unauthorised absence from class.
- failure to meet unit requirements, for example non-submission of assignments or failure to attend class.
- academic misconduct.

General Misconduct

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive.

- contravenes any rules, acts, contractual or legal requirements;
- prejudices the good name or reputation of the Seminar;
- prejudices the good order and governance of the Seminar or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of the Seminar;
- fails to comply with conditions agreed in the enrolment agreement;
- wilfully disobeys or disregards any lawful order or direction from the Seminar personnel;
- refuses to identify him or herself when lawfully asked to do so by an officer of the Seminar;
- fails to comply with any penalty imposed for breach of discipline;
- misbehaves in a class, meeting or other activity under the control or supervision of the Seminar, or on its premises or other premises to which the student has access;
- obstructs any member of staff in the performance of their duties;
- acts dishonestly in relation to admission to the Seminar;
- knowingly makes any false or misleading representation about things that concern the student as a student of the Seminar, or breaches any of its rules;
- alters/defaces the Seminar's documents or records
- harasses or intimidates another student, a member of staff, a visitor to the Seminar, or any other person while the student is engaged in study or other activity as Seminar student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- breaches any confidence of the Seminar.;
- misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the Seminar premises while acting as a student in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- steals, destroys or damages a facility or property of the Seminar or others or for which the Seminar is responsible;
- is guilty of any improper conduct.

Where a student has been identified of academic or general misconduct, the Seminar will make a decision on an appropriate course of action including any penalties, if appropriate. The Seminar will ensure the following:

- Students will be treated fairly, with dignity and with due regard to their privacy
- Students will be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry by the coordinators to have so behaved.
- Past misconduct is not evidence that a student has behaved in the same manner again.
- Each case is dealt with on its own merits and according to its own circumstances with the provision that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

Students are able to access the *Communication Policy including Complaints and Appeals* which includes the Complaints and Appeals procedure if they feel that the decision is unfair or they have other grounds to appeal the decision.

The penalties the Seminar can impose are:

- a warning,
- a charge for any costs that the general misconduct may have caused.
- Temporary exclusion from the Seminar in the form of suspending enrolment for a period of time.
- where the severity of misconduct is **severe**, the Seminar may decide to **cancel the enrolment** (see below).

Where a student's enrolment is suspended a letter will be sent to the student informing them of the suspension and the length of suspension. Students will be informed how to access to complaints and appeals policy and procedure and that they have 20 working days to submit any appeal against the decision.

The Department of Home Affairs policy states if a student's enrolment is suspended for a **period of 28 days or longer, the student must return to the home country** (unless special circumstances exist). All questions about whether students may remain in Australia during a period of suspension of enrolment are to be referred to the Department of Home Affairs.

Provider Cancellation

Where the Seminar has decided the misconduct is severe enough for cancellation:

- The student will be informed in person (where possible) and in writing of the decision to cancel the student's enrolment
- The student will be informed of the fact they have the right to appeal the decision by accessing the relevant procedures and completing this appeal within 20 working days of the notification. The exception to this is if the student's well-being or the well-being of others is likely to be at risk. This may include:
 - Medical concerns, severe depression or psychological issues which lead the Seminar to fear for the student's or other's well-being
 - Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - Is at risk of committing a criminal offence.
- The student will also be informed that the Seminar is obliged to inform the Department of Education, Skills and Employment (DESE) via PRISMS after the 20 working days period and that the student will be at risk of having their visa cancelled.

Recording and reporting deferments, suspension or cancellation of enrolments

- All applications of deferment and outcomes are kept on the student's file.
- All reports of misconduct, decisions and actions taken in relation to misconduct, and other related documentation must be kept on file.
- Any decisions to initiate deferral, suspension or cancellation of an enrolment will be reported to the Department of Education via PRISMS.
- Students are to be kept informed of any decisions or outcomes that relate to a deferment, suspension, or cancellation of enrolments.
- All students are to be given the opportunity to access the complaints and appeals procedure before reporting any provider-initiated suspensions or cancellations of enrolments via PRISMS occurs. The students have 20 working days to lodge an appeal.
- Where a student decides to access this procedure within 20 working days of notification the Seminar must wait until the process has finished before reporting the student's enrolment changes via PRISMS.

NOTE: For treatment of fees in the case of deferring, suspending or cancelling the student's enrolment refer to the *Tuition Fee Policy*.

Effect of deferral, suspension or cancellation on Confirmation of Enrolment

For deferrals or suspensions where the student has been accepted to continue their study and where the student has notified the Seminar on his/her intended date of return, the Seminar will notify the Department of Education through PRISMS that the deferral or suspension will affect the end date of the CoE.

If the student will not be accepted back to study, then the Seminar will permanently cancel the enrolment and the CoE.