



# STUDENT COURSE AND SUBJECT VARIATION PROCEDURE

Version:	Approved by:				Approval Date:		Effective Date:		Next Review:		
3	UOWC Deputy General Manager				4 October 2022		4 October 2022		4 October 2025		
Policy Custodian:	Student Services Manager						Document No:	PR-UOWC-07.1			
Purpose:	<div>1. This procedure outlines the processing of a College student's:<div>a. request to vary their enrolment at UOW College, and</div>b. change of course or subject status at UOW College.</div> <div>2. This procedure ensures that student course and subject status variations are managed in an efficient, timely and consistent manner.</div> <div>3. The procedure outlines that the relevant academic, financial and/or student visa implications of a course or subject variation will be communicated to the student before processing a request.</div> <div>4. Course and subject variations should only be processed after the student has received complete advice about all their options. Where appropriate, students should be counselled to apply for Academic Consideration.</div> <div>5. The procedure outlines that all relevant UOW College staff, UOW representatives and the Australian Department of Home Affairs are informed of a student's course or subject variation where necessary.</div> <div>6. This procedure replaces the Course Variation Procedure and should be read alongside the Course Variation Request Form (CVRF).</div>										
Scope:	UOWGE		UOWCA	✓	UOWD		UOWCHK		UOWMKDU		
	<div>1. This procedure applies to all UOW College Students including students who have been offered an enrolment at the College, or students who deferred their studies or enrolment.</div> <div>2. Course and subject status variations within the scope of this procedure include, but are not limited to:<div>a. Temporary change to enrolment activity:</div></div>										



	<ul style="list-style-type: none"><li>i. Leave of Absence,</li><li>ii. Deferment.</li><li>b. Change to enrolment activity, where the student remains at the College:<ul style="list-style-type: none"><li>i. Stream Transfer,</li><li>ii. Course Transfer,</li><li>iii. Withdrawal from subject with academic penalty,</li><li>iv. Approved withdrawal from subject without academic penalty.</li></ul></li><li>c. Change to enrolment activity, with the student leaving the College:<ul style="list-style-type: none"><li>i. Letter of Release,</li><li>ii. Cessation of studies (withdrawal),</li><li>iii. Fast-tracked to UOW course,</li><li>iv. Fast-tracked to UOWC course.</li></ul></li><li>3. The CVRF is available to relevant staff via the Shared Document Library on the UOW Global Enterprises Intranet.</li><li>4. Requests for a Letter of Release, whilst processed using the CVRF, will be managed and assessed in line with the International Student Transfer Between Providers Policy and International Student Transfer Between Providers Procedure.</li></ul>
<b>Related Documents:</b>	<p>Admissions Policy</p> <p>Course Variation Request Form (CVRF)</p> <p>Credit Transfer and Recognition of Prior Learning Policy</p> <p>Delegations of Authority – Part B – UOWC Academic Delegations</p> <p>Deferment, Suspension and Cancellation Policy</p> <p>International Student Transfer Between Providers Policy</p> <p>International Student Transfer Between Providers Procedure</p> <p>Student Grievance and Appeals Policy</p> <p>Student Grievance and Appeals Procedure</p>
<b>References &amp; Legislation:</b>	<p><u><a href="#">Education Services for Overseas Students Act 2000 (Cth)</a></u></p> <p><u><a href="#">Higher Education Standards Framework (Threshold Standards) 2011</a></u></p> <p><u><a href="#">VET Student Loans Act 2016</a></u></p> <p><u><a href="#">VET Student Loans Rules 2016</a></u></p>



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## 1. Definitions

Word/Term	Definition (with examples if required)
<b>Administration</b>	Throughout this document, Administration refers to College staff with the responsibility for processing and/or recording a change in a student's course or subject status.
<b>Approved withdrawal</b>	The status used to show a student has ceased their enrolment in a particular subject prior to the 'Last day to withdraw without academic penalty' date for the relevant session.
<b>Cancellation</b>	To remove a student from all enrolment in subjects and sessions. A student with a status whose enrolment is cancelled is not an active student of UOW College.
<b>Census date</b>	The date the financial liability for subjects is set and tuition fees are due for students in academic programs and VET accredited courses.
<b>Cessation of studies</b>	<p>Student actively or inactively notifies cessation of studies – inactive notification is where the student does not return after an arranged break (leave, exclusion, or deferment) or fails to attend the course by close of the session or cycle's late enrolment period.</p> <p>Inactive notification is determined through ongoing attendance monitoring and attempted student contact for explanation of student absence. Where required, the international student's agent will be contacted to assist with the determination of a student's cessation of studies</p> <p>A cessation of studies may be as a result of:</p> <ol style="list-style-type: none"><li>failure to meet enrolment requirements – refer to the Attendance Policy at <a href="http://www.uowcollege.edu.au/policies">www.uowcollege.edu.au/policies</a> for further information,</li><li>failure by students who are under the age of 18 to abide by approved welfare and accommodation arrangements (visa condition 8532),</li><li>student has died, or</li><li>the student no longer holds a valid visa.</li></ol>
<b>Completion</b>	The successful completion of all the academic requirements of a course of study which includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry.



