

	Title: <b>Course Progress Intervention Policy</b>	
	Version: 3.00	Date: 7/8/2017
	Policy Area: Student	Next Review: 7/8/2019
	Approval: Academic Board	Signature: 

## 1. Rationale

This policy will establish:

- (a) the expectations on students to progress through a course of study in order to complete in the required time for graduation;
- (b) the timing and criteria for identifying students who are “at risk” of not meeting satisfactory course progress requirements;
- (c) the implications of having being found to be “at risk” and the procedure for notifying students who are “at risk” of the assistance available to them at Vose;
- (d) the timing and criteria for load intervention and imposition of sanctions for poor and unsatisfactory progress towards an award;
- (e) the implications and the procedures for notifying students of load intervention or imposed sanctions;
- (f) the procedures for appeal against load intervention or the imposition of a sanction following the assessment of poor/unsatisfactory progression;
- (g) guidelines for intervention to support students permitted to continue studying after being found to be “at risk” or after load intervention or a sanction is imposed for progressing in a poor or unsatisfactory manner;
- (h) Vose’s processes in relation to international students “at risk” of or demonstrating poor or unsatisfactory progress.

This policy shall apply to domestic and international students enrolled in all coursework programs. Students enrolled in Higher Degree courses through the Australian College of Theology (ACT) are encouraged to read the ACT policy on Course Progress and Intervention in addition to this policy.

This policy may be found here: [ACT Progression and Intervention Policy](#).

Where a student is enrolled in an ACT course, the ACT policy will take precedence.

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## 2. Definitions

**Unsatisfactory progress:** not successfully completing or demonstrating competency in at least 50% of the course requirements in a given study period” (maximum length six months) or meeting minimum attendance requirements.

**Risk of unsatisfactory progress:** relates to regularity of attendance and submission of assessments by due date and the sitting of exams, along with “not yet competent” assessment in individual components of a unit.

**DIBP:** Commonwealth Department of Immigration and Border Protection

**ESOS:** Education Services for Overseas Students

**PRISMS:** Provider Registration and International Students Management System

**International students:** Students from overseas countries studying in the Seminary and who have obtained entry into Australia on a student visa. Persons from overseas in Australia with another visa class come under domestic student procedures.

**VET:** Vocational Education and Training

## 3. Background

This policy should be seen in the context of the Mission, Objects and Values of Vose Seminary.

The progression of students through courses in which they are enrolled to achieve the consequent awards in the required time is a desirable goal and a key indicator of the quality of an educational institution. Vose aspires to facilitate such outcomes by setting:

- admission criteria for awards appropriate for achievement of the awards in minimum time,
- standards for the qualifications of staff presenting units,
- expectations concerning teaching, learning and support resources, and
- reasonable assessment tasks against the curricula in units contributing to the awards.

Notwithstanding, some students will have difficulty with various units and on occasion receive a fail grade. While the occasional fail will slow progress towards completion of an award, it hopefully indicates difficulty in only one aspect of a course that may be balanced by ability in another. However, if the student has failed a number of units, it is necessary for the Seminary to exercise its duty of care towards students, by identifying those students demonstrating poor progression and by attempting to help them to explore the options available to them so as to prevent the incurring of significant costs.

For all students, domestic and International, Vose regards attendance at class and submission of assignments on due dates as important components of the learning experience and of community life. Unexcused absences and late submission of assignments may be an indicator that the student is in danger of being ‘at risk’ at the end of the semester. Thus the Seminary has a strategy for monitoring in-semester progress and appropriately intervening.

The warnings, load intervention and sanctions for poor progression detailed in this policy, together with interventions to provide academic support, are designed to assist students to complete the awards in which they are enrolled. Nevertheless, continued poor progression must bring the ultimate sanction of exclusion. However, the Seminary recognises that poor performance can be the result of

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special circumstances and students who are sanctioned will have the right of appeal, which may lead to the sanctions being removed or modified.

Vose is obliged to comply with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) and the ESOS Act 2000. Standard 9 mandates completion by an international student of their course of study within the expected duration of study. Standard 10 of the National Code mandates monitoring of course progress by international students.

#### **Standard 9 – Completion within the expected duration of study**

##### **Outcome of Standard 9**

**Registered providers monitor the enrolment load of students to ensure they complete the course within the duration specified in their CoE and do not exceed the allowable portion of online or distance learning. Registered providers only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.**

**9.1** The registered provider must have and implement documented policies and procedures for monitoring the progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student's CoE. In monitoring this enrolment load, the registered provider must ensure that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.

