# ISP Variation to Enrolment Policy

## Purpose

This policy outlines the circumstances in which the Department of Education’s (DE or department) International Education Division (IED) will vary an international student’s enrolment as part of the International Student Program (ISP).

This policy should be read in conjunction with the [ISP Variation to Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Variation_to_Enrolment_Procedure.docx), and is for DE (IED) staff, international students and their parents, education agents and schools.

## Scope

This policy applies to international students enrolled or applying to enrol in the ISP as the primary holder of a subclass 500 Student – Schools visa.

## Variations prior to commencement at the school

Before DE (IED) issues a Confirmation of Enrolment (CoE), students can make changes to their proposed enrolment by completing an [ISP Change Request Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Change_Request_Form.docx) and emailing this to [international@education.vic.gov.au](mailto:international@education.vic.gov.au). This is part of the [ISP Admissions and Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Admissions_and_Enrolment_Procedure.docx).

After DE (IED) issues a CoE and before commencement, students can request changes to their enrolment by completing an [ISP Change Request Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Change_Request_Form.docx) and emailing this to [international@education.vic.gov.au](mailto:international@education.vic.gov.au) if they are seeking to change:

* their proposed commencement date (if a visa has been granted, this is a ‘deferral’ and you must refer to the [ISP Student-initiated Deferral, Suspension and Cancellation Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Initiated_Deferral_Suspension_and_Cancellation_Policy.docx))
* school preference
* year level of study
* welfare option.

DE (IED) records any assessment and decisions regarding enrolments and variations to enrolment in accordance with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx).

## Variations after commencement at the school

A variation to a student’s enrolment can result from:

* granting course credit (refer to the [ISP Course Credit Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Credit_Policy.docx))
* changing year level placement within a school
* reducing the duration of enrolment
* extending the duration of enrolment based on evidence of compassionate or compelling circumstances, a temporary suspension of studies or reduced study load as part of an intervention strategy to support students at risk of unsatisfactory course progress.

School staff must notify DE (IED) promptly of any requests to vary a student’s enrolment so that DE (IED) can:

* issue a new CoE, if required
* notify the Department of Home Affairs (DHA) in the Provider Registration and International Student Management System (PRISMS), within 31 days of an approved change to a student’s enrolment duration
* revise the Overseas Student Health Cover (OSHC) and the Confirmation of Appropriate Accommodation and Welfare (CAAW) (in accordance with the [ISP Homestay Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Policy.docx)), if required.

DE (IED) records any assessment and decisions to vary enrolments in accordance with the [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx).

### Granting Course Credit

Students may be granted course credit as outlined in the [ISP Course Credit Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Credit_Policy.docx).

This may reduce the length of the student’s enrolment.

### Changing year level placement within a school

School staff can recommend a change to the year level placement of a student at any time during the student’s enrolment at the school. A school’s recommendation to change a student’s year level placement must be supported by the student and parent. Students and parents may also initiate a change of year level placement, in consultation with school staff. Changes to the year level placement of students must be consistent with the [ISP Admissions and Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Admissions_and_Enrolment_Policy.docx) which reflects DE’s policy on the minimum age of students for the respective year level.

A change in year level placement may extend or reduce the length of the student’s enrolment.

### Extending or reducing duration of enrolment

DE (IED) issues a CoE based on the expected duration for a student to complete their course. Students must complete their course within the expected duration specified on their CoE. The expected duration of enrolment specified in the CoE must not exceed the CRICOS registered duration. The duration of a student’s enrolment in a course can only be extended where the student is not able to complete their studies within the expected duration specified in their CoE as a result of any of the following:

* evidence of compassionate or compelling circumstances, as assessed by DE (IED)
* the school has implemented, or is in the process of implementing, an intervention strategy for a student at risk of not meeting course progress requirements in accordance with the [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx)
* DE (IED) has approved a deferral or suspension of the student’s enrolment in accordance with the [ISP Student-initiated Deferral, Suspension and Cancellation Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Initiated_Deferral_Suspension_and_Cancellation_Policy.docx) or the [ISP Department Initiated Suspension and Cancellation Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Department_Initiated_Suspension_and_Cancellation_Policy.docx).

If DE (IED) changes the duration of the student's enrolment, DE (IED) will advise the student to contact DHA to seek advice on any potential impact to their visa, including the need to obtain a new visa.

DE (IED) notifies DHA of any changes to a CoE that may affect the student’s visa, by entering the information on PRISMS within 31 days of an approved change to the course duration.