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<b>Confirmation of Enrolment (COE)</b>	A document provided electronically which is issued by the registered provider to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enroll in the particular course of the registered provider.
<b>Course</b>	A program of study that includes those courses leading to higher education, vocational awards, and non-award courses.
<b>CVRF</b>	Course Variation Request Form
<b>Cycle</b>	A defined period of study in a UOW College English Language course.
<b>Defer/Deferment</b>	To temporarily delay or postpone the commencement of studies.
<b>Discontinued Course Status</b>	Where an international student does not complete their studies and has return to their home country will have their current course status changed to discontinued.
<b>ESOS Officer</b>	Education Services for Overseas Students Officer at UOW (UOW Academic Compliance)
<b>FSP</b>	Foundation Studies Program
<b>Head of Program</b>	Refers to Manager Vocational Program, Academic Program Manager, English Language Centre Manager or their delegate.
<b>International Student</b>	A student who is not a domestic student. This includes but is not limited to students on a temporary residence visa, bridging visa and student visa. Referred to as 'overseas student' in the National Code.
<b>Lapsed Course Status</b>	Where a student who may have not enrolled or have not had any enrolment movement since a specified date will have their current course status changed to lapsed.
<b>Last Day to Withdraw without Academic Penalty</b>	The publicly available and recorded date after which a student who withdraws from a subject will not have the result of Technical Fail (TF) recorded on their transcript for that subject.
<b>Leave of Absence</b>	A period of approved leave from the College that is recorded as non-enrolment in a course for the session or sessions specified.
<b>Letter of Release</b>	A letter that formally advises a student that they have been granted a release from a course of study. A letter of release is issued by the provider of the course the student wants to transfer from.