**9.2** The registered provider may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:

- a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit)
- b. the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
- c. an approved deferment or suspension of study has been granted under Standard 13.

**9.3** Where there is a variation in the student's enrolment load which may affect the student's expected duration of study in accordance with 9.2, the registered provider is to record this variation and the reasons for it on the student file. The registered provider must correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending his or her expected duration of study.

**9.4** The registered provider may allow the student to undertake no more than 25 per cent of the student's total course by distance and/or online learning. However, the registered provider must not enrol the student exclusively in distance or online learning units in any compulsory study period.

**9.5** Except in the circumstances specified in 9.2, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

The Department of Education has prepared an extensive explanatory guide in order to assist providers with the implementation of the National Code 2007. The Explanatory Guide can be found at the following link:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

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The Standard 9 Explanatory Guide offers the following advice in relation to the workload required of international students:

**QUESTION:** Can a provider allow a student to study less than what was previously considered a 'full-time' load?

**ANSWER:** Yes, a provider can allow a student to enrol in less than a 'full-time' load in any study period if:

- there are compassionate or compelling reasons for reducing the load;
- the reduced load is part of the provider's intervention strategy;
- the student has studied, or plans to study, extra units in another study period;
- the student has only a few units left to complete and these do not constitute a full-time load;
- pre-requisite units are not available in that study period.

The National Code 2007 has moved away from the concept of full-time to focus on a student completing within the expected duration of the course. As a result, the National Code 2007 offers greater flexibility to manage a students' work load. It allows students to spread their workload over more teaching periods, where a provider offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows a student's enrolment load to fluctuate during the course. However, the provider must ensure the student follows an enrolment pattern that will allow the student to finish within the expected duration in the normal course of events.

**Note:**

By studying less than what used to be considered a 'full-time' load, a student is at risk of not completing the course within the expected duration as specified on the student's COE. This may require the student to catch up by studying subjects during a non-compulsory study period or by overloading in some compulsory study periods to compensate for those study periods in which the student was studying a reduced load. Alternatively, a provider may extend the duration of the student's study as a result of the circumstances listed in Standard 9.2.

An implication of Standard 9 is that Vose Seminary must ensure that prospective students meet the admission requirements of the respective course (e.g. academic qualifications and English language competence), and review the level of orientation and support services available to international students at commencement and during studies.

**Standard 10 – Monitoring course progress**

**Outcome of Standard 10**

**Registered providers systematically monitor students' course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.**

**10.1** The registered provider must monitor, record and assess the course progress of each student for each unit of the course for which the student is enrolled in accordance with the registered provider's documented course progress policies and procedures.

**10.2** The registered provider must have and implement appropriate documented course progress policies and procedures for each course, which must be provided to staff and students, that specify the:

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- requirements for achieving satisfactory course progress
- process for assessing satisfactory course progress
- procedure for intervention for students at risk of failing to achieve satisfactory course progress
- process for determining the point at which the student has failed to meet satisfactory course progress, and
- procedure for notifying students that they have failed to meet satisfactory course progress requirements.

**10.3** The registered provider must assess the course progress of the student in accordance with the registered provider's course progress policies and procedures at the end point of every study period.

**10.4** The registered provider must have a documented intervention strategy, which must be made available to staff and students, that specifies the procedures for identifying and assisting students at risk of not meeting the course progress requirements. The strategy must specify:

- procedures for contacting and counselling identified students
- strategies to assist identified students to achieve satisfactory course progress, and
- the process by which the intervention strategy is activated.

**10.5** The registered provider must implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period.

**10.6** Where the registered provider has assessed the student as not achieving satisfactory course progress, the registered provider must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The written notice must inform the student that he or she is able to access the registered provider's complaints and appeals process as per Standard 8 (Complaints and appeals) and that the student has 20 working days in which to do so.

**10.7** Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, the registered provider must notify the Department of Education through PRISMS of the student not achieving satisfactory course progress as soon as practicable.

In respect of 10.2 above, this policy sets down initial procedures to be applied before an international student accesses the procedures in the Dispute Resolution Policy for International Students.

## 4. Principles

### 4.1. Implementation, imposition and consequences of warnings/sanctions

- 4.1.1. The in-semester intervention strategy shall be implemented automatically upon receipt of information from lecturers.
- 4.1.2. Following the assessment of a student's academic progress, performed at the end of each study period, the warnings/sanctions detailed in this policy shall be imposed automatically.
- 4.1.3. The imposition of a warning/sanction shall commence on the first day of the next study period following the time of assessment of the student's academic progress.

