



Axis Institute is the trading name of Manigram Pty Ltd
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Non-Commencement of Studies Policy and Procedure



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Version Control

Date	Version	Changes made	Author
23 Nov 2018	V1.0	Released for approval	Compliance Officer
23 May 2019	V1.1	Updated policy and procedures in line with the National Code 2018	Compliance Officer
Feb 2022	V1.2	Policy reviewed for consistency with the implementation	Compliance Officer

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1. Purpose

The purpose of this policy is to ensure that the process for the non-commencement of students into any course offered by Axis Institute is clearly specified and communicated to students prior to and during an application process.

2. Scope

This policy applies to all International Students enrolled at Axis Institute and all Axis Institute staff who deal with all matters concerning International Students.

3. Responsibility

The RTO Manager has the responsibility of implementing this policy with the assistance of Student support officer and other staff.

4. Policy

2.1 Axis Institute will process non-commencement of studies in accordance with the relevant regulations in the ESOS Act and the National Code 2018.

2.2 Axis Institute acknowledges the non-commencement of studies can be due to various reasons:

- Delay in Student Visa being granted (where student is outside Australia)
- On-shore student electing to return permanently to their home country and not commencing the course.
- Student does not commence the course and no reason is provided

2.3 Axis Institute shall report the non-commencement of studies through PRISMS as per below timeline:

- 14 days - if the student is under 18 years of age
- 31 days - all other international students

2.4 Axis Institute will make every attempt to communicate and remind students as part of its duty of care and students support.

5. Procedure

5.1. Non-Commencement

1.) Offshore Students

Students who are offshore waiting for their student visa to be granted and course commencement date has passed, must submit:

- an Enrolment Variation Form within 21 days of their Agreed Starting Date, requesting to defer their course commencement to the next available intake.

If a student submits the required documents as mentioned above within 21 days, Axis Institute will perform the deferment of the Course Start Date to the next available intake and enter relevant comments in PRISMS within 31 days of the Agreed Starting Date.

- If a student fails to submit an Enrolment Variation Form within 21 days of their course start date with Axis Institute, Axis Institute 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. (For students under 18 years of age- if the student's relevant paperwork is not received within 10 days of the agreed starting date of the course, Axis Institute shall Report student under 'Non commencement of studies' within 14 days of the agreed starting date.)

2.) On-shore Students

Should an on-shore student elect to withdraw from a course and return permanently to their home country, they must submit:

- A completed Enrolment Variation Form.
- Copy of flight Ticket and Email to Department of Home Affairs on super.hobart@border.gov.au or update your ImmiAccount online to voluntarily cancel their student visa (copy of the email to be sent to Axis Institute on info@axisinstitute.edu.au).
- If a student fails to submit an Enrolment Variation Form within 21 days of their course start date with Axis Institute, Axis Institute will initiate the process of enrolment variation and report such instance on PRISMS within 31 days of the agreed starting date.

- 3.) **On-shore and Offshore students** whose visa is already granted- if the student do not commence and have not contacted the Institute to defer their course- in this instance, student services must endeavour to contact the student within 1 week of agreed starting date. If the students do not commence the course or request a deferral within 21 days of agreed starting date then Axis Institute will initiate the process of enrolment variation and report such instance on PRISMS within 31 days of the agreed starting date.

4.2. Reminder: Non-Commencement

If it is noted a student has failed to commence their course on the agreed starting date, Student Services will send both a reminder email student within 1 week of agreed starting date, reminding them of their course commencement date.