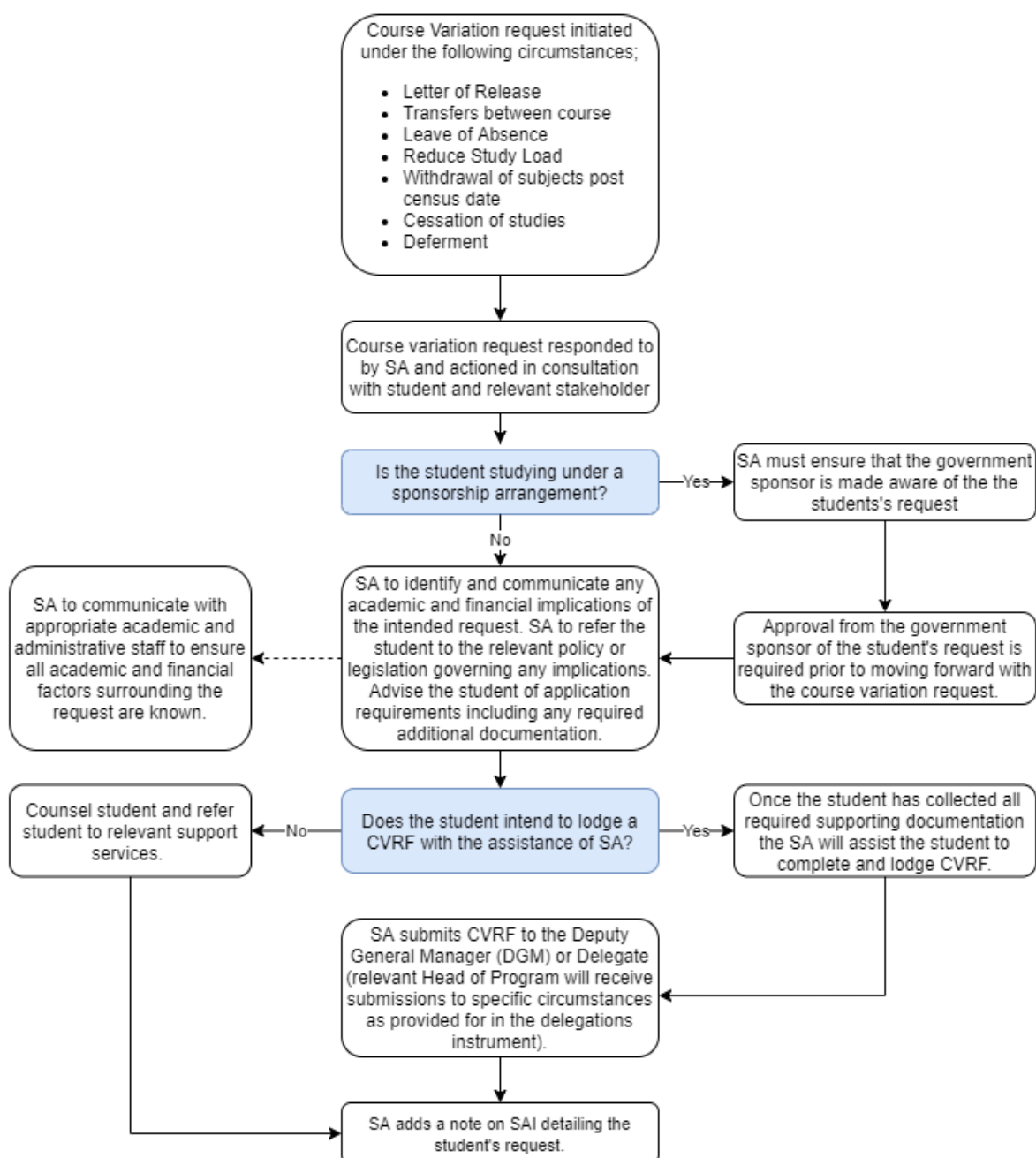
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<b>Principal registered provider</b>	For the purposes of this document, UOW and/or UOWC.
<b>PRISMS</b>	Provider Registration and International Students Management System
<b>Receiving registered provider</b>	An education provider (registered with CRICOS to provide a specified course to international students) who has issued an alternative course offer to a student who is enrolled to study at UOW and/or UOWC.
<b>Session</b>	A defined period of study offered in the Academic, Vocational and English Language Programs.
<b>Staff</b>	Full-time, fixed term, part-time, sessional, and casual employees of UOW Enterprises.
<b>Status</b>	A UOW/UOWC Student Admin Interface (SAI) system field describing the category of a student's enrolment. A status is applied at the course level and at the subject level.
<b>Student</b>	Any person who is enrolled in any course or program offered at, or in conjunction with, the College. For vocational, this may be referred to as a 'learner'.
<b>Student Admin Interface (SAI)</b>	Database containing student enrolment details within the UOW Student Management Package (SMP).
<b>Student Advisor(SA)</b>	A member of staff who provides liaison, information, support, and referral to ensure students meet their educational goals as effectively and efficiently as possible and are aware of available options in relation to their study pathways.
<b>Subject</b>	A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College.
<b>Transfer between courses</b>	To cease a current enrolment in a specified course and accept an offer of enrolment in another course at the College
<b>UEP</b>	University Entrance Program
<b>Withdrawal</b>	Officially ceasing enrolment in a particular subject or subjects
<b>Withdrawal without academic penalty</b>	To cease enrolment in a particular subject prior to the publicly available and recorded 'Last day to withdraw without academic penalty' date for the relevant session. This does not include financial penalties that may be incurred due to Withdrawing after the relevant census date.