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- 4.1.4. If a student who has been placed on conditional enrolment or excluded has already had a period of suspension approved, the student shall commence their period of conditional enrolment or exclusion at the conclusion of the period of approved suspension.
- 4.1.5. Students who are excluded from a unit are precluded from study of that unit in their current course or in another course at equivalent or higher level in the Seminary, unless enrolment in the unit is permitted by the Vose Seminary Principal.
- 4.1.6. Students who are excluded from a course are precluded from enrolment in any units of the current course or enrolment in another course at equivalent or higher level in the Seminary for the period of exclusion, which will not exceed 12 months. During the period of exclusion the student's enrolment in the course shall be suspended and only by admission to or enrolment in a lower level course may the student continue to have access to any Seminary resources. At the expiration of the period of exclusion from the course and prior to enrolling in any units the student must seek academic advice from the Academic Dean concerning future study. Re-enrolment in the original course may be permitted only by the Principal on application with support from the Academic Dean.
- 4.1.7. Students who are excluded from the College shall have their enrolment cancelled and they are precluded from any re-enrolment or admission in a Seminary course during the period of exclusion, which will not exceed 24 months. A student who is excluded from the Seminary shall not have access to any Seminary resources or be granted academic credit for units completed at another institution during the period of exclusion.
- 4.1.8. At the expiration of a period of exclusion from the Seminary, the student does not have automatic right of re-admission and must apply for re-admission. Previous enrolment in a course of study at the Seminary does not guarantee acceptance of an application for re-admission. Students who have been excluded may apply for re-admission subject to the rules for the course that apply at the time of re-admission. Credit transfer into the course to which the student is admitted shall be based on units completed no more than 10 years prior to the re-admission, or in the case of VET, as per the latest Training Package requirements. Should the student gain re-admission to their original course or a course deemed by the Seminary to be equivalent, the maximum time for completion of this course will be two times the period required to complete the outstanding unit(s) in a full-time mode of attendance.

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## 5. Mid-Semester Interventions - All Students

Vose Seminary regards attendance at class and submission of assignments on due dates as important components of the learning experience and of community life. For all students, domestic and international, Vose Seminary will generally monitor progress during semester by doing the following:

- 5.1 Each lecturer will maintain a record of attendance at classes and the submission of assignments. After two events such as unexcused absences or late submission of assignments, the lecturer will notify the Academic Dean (a standard form will be provided). A letter will be sent to the student reminding the student of responsibilities and consequences of failure to maintain satisfactory progress. The letter will include details of counselling available relating to both learning skills and personal issues which may be affecting study. Should a student continue to

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miss class, arrive late to class or fail to submit assignments on time following the letter being sent out, Vose Seminary will implement an early intervention strategy.

- 5.2 In terms of attendance, students who have missed 20% or more of classes at the end of semester will be subject to an intervention strategy to assist them meet course progress.
- 5.3 Should an International Student fail to meet attendance requirements for a second compulsory study period, Vose will notify the students of their intention to report them via PRISMS and provide the student with an opportunity to appeal (20 working day period).
- 5.4 Vose may decide not to report a student for breaching their attendance requirements if it deems that the student is clearly and without question, meeting satisfactory course progress. This includes passing all units in a study semester. Vose may question its lecturers and trainers for further evidence regarding a student's progress and use this as part of its decision making process. International students who fail to meet at least 50% of the enrolled credit points in a study period will be subject to the Intervention Rules below.

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## 6. Progression and Intervention Rules – application and criteria

- 6.1 During semester, students with two events such as unexcused absence or late submission of assignments shall be given a letter reminding them of responsibilities, warning of consequences of failure and detailing help available.
- 6.2 Progression of students in their enrolled course of study will be evaluated during the processing of unit results normally occurring at the end of each study period.
- 6.3 The Progression Rules against which the progress of students in a course shall be evaluated are as follows:
  - a. At least two absences (including late arrival to class) or two late assignments
  - b. Passing more than 50% of enrolled credit points in a study period;
  - c. Failing at least 50% of the enrolled credit points in a study period;
  - d. Failure to attend at least 80% of classes during a study period.
  - e. Failure in the same elective unit on two occasions;
  - f. Failure of the same compulsory unit on two occasions;
  - g. Failure to complete the course by the expected completion date.
- 6.4 The following warnings, load interventions or sanctions are possible as a result of the application of the Seminary's progression rules:
  - "At risk" warning
  - Conditional enrolment
  - Reporting of student to DET
  - Exclusion from a unit
  - Exclusion from Vose Seminary for one year
  - Ineligibility for award
- 6.5 The following circumstances will lead to the application of the outcomes in 6.3 in accordance with the Seminary's progression rules:
  - The progression of any student who complies with Progression Rule 6.3a in a study period will be assessed as marginal and the student declared "at risk". Should a student continue with such behaviour in the same study period following their risk notification, they will be subject to an early intervention strategy.

