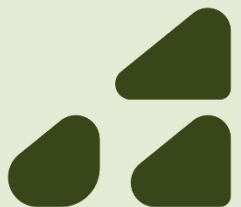


Completion of Course within Expected Duration of Study Policy



Version and Date:	Responsible Person:	Purpose and Comments:
<p style="text-align: center;">Version 1 November, 2022</p>	<p style="text-align: center;">CEO or their nominee</p>	<p>Ensure compliance with National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act)</p>



Policy Scope

This policy applies to the completion of the study programs of international students.

Policy Purpose

The ESOS National Code requires that students are always monitored to complete their course within the expected duration as specified on their Confirmation of Enrolment.

Policy Statement

The study programs of international students are monitored in the following way:

- The Student Support Officer or the Training Coordinator will hold progress meetings with all the students whose attendance and progress is deemed unsatisfactory
- The record of the progress meetings is to be recorded in Student's file notes using SharePoint
- Monthly monitoring and reporting is undertaken and reported back in the management meetings

Legislative / Statutory Requirements

- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- Education Services for Overseas Students Act 2000 (ESOS Act)

Associated Documents

National Code 2018 Factsheets

[General Factsheet](#)

[Standard 1: Marketing information and practices](#)

[Standard 2: Recruitment of an overseas student](#)

[Standard 3: Formalisation of enrolment and written agreements](#)

[Standard 4: Education Agents](#)

[Standard 5: Younger overseas students](#)

[Standard 6: Overseas student support services](#)

[Standard 7: Overseas student transfers](#)

[Standard 8: Overseas student visa requirements](#)

[Standard 9: Deferring, suspending or cancelling the overseas student's enrolment](#)

[Standard 10: Complaints and appeals](#)

[Standard 11: Additional requirements](#)



Requirements

The requirements of Standard 9 of the ESOS National Code are to be met.

Risk Management

This policy supports the application of the ESOS National Code

Supporting Documents

- Attendance and Academic Progress Policy
- Defer, Suspend and Cancel Enrolment Policy
- File Notes