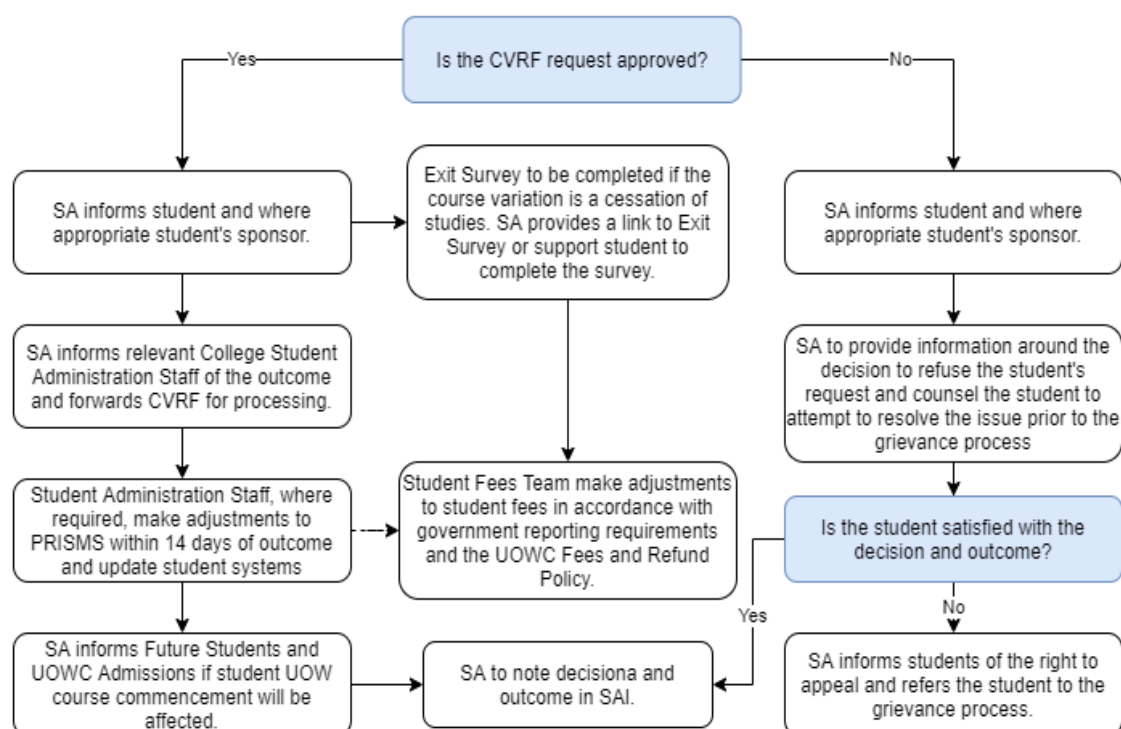
## 2. Course Variation Request Process

### Stage 1: Course Variation Request and Submission





### Stage 2: Course Variation Request Outcome and Processing



## 3. Roles and Responsibilities

Officer:	Responsibility:
Student Advisors	<ul style="list-style-type: none"><li>Identify and communicate to the student, and any relevant staff, all academic, financial and other implications of a course variation request.</li><li>Must advise students of course variation request requirements, including the need for any supporting documentation, and refer students to policy or legislative documents where relevant.</li><li>To counsel students regarding their course variation in accordance with relevant College policies and procedures, and relevant legislation as applicable.</li><li>Assist students to complete a CVRF. A completed CVRF must be signed by both the student and Student Advisor before being forwarded to Deputy General Manager, Head of Program or delegated authority.</li><li>Should a student be unable to complete the CVRF in person, other written communication from the student showing their intent is to be</li></ul>





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	<p>attached to the completed CVRF when submitting it to the Deputy General Manager, Head of Program or delegated authority.</p> <ul style="list-style-type: none"><li>• For approved course variations, the Student Advisor is responsible for informing College Administration and/or UOW where appropriate. In addition to this, if a student is studying under a sponsorship arrangement, the Student Advisor must notify the sponsor of the approved request.</li><li>• Where a course variation request is denied it is the responsibility of the Student Advisor to inform the student of their rights of appeal, and refer the student to the UOW College <i>Student Grievance Policy</i> and UOW <i>College Appeal Procedure</i>.</li></ul>
<b>Deputy General Manager / Head of Program</b>	<ul style="list-style-type: none"><li>• have the authority under the Delegations of Authority – Part B – UOWC Academic Delegations to approve student course variations. In some circumstances they may delegate this authority.</li></ul>
<b>Student Administration</b>	<ul style="list-style-type: none"><li>• To ensure all relevant systems and other updates are recorded consistent with the Student Course and Subject Variation Procedures.</li><li>• Any variation to a student's COE record on PRISMS must be made within the required timeframe as outlined by section 19 of the Education Services for Overseas Students Act 2000.</li><li>• Administration must ensure that all variations are accurately recorded on the student's SAI record and/or Axcelerate.</li></ul>
<b>Finance Officer</b>	<ul style="list-style-type: none"><li>• The Finance Officer must ensure that any required adjustment to student fees is completed.</li><li>• The Finance Officer will initiate processes to recover any outstanding agent commission.</li><li>• The Finance Officer will maintain records of all adjustments on the student's SAI file and will provide these to the student and relevant staff as required.</li></ul>

## 4. Temporary Changes to Student Enrolment

### Leave of Absence

- 4.1 Administration will receive a completed CVRF as prepared by a Student Advisor or written approval from the UOWC Deputy General Manager, Head of Program or delegated authority for all Leave of Absence requests.
- 4.2 In special circumstances, a Leave of Absence may be granted retrospectively by the UOWC Deputy General Manager.