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- The progression of a student who complies with Progression Rule 6.3b will be assessed as satisfactory and the student declared “in good standing” unless the student is currently on conditional enrolment.
- The progression of any student who complies with Progression Rule 6.3c and 6.3d in a study period will be declared in need of intervention, with the student and Seminary to define and implement a strategy that will meet the student’s needs and assist them in meeting course progress requirements.
- The progression of a domestic student who in the next consecutive study period again complies with Progression Rule 6.3c will be assessed as poor and the student placed on conditional enrolment for the next year of study.
- When the progression of an international student who has been declared “at risk” and in the next consecutive study period again complies with Progression Rule 6.3c and 6.3d, will be assessed as poor, and the Seminary shall inform the student of its intention to report the student to DET.
- The progression of a domestic student who has been placed on “conditional enrolment” and in the next consecutive study period again complies with Progression Rule 6.3c shall be assessed as unsatisfactory and the student excluded from the Seminary for one (1) year.
- The progression of a domestic student who complies with Progression Rule 6.3e or 6.3f shall be assessed as poor and the student placed on “conditional enrolment” for the next year of study.
- The progression of a domestic student who complies with Progression Rule 6.3g for two occasions shall be assessed as unsatisfactory and the student shall be excluded from the course for one (1) year.
- The progression of any student who complies with Progression Rule 6.3g will be assessed as unsatisfactory and the student shall be ineligible to receive the current or an equivalent award.

## 7. At Risk

- 7.1 The Vose Office shall note the “at risk” status on each student’s record and advise the Academic Dean of students identified as “at risk” as information is received from lecturers during semester.
- 7.2 Such students receive a written communication from the Seminary drawing their circumstances to their attention and requiring them to seek the counsel of the Academic Dean and referral to other support agencies as deemed appropriate.

## 8. Conditional Enrolment

- 8.1 When the progression of an international student complies with Progression Rule 6.3c in two consecutive study periods, the Seminary shall inform the student by mail of its intention to report the student for unsatisfactory progress. The student shall be advised that they may appeal the imposition of this sanction and that they have twenty (20) working days from the date on the letter from the Academic Dean within which to lodge their appeal with the Academic Dean.

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- 8.2 Domestic Students who are placed on conditional enrolment shall be informed by the Seminary by mail of the imposition of this sanction. They may appeal the imposition of this sanction through the Academic Dean to the Principal within twenty (20) working days of the date of the letter from the Academic Dean.
- 8.3 International students who elect not to appeal within twenty (20) working days of the date of the letter from the Academic Dean or whose appeal(s) fail shall be reported by the Academic Dean for unsatisfactory progress. The Academic Dean shall advise the Principal of this action.
- 8.4 Students who are placed on conditional enrolment or who successfully appeal the imposition of this sanction shall be required seek assistance in order to maximize their chances of success in future study. In the first instance, such students shall be directed to the Principal for academic counselling and referral to other support agencies as deemed appropriate.

## 9. Exclusion

- 9.1 Students who are excluded from an elective unit shall be informed in writing of the imposition of this sanction and they may appeal the imposition of that sanction through the Academic Dean to the Principal. If the appeal is successful, the student may be permitted to enrol in the unit on only one (1) more occasion in the current course.
- 9.2 Students who are excluded from a course or the Seminary shall be informed by the Seminary by mail of this imposition of this sanction and they may appeal the imposition of the sanction through the Academic Dean to the Appeals Panel of the Board. If the appeal is successful, the student may be permitted to continue study:
- without the imposition of any sanctions, or
  - under the sanction of conditional enrolment for a specified period of time, or
  - obliged to comply with particular conditions set by the Academic Board.

