

Non-commencement Procedure

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	IGI prospective and current students, IGI staff		
Related Documents	Complaints and Appeals Policy Complaints and Appeals Procedure Enrolment Terms and Conditions		
Version	Authorised by	Approval Date	Effective date
1.1	General Manager IGI	1 Oct 2023	1 Oct 2023

1. Purpose

The Non-commencement Procedure gives effect to the Enrolment Terms and Conditions in respect of international students who do not commence their course when expected and IGI's obligations under the Section 19 of the Education Services for Overseas Students Act 2000 (ESOS Act).

2. Definitions

Item	Definition
Confirmation of Enrolment (CoE)	A document issued by a registered provider to an intending overseas student. It confirms the overseas student's eligibility to enrol in the course and supports their application for a student visa. They are sometimes called eCoE (electronic CoE).
Course	A structured sequence of study undertaken leading to the award of a diploma and degree.
Current student	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> • they complete the course of study. • they withdraw from the course of study. • their enrolment is discontinued, or they are excluded from a course or study at ihGI due to misconduct or other reasons. • they fail to re-enrol in units of the course without approved leave, in which case the student will be regarded as having ceased their course of study.
International student (or Overseas Student)	A person who is required to hold an Australian student visa for the purpose of study in Australia as defined by the ESOS Act.
Principal course	The main course of study undertaken by an international student, where a student visa has been issued for multiple courses (packaged courses).
PRISMS	The Provider Registration and International Student Management System is used to process information provided to the Secretary of the Department of Education by ihGI in connection with an international student's course enrolment. It is used by ihGI to issue/amend CoEs, extract reports on student visas, etc.

3. Scope

This procedure applies to international students on a student visa who do not commence their course when expected and have not been approved to defer the start of their course. This procedure also relates to staff involved in monitoring international students' enrolments and lodging non-commencement of study cases with the Department of Home Affairs (DHA).

4. Procedure

Requirements

- 4.1. Under Australian legislation, IGI is obliged to report all international students on a student visa who do not commence their course when expected, and have not been approved to defer the start of their course to DHA.

Monitoring

- 4.2. After the start of each study period, the Registrar compiles a list of non-commencing students by checking:
- class attendance records at the end of Week 3;
 - if any student failed to collect their student identity card;
 - signed student declaration forms;
 - the list against any approved deferrals.

PRISMS reporting

- 4.3. Once the list of non-commencing students is finalised, the Registrar is obliged to report each student to DHA via PRISMS within 31 days after the Confirmation of Enrolment (CoE) start date (i.e. commencement date).
- 4.4. The Registrar notifies the students in writing that their CoE has been cancelled and that they have been reported to DHA for non-commencement of studies.

Record keeping

- 4.5. The Registrar records the outcome on the student management system. IGI keeps records of withdrawal outcomes for at least two years after the person ceases to be an accepted student.

5. Roles and responsibilities

- 5.1. The Registrar is responsible for all aspects of the non-commencement of studies process.
- 5.2. The student is responsible for:
- enrolling on time and adhering to the conditions of their student visa;
 - providing true and accurate information; and
 - providing authentic and genuine documentation.
- 5.3. IGI is responsible for:
- ensuring the procedure are easily accessible and publicly available;
 - ensuring procedures are transparent and equitable; and
 - providing timely responses to students.

6. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019

- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

7. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and minor amendments	All