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- 4.3 A Leave of Absence must be for the duration of an entire session. A Leave of Absence that does not cover, or extends beyond, one full session must be referred back to the relevant Head of Program.
- 4.4 Students who take leave of absence from study for an extended period more than one year should note that the course rules and conditions under which they originally enrolled may change during their period of study leave and that they may be subject to the course progress rules as they apply at the time that they return to study.
- 4.5 International students on student visas will only be granted leave of absence under the following specific circumstances:
  - a. compassionate or compelling grounds as evidenced by the student and approved by the UOW College Deputy General Manager or delegated authority; or
  - b. administrative grounds for example where the UOW College is unable to offer a prerequisite subject.
- 4.6 A Leave of Absence variation will automatically change the status of the student's subjects to Approved Withdrawal.
- 4.7 When a student on a package offer is granted a Leave of Absence, Administration should confirm if the change in course status will impact student entry into UOW. UOW Future Students and/or the UOW ESOS Office must be informed as new COEs and/or UOW commencement dates may need to be determined.
- 4.8 Where an international student on a student visa is granted a leave of absence and this leads to an extension to the duration of the student's course of study a new Confirmation of Enrolment must be provided to reflect the extended period.
- 4.9 In the case of a Leave of Absence, Administration will notify the Fees Officer for possible fee adjustment and agent commission recovery, as per the *Fees and Refund Policy*.

#### **Deferment**

- 4.10 Administration will receive verifiable confirmation that a request to defer has been approved by the UOWC Deputy General Manager, a Head of Program or delegated authority. This may or may not include a completed CVRF.
- 4.11 If the student is on a package offer, Administration will then refer the approved request to UOW Future Students for processing. UOW Future Students will revise the student's application. They may need to issue a new offer and, for international students, review current and future COEs.
- 4.12 Administration will follow any subsequent instructions from UOW Future Students in processing the Course Variation.

## **5. Changes to Student Enrolment (Student Remains at College)**

#### **Stream Transfer**

- 5.1 A Stream Transfer is only available to UEP and FSP students.
- 5.2 Administration will receive a completed CVRF as prepared by a Student Advisor or approval from a Head of Program or the UOWC Deputy General Manager.
- 5.3 In the case of a Stream Transfer, further confirmation must be gained from UOW Future Students as a new UOW Course Offer must be issued before the Stream Transfer can be processed.
- 5.4 Once the new Stream is selected, Administration must check and adjust the student's College subjects, to ensure they are consistent with the entry requirements for their UOW Course.



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- 5.5 When the College processes a Stream transfer, the change in course status may impact on student entry into UOW. Administration will inform UOW Future Students and/or the UOW ESOS Officer as new COEs and UOW commencement dates may need to be determined.
- 5.6 Administration will confirm this variation has been completed by electronically adding this information to the Student's SAI Student History record

#### **Fast-tracked into other UOWC enabling or Diploma course**

- 5.7 Fast-tracking between UOWC courses accounts for students who are deemed eligible to begin an advanced course of study at the College before the completion of their current course.
- 5.8 Administration will receive written notification from the relevant College Head of Program that a student has been granted admission into an advanced course at UOWC before completing their current course.