## 10. Ineligible for current or equivalent award

- 10.1 The progression of any student who complies with Progression Rule 6.3f shall be assessed as unsatisfactory and the student shall be declared ineligible to receive the current or an equivalent award.
- 10.2 Students who are declared ineligible to receive the current or an equivalent award shall be informed by the Seminary of the imposition of this sanction. Students may appeal the imposition of that sanction through the Academic Dean to the Appeals Panel of the Board. If the appeal is successful, the student may continue studying and remain eligible for the award, subject to any conditions set by the Board Appeals Panel.

## 11. Monitoring of International students for course completion within the expected duration of study

- 11.1 The Seminary is obliged to monitor the enrolment load of international students to ensure that at all times they are in a position to complete their course within the duration on each student's COE, usually the normal duration of the course.
- 11.2 Before the commencement of study and each study period the Academic Dean (or nominee) shall negotiate/confirm with each international student a program of study designed to complete the student's course within the period specified on the student's COE.
- 11.3 Course Pathway Advisors will ensure that students will be provided with responsible guidance as to course requirements for each semester, including details of the assessment requirements within each unit. Where there are options or electives within a given semester, Course Pathway

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Advisors will ensure that the units enrolled in provide an appropriate path to completion of the course.

- 11.4 In the discussion with the Academic Dean before the commencement of each study period, the student may request a variation of the agreed program of study which may extend the period of study beyond the expected duration only on the grounds of:
- Compassionate and compelling circumstances; or
  - approved deferment or suspension of study.
- 11.5 The Academic Dean shall record approval of such a request on the student's file, along with the reasons for the approval.
- 11.6 If, during a study period, the student has reason to vary their enrolment by withdrawing from unit(s), the Academic Dean may approve the withdrawal(s) only on the grounds of special circumstances the Academic Dean shall advise the student that, without extra study during the balance of the course, their COE will be impacted. The Academic Dean shall record this approval on the student's file along with the reasons for the approval and advise the Principal of this action.
- 11.7 At the beginning of the student's penultimate study period, if it has been determined the student is unable to complete by the end of the next study period, the Academic Dean may request of the Principal the extension of the student's enrolment and the issue of a new COE should the student meet the requirements of compassionate and compelling circumstances.
- 11.8 Vose will not allow international students to undertake more than 25% of their total course by distance and/or online learning. Vose will not enrol an international student exclusively in distance or online learning units in any compulsory study period.
- 11.9 If a student is in the last study period of a course, with only one subject to complete the course, the student must not study this unit online or by distance education in Australia unless the period in which the student will complete the course is a non-compulsory study period.
- 11.10 If a student has only one unit to complete in a compulsory study period, and the unit is available by distance or online, the student may ask the provider to cancel the CoE (thus no longer requiring a student visa) and return to his or her home country to study the final unit of the course by distance or online study.

## 12. Student Right of Appeal

- 12.1 All students will be given the opportunity to Appeal decisions impacting their enrolment as a result of being the subject of an intervention strategy.
- 12.2 Students are to follow the advice outlined in the Seminary's Dispute Resolution policies, both Domestic and International. Both policies may be found on the Seminary's website.
- 12.3 The Academic Dean and Registrar shall ensure that all documentation pertaining to Appeals for each student is kept in their individual file.

## 13. Enrolment may be Deferred, Suspended or Cancelled:

13.1 Students who wish to defer their studies must apply to Vose Seminary in writing. The application must be addressed to the Registrar and Academic Dean.

13.2 Students must have evidence to support their request for a deferment. For example, where a student requires a deferment due to medical illness, it is expected that a valid, signed medical

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certificate will be provided as evidence. Vose will evaluate the evidence provided and reserves the right to determine the suitability of that which is provided.

13.3 Once Vose has the application and the required evidence, the Registrar, in consultation with the Academic Dean, will decide whether or not to grant the student the requested deferment. Items that the Registrar and Academic Dean will take into consideration include, amongst other things:

- The student's academic progress to date.
- The student's attendance records to date.
- Whether the student is likely to continue to complete their course within the timeframe of their original Confirmation of Enrolment.

13.4 The student will be informed in writing of the outcome of their application and will be asked to sign their agreement to any conditions placed on the request being granted and their understanding of their overall obligations.

13.5 Should a request be denied, the student may access the Seminary's Dispute Resolution Policy for International Students and follow the guidelines outlined in this document.

