



International Student Policy on Online Learning

Purpose

The purpose of this policy is to ensure Ingress Training Academy has and implements documented policies and procedures for:

- ensuring students do not exceed the allowable portion of online or distance learning per semester and course;
- ensuring 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

Policy

Ingress Training Academy will at all times monitor each student to ensure do not exceed more than 25 per cent of the student's total course by distance and/or online learning.

In monitoring this enrolment load, the registered provider will 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.

Procedure to Ensure Students Do Not Exceed the Allowable Portion of Online or Distance Learning

Ingress Training Academy will not allow the student to undertake no more than 25 per cent of the student's total course by distance and/or online learning.

- Ingress Training Academy established a formal timetable for each course
- Each course offered by the provider may have a portion offered by distance
- The portion of the course timetabled for distance study does not exceed 25% of each semesters total hours
- Ingress Training Academy will not enrol any student exclusively in distance or online learning units in any compulsory study period.

Overview of National Code 2018 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.

Overview of National Code 2018 Standard 9 Deferring, suspending or cancelling the overseas student's enrolment



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 A registered provider must have and implement a documented process for assessing, approving and recording a deferment of the commencement of study or suspension of study requested by an overseas student, including maintaining a record of any decisions.

9.2 A registered provider may defer or suspend the enrolment of a student if it believes there are compassionate or compelling circumstances.

9.3 A registered provider may suspend or cancel a student's enrolment including, but not limited to, on the basis of:

9.3.1 misbehaviour by the student

9.3.2 the student's failure to pay an amount he or she was required to pay the registered provider to undertake or continue the course as stated in the written agreement

9.3.3 a breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

9.4 If the registered provider initiates a suspension or cancellation of the overseas student's enrolment, before imposing a suspension or cancellation the registered provider must:

9.4.1 inform the overseas student of that intention and the reasons for doing so, in writing

9.4.2 advise the overseas student of their right to appeal through the provider's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

9.5 When there is any deferral, suspension or cancellation action taken under this standard, the registered provider must:

9.5.1 inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa

9.5.2 report the change to the overseas student's enrolment under section 19 of the ESOS Act.

9.6 The suspension or cancellation of the overseas student's enrolment under Standard 9.3



Ingress Training Academy Pty Ltd

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cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.