

Non-Commencement Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that students who did not commence studies on the expected date are monitored and reported correctly in PRISMS.

This policy is designed to reflect the National Code 2018 (Section 19 (c) of the ESOS Act 2000). It requires providers of CRICOS courses to report any student who does not commence his/her course when expected.

2. Scope

This policy applies to all International students and staff of Imperial Institute of Sydney (IIS) who deal with all matters about International students. IIS only provides enrolment for international students who are at least 18 years of age and above.

3. Responsibility

3.1 The CEO and RTO Training Manager will be responsible for the implementation of this policy.

3.2 The process to check students on commencement date of studies will be monitored by an authorised staff member of the Student Administration Department.

3.3 The Administration Department will be responsible for confirming all necessary actions required under these procedures including notification on PRISMS and other record keeping.

3.4 IIS will maintain records of all the decisions made by the institute in terms of cancellation of enrolments for not commencing studies.

4. Definitions

4.1 **Non-Commencement of studies:** means student fails to commence his/her studies on the agreed start date in COE.

4.2 **Cancellation:** Termination of enrolment. It means when a student did not commence studies for a designated period provided by IIS and enrolment may be deemed for cancellation.

5. Procedure

5.1 Student Support Services must contact students within a week of the agreed starting date to remind them about course commencement.

5.2 Students are expected to commence the course within 14 days from the course start date. If not, then they are required to complete using the student deferral suspension form or the cancellation application form available from IIS reception or on the IIS website www.iis.edu.au. The form can be lodged using any one of the following methods;

1.0. In person (preferred method): ISS campus location address (Reception or relevant Management Member)

1.1. By Email: info@iis.edu.au

1.2. By Mail: Suite 302, level 3 20 Macquarie Street, Parramatta, NSW 2150

5.3 If a student fails to submit deferral suspension form or the cancellation application form within 21 days of their course start date with IIS, IIS will initiate the process of enrolment variation and report such instance on PRISMS within 31 days of the agreed starting date of the course under Non-Commencement of Studies.

INTERNATIONAL INSTITUTE OF SYDNEY PTY LTD t/a Imperial Institute of Sydney

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ABN: 23 610 424 336 | RTO: 41568 | CRICOS Number: 03944E

Address: Suite 302, level 3, 20 Macquarie Street, Parramatta, NSW 2150

T: +61 272 522 525; 1300526511 (toll free) | E: info@iis.edu.au | W: www.iis.edu.au