

ENROLMENT, TRANSFERS AND LATE ARRIVALS TO ENGLISH
LANGUAGE CENTRE (ELC) PROGRAMS POLICY

Authorised by: Deputy Vice-Chancellor and Vice-President (Academic)

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Related documents: *Refund Policy for International Students*, at www.adelaide.edu.au/policies/61

Implementation & Review: Deputy Vice-Chancellor and Vice-President (Academic)

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1. Overview

This policy provides a framework for the administration of international students who are entering the University's English Language Centre (ELC) programs.

1. Scope

This policy covers all international students undertaking an ELC program.

2. Definitions

CRICOS: The Commonwealth Register of Institutions and Courses for Overseas Students. Administered by the Department of Education, Science and Technology (DEST), CRICOS lists all tertiary education providers approved by the Australian Government and registered to offer courses to people studying in Australia on student visas. CRICOS also provides details of all of the courses offered to international students by those providers, including estimated annual cost and estimated total cost. See <http://cricos.dest.gov.au>

DIAC: Commonwealth Department of Immigration and Citizenship, responsible for the management of visas for international students studying in Australia.

ELC Programs: Pre-Enrolment English Program (PEP) and General English for Academic Purposes Program (GEAP)

GEAP: General English for Academic Purposes Program

ESOS: *Education Services for Overseas Students Act 2000* (Cth)

PEP: Pre-Enrolment English Program

4. Policy Procedures

4.1. Conditions of Enrolment

- 4.1.1 All tuition fees are payable in advance. Details of tuition fees for ELC programs are available at www.adelaide.edu.au/elc/dates/.
- 4.1.2 Enrolment in programs is subject to English language proficiency. Details of English language proficiency required for ELC programs are available at <http://www.adelaide.edu.au/elc/courses/>.
- 4.1.3 The English Language Centre reserves the right to alter the structure and availability of programs.
- 4.1.4 Australian visa regulations and ESOS legislation require overseas students to attend a minimum of 80% of classes.
- 4.1.5 Students must be available to commence the program on the first day of classes.

4.2. Transfers during or after the completion of an ELC program

- 4.2.1 Student visa condition 8206 prevents students, in most cases, from: transferring to another institution within the first 6 months of their program.
- 4.2.2 Requests for a transfer to another institution in either of the circumstances above must be made in writing to the University's International Student Centre, but the final decision on whether to approve a transfer is made by DIAC. Transfers can only be approved with the support of the University, and only in exceptional circumstances that are clearly beyond the control of the student.
- 4.2.3 Tuition fees and a place in an ELC program cannot be transferred to another student.
- 4.2.4 Refunds for students who transfer to other institutions will be made according to those provisions of the University's *Refund Policy for International Students* related to student withdrawals.

4.3. Late Arrival to ELC Programs

- 4.3.1 Students are required to commence classes on the first day of the program. Students arriving late to an ELC program will usually be refused permission to enrol. If they are refused permission to enrol and are unable to gain entry to an alternative CRICOS-coded program at another institution, they will be in breach of their visa conditions and will be subject to removal from Australia.
- 4.3.2 In exceptional circumstances, students may be permitted to enrol, with conditions placed on their enrolment, if they arrive no later than the published census date. Census dates for ELC programs are available at: http://www.adelaide.edu.au/elc/pdf/Census_Dates_08-09_v3.pdf
- 4.3.3 Students will not be allowed to enrol if they arrive later than these times.

4.4 Appeals

Students can make a complaint about any decision made under this Policy through the University's *Student Complaints Policy*, available at www.adelaide.edu.au/policies/100

The University's student complaints and dispute resolution processes do not inhibit the student's right to pursue their complaint through an external agency, such as the Office of the State Ombudsman or the Equal Opportunity Commission, or to take legal action against the University.

4.5 Refunds

For information on refunds, students should consult the University's *Refund Policy for International Students* available at www.adelaide.edu.au/policies/61.

6. Responsibilities

| Position/Area | Responsibility |
|------------------------------|--|
| International Student Centre | Assess and process ELC program applications for students intending to study at the University of Adelaide |
| English Language Centre | Assess and process ELC program applications for students intending to study at another English-speaking University |

7. Delegations of Authority

| Key | Authority Category | Authority | Delegation Holder | Limits |
|----------|---------------------------|--|---|--------|
| Academic | Enrolment and Progression | Approve transfers to another institution | DIAC | |
| | | Approve the structure and availability of programs | Director, Professional and Continuing Education | |

8. Implementation and Review

Professional and Continuing Education, Student Administrative Services

8. Communication

This policy is available on the University's Policies Website at www.adelaide.edu.au/policies/1043