## **6. Withdrawal from subjects**

- 6.1. Student may withdraw from subjects provided the withdrawal request is made before the census date and under compassionate and compelling circumstances if the request is made after the census date.
- 6.2. Student may not withdraw from a subject(s) if it is a subject(s) in respect of which they are being investigated for academic misconduct unless the investigation has been finalised and there is no finding of academic misconduct against the student.
- 6.3. Where a student seeks to withdraw from a subject between the census date and the date where final grades are declared the following rules will apply:
  - a. An application to withdraw from the subject(s) must be made on the Course Variation Request Form for consideration by the Deputy General Manager;
  - b. The student must demonstrate the existence of compassionate or compelling circumstances that impacted the student's ability to undertake studies for a proportion or part of the session in question; and
  - c. The student must demonstrate the existence of reasons why the student did not seek to withdraw from a subject or subjects until after their results have been declared.
- 6.4. If an application for withdrawal from a subject(s) without academic or financial penalty is approved, subject(s) will be withdrawn in the student system and will be recorded as "Approved Withdrawal" on the enrolment record and will not appear on the academic transcript. In the case of domestic students UOWC Student Administration will advise UOW if HECS HELP debt is to be reversed or maintained.
- 6.5. If an application for withdrawal from a subject(s) without academic or financial penalty is not approved, the enrolment will stand and grade(s) will be declared and the student will be liable for tuition fees. The student may appeal the decision received in accordance with UOW College *Student Grievance and Appeals Policy*. In the case of domestic students UOWC Student Administration will advise UOW if HECS HELP debt is to be reversed or maintained.
- 6.6. When a College student is being withdrawn, Administration must confirm if the change to course progress will impact student entry into UOW. UOW Future Students and/or the UOW ESOS Officer must be informed as new COEs for UOW commencement dates may need to be



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determined. Administration will confirm this variation has been completed by electronically adding this information to SAI Student History.

## **7. Change to Student Enrolment (Student Leaves College)**

### **Letter of Release**

- 7.1. Administration must receive a completed CVRF as prepared by a Student Advisor, along with permission from the Principal education provider.
- 7.2. Administration must also receive evidence of an offer letter from the Receiving education provider.
- 7.3. Administration will process the request as per *International Student Transfer Between Providers Policy*.
- 7.4. Administration will report the release in PRISMS and then issue the Letter of Release to the student.
- 7.5. Administration must inform the UOW Future Students and/or the UOW ESOS Officer of the variation.
- 7.6. After an international student is Discontinued or Lapsed, Administration will proceed to withdraw the student from their any outstanding subject/s.
- 7.7. If the variation is being completed after the census date or the last date to withdraw without academic approval, Administration will allocate a Withdrawn status for each of the above-mentioned subjects.
- 7.8. If the variation is being completed before the last date to withdraw with academic approval, Administration will allocate an Approved Withdrawal status for each of the above-mentioned subjects.
- 7.9. Administration will notify the Fees Officer for possible fee adjustment and agent commission recovery, as per the *Fees and Refund Policy*.
- 7.10. Administration will confirm this variation has been completed by electronically adding to the student's SAI Student History record.

### **Cessation of Studies**

- 7.11. Administration will confirm that the student has ceased their studies at the College (See definition – Cessation of studies) and update student's enrolment record in SAI.
- 7.12. On recording a cessation variation on SAI, Administration must also withdraw the student from any non-completed subjects. The process remains the same for both domestic and international students.
- 7.13. International students' cessation of studies will be reported through PRISMS and is advised that student contact the Department of Home Affairs.
- 7.14. As per *Fees and Refund Policy*, UOW College Fees Officer to process fee adjustment and agent commission recovery accordingly.

### **Fast-tracked to UOW**

- 7.15. Administration will receive written notification from the relevant College Head of Program, UOW faculty or UOW Future Students that a student has been granted admission into a course at UOW before completing their current course.
- 7.16. As per *Fees and Refund Policy*, Fees Officer to process fee adjustment and agent commission recovery accordingly.



### **Additional Actions for Vocational Students**

- 7.17. In addition to recording the variation in SAI, Administration must also record any course or subject variation for a Vocational student on Axcelerate.

## **8. Additional Actions for International Students**

- 8.1. For all international students with a current or ongoing COE, Administration must also report to PRISMS within fourteen (14) days of the following variations being approved or the appeal period concluding:
- 8.1.1. Leave of Absence
  - 8.1.2. Exclusion
  - 8.1.3. Deferment
  - 8.1.4. Letter of Release
  - 8.1.5. Cessation of Studies
  - 8.1.6. Fast-tracked to UOW
- 8.2. In the case of an Exclusion status, reporting to PRISMS will only follow the issuing of a written Intention to Report Notice to the student and observance of the required appeal period.
- 8.3. Where the COE has expired or been completed, no reporting is required.

## **9. Change History**

<b>Version</b>	<b>Approved By</b>	<b>Date Effective</b>	<b>Amendment</b>
1	General Manager	24 June 2015	First Version
2	Compliance Officer	21 July 2016	Minor Change Only – College branding and document formatting updated
3	Deputy General Manager	4 October 2022	Change to procedure title to <i>Student Course and Subject Variation</i> . Change flow chart format and separated CVRF process into two stages. Added new heading and subheading. Update to new template.