Further information describing what circumstances would be considered for the potential approval of a deferment can be found below:

- i) International students may defer studies at Vose Seminary when significant personal circumstances have interfered, or threaten to interfere, with the educational process. These significant personal circumstances may include, but are not limited to,
- a. The health and physical well-being of the student or their spouse or family members, whether residing in Australia, in the student's country of origin, or in a third country.
  - b. The economic well-being of the student and/or their spouse or family members, whether residing in Australia, in the student's country of origin, or in a third country.
  - c. Changes to the personal freedom and social well-being, whether actual or threatened, that are brought about by legal, criminal, or political processes and which have a direct affect upon the student, the student's spouse or family members, whether residing in Australia, in the student's country of origin, or in a third country.

13.6 A student's enrolment may be suspended under the following circumstances:

The enrolment of an international student may be suspended if:

- a. The student's academic performance does not meet with the minimum expectations of Vose Seminary – details of these expectations are contained in the *Course Progress Intervention Strategy*, available online from the Vose policies page - [www.vose.wa.edu.au/view/information/policies](http://www.vose.wa.edu.au/view/information/policies).
- b. The student's attendance at class does not meet the minimum expectations stipulated by the Department of Immigration and Citizenship – details of these expectations are contained in the *In-Semester Intervention Strategy*, available online from the Vose policies page - [www.vose.wa.edu.au/view/information/policies](http://www.vose.wa.edu.au/view/information/policies).
- c. The student does not meet the financial obligations of an international student at Vose Seminary contained with the Acceptance of Offer of Admission document signed by the student during the admission process.

13.7 A student's enrolment may be cancelled under the following circumstances:

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The candidature of an international student may be cancelled if, following the implementation of the procedures outlined in the Vose Seminary *Course Progress Intervention Strategy* and *In-Semester Intervention Strategy*,

- a. The student does not re-enrol in a subsequent semester;
- b. The student's academic performance does not improve and remains below the minimum expectations of Vose Seminary;
- c. The student's attendance at class continues to fall short of the minimum expectations stipulated by the Department of Immigration and Citizenship;
- d. The student does not meet the financial obligations of an international student at Vose Seminary contained with the Acceptance of Offer of Admission document signed by the student during the admission process.

13.8 Where the Seminary has chosen to suspend or cancel a student's enrolment, the Seminary will inform the student in writing of this decision.

13.9 Where a student wishes to appeal the decision to suspend or cancel their enrolment, they may access the Seminary's Dispute Resolution Policy for International Students and follow the guidelines outlined in this document.

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## Appendix A: Document History and Version Control Record

**Document Title:** Course Progress Intervention Policy

**Source Documents:** Vose Seminary In-Semester Intervention Strategy (superseded)

**Associated Internal Documents:**

**Associated External Documents:** ACT Progression and Intervention Strategy  
DIISRTE-DIAC Course Progress Policy and Procedures for CRICOS Providers of VET Courses  
Education Services for Overseas Students (ESOS) Act  
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007)

**Authorised Officer:** Compliance Officer

**Approved by:** Academic Board

**Date of Approval:** Apr 2014

**Assigned Review Period:** 1 years

**Date of Next Review:** Apr 2015

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	9/08/2007	Academic Dean	Approval date
1.01	10/09/2007	Union Council	Policy added to V.S. General Policies Handbook
D2.00	1/07/2013	JV	Policy separated from the General Policy Handbook Policy amended to address VET and ACT in one Small draft amendments yellow highlighted Document modified to include current history and version controls
D2.01	2/7/2013	JV	In-Semester Intervention Strategy separated from general policies handbook and incorporated into the Course Progress and Intervention Strategy
D2.02	19/9/2013	Academic Board	Revised and updated policy. Documented by JV
2.00	17/04/2014	Academic Board	Revised and updated policy. Progression rules revised and amended.
2.01	16/12/2014	JE	Amended 5.3 to 20 <i>working</i> days and 5.4 to remove "The decision not to report a student for breaching attendance requirements sits solely with the Vose Seminary." Amended 6.4 from 'the College' to 'Vose Seminary.' '6.1.5' was amended to '6.3' in 6.5. 'Board' was amended to 'Academic Board' in 9.2
3.00	7/9/2017	Academic Board to approve at meeting on 7/11/2017	Amended 4.1.8 from 3 years to 10 years, per the ACT Policy: "Credit transfer into the course to which the student is admitted shall be based on units completed no more than 10 years prior to the re-admission, or in the case of VET, as per the latest Training Package requirements."

Commented [DB6]: ACT current version says 10 years

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