### Other changes

Students may request to change school as outlined in the [ISP Transfer Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Transfer_Policy.docx). Students may request to change welfare arrangements as outlined in the [ISP Accommodation and Welfare Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Accommodation_and_Welfare_Policy.docx).

## Legislation

* *Education Services for Overseas Students Act 2000* (Cth)
* *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)
* *Ministerial Order 819 – Fees for Overseas Students in Government Schools* (Vic)

## Associated documents

* [ISP Variation to Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Variation_to_Enrolment_Procedure.docx)
* [ISP Accommodation and Welfare Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Accommodation_and_Welfare_Policy.docx)
* [ISP Admissions and Enrolment Procedure](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Admissions_and_Enrolment_Procedure.docx)
* [ISP Course Credit Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Credit_Policy.docx)
* [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx)
* [ISP Homestay Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Homestay_Policy.docx)
* [ISP Department Initiated Suspension and Cancellation Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Department_Initiated_Suspension_and_Cancellation_Policy.docx)
* [ISP Refund Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Refund_Policy.docx)
* [ISP Student-initiated Deferral, Suspension and Cancellation Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Student_Initiated_Deferral_Suspension_and_Cancellation_Policy.docx)
* [ISP Transfer Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Transfer_Policy.docx)
* [ISP Record Keeping Procedural Guidelines](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Record_Keeping_Procedural_Guidelines.docx)
* [ISP Change Request Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Change_Request_Form.docx)
* [ISP Terms, Conditions and Policies](https://www.study.vic.gov.au/en/brochures-and-forms/Pages/BrochureForms.aspx)
* [ISP School Toolkit](https://www2.education.vic.gov.au/pal/international-student-program/guidance)

## Definitions

* **Compassionate circumstances** refers to circumstances that are not in the student’s control or created by the student and adversely impact on student welfare or course progress (for example, illness, bereavement or traumatic events (such as a global pandemic) may qualify), as assessed on a case-by-case basis.
* **Compelling circumstances** are circumstances which in the opinion of DE (IED) are in the student’s best interests, as assessed on a case-by-case basis.
* **Course** refers to a course registered on CRICOS offered by the Department of Education and Training (under DE (IED)).
* **DE (IED)** – Department of Education– International Education Division. IED is the division in DE that administers the International Student Program in Victorian government schools. IED is not a separate entity to DE. DE is the CRICOS-registered provider.
* **DE (IED) staff** includes the Executive Officers, managers and employees (full time, part time, ongoing, fixed term, casual and contractor) of DE who work directly or indirectly with the ISP. This excludes school staff.
* **Education Agents** are accredited by DE (IED) to recruit students for an ISP course.
* **Homestays** are international student accommodation arranged by schools where DE (IED) is responsible for the welfare of the student at all times, including outside school hours.
* **International Student Program (ISP)** for the purpose of this policy is defined as the program administered by the DE International Education Division (IED).
* **International students (students)** for the purpose of this policy are defined as students participating in the ISP who are applying for, or hold, a subclass 500 Student – Schools visa.
* **Parent** refers to the parent(s) or legal guardian(s) of an international student.
* **School** for the purpose of this document is defined as a school accredited by DE (IED) to deliver an ISP.
* **School staff** are employees of schools, for example – International Student Coordinator, Homestay Coordinator, Head of Department, Deputy Principal, and Principal.
* **Written Agreement** is an agreement with the international student or intending international student and their parent(s) or legal guardian(s), which includes Standard Terms and Conditions; signed by the international student as well as parent(s) or legal guardian(s). The Written Agreement cannot be signed or accepted on behalf of the student or their parent(s) or legal guardian(s) by an Agent.

## Policy contact

For further information, please contact DE (IED) on + 61 3 7022 1000. Request to speak to the Recruitment and Admissions Team for pre-commencement changes, and the School Support Team for post-commencement changes.

## Policy maintenance officer

Manager, School Support Unit

International Education Division

Department of Education

Level 28, 80 Collins Street, Melbourne, Victoria 3000

Email: [international.school.support@education.vic.gov.au](mailto:international.school.support@education.vic.gov.au)

Phone: + 61 3 7022 1000

## Authorised

Executive Director, International Education Division

**Date of authorisation**: 29/11/2020

**Review frequency**: This policy will be reviewed at minimum every 12 months or when any changes arise impacting its currency, including legislative or regulation change.