PROCEDURE

Procedure Title
Enrolment Load Diplomas Procedure

Parent Policy
Enrolment Load Diplomas Policy

Preamble
This procedure applies to all domestic students and international students enrolled in Diploma programs in Melbourne and outlines the steps to be competed to submit an application to underload.

Whilst in exceptional circumstances, students may be approved to underload, students will not be approved to overload by more than the standard full time enrolment specified for the program.

Definitions

eCOE	Electronic confirmation of enrolment. A document which is issued by the registered provider to intending international students and which must accompany their application for a student visa.
Callista	Student information management system
ESOS	Education Services for Overseas Students - regulates the education and training of overseas students studying in Australia on student visas through the ESOS Act and associated legislation which protects the interests of these students by providing tuition and financial assurance.
PRISMS	Provider Registration and International Students Management System

Procedure

Ref	Steps	Responsibility
1.	**Submitting an application to underload** Students must complete the Course/Unit Variation Form including the Underload Application section. Applications (and supporting documentation, if required) must be attached to the online application and submitted to Student Administration. Acceptable supporting documentation includes:	Students

	• A medical certificate from a medical practitioner for compassionate or compelling reasons • A statement from the Monash College counsellor/ registered psychologist • An official statement or document from the student's home country outlining the circumstances e.g. Government official, medical practitioner. Submitting an application to underload does not guarantee that the application will be supported and approved. Students should understand the academic and financial implications of withdrawing units after certain dates. Student Administration will notify students of any outstanding fee balances. Students who underload without approval will have a full encumbrance placed on their student record until the form is completed or the enrolment is amended. Students who are not approved to underload and who do not complete their course within the duration specified on their eCOE, may not be able to extend their course length in Australia.	
2.	**Underload application approval** The relevant Head of Studies or nominee will determine the outcome applications to underload. Where underload is approved, the outcome will include: • The period where underload has been approved and the expected study load • The allowed extension to course duration if applicable • Specific units of study may or may not be underloaded Students dissatisfied with the outcome of the application should refer to the Student Grievances and Appeals Policy. Student Administration will record the outcome in Callista.	Head of studies or nominee Student Administration
3.	**Notifying students of approval** Until an application is approved, students must attend all required classes. Students will receive a written notification via email from Student Administration once the outcome of the application has been determined.	Student Administration
4.	**Changing the expected duration of study** Where there is a variation in an international (ESOS) student's enrolment load which may affect the student's expected duration of study, the variation and the reasons for it will be recorded in Callista.	Student Administration

	If the variation leads to an extension of the expected duration of study, the student must be reported via the Provider Registration and International Students Management System (PRISMS) and by issuing a new eCoE.	

Legislation and Standards	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Education Services for Overseas Students Act 2000
Reference Policies and Supporting Documentation	Course/Unit Variation Form Application to Underload – International Students Enrolment Load Diplomas Policy Academic Progress Policy Student Grievance and Appeals Policy
Responsibility for Implementation	Director, Diplomas Student Administration Head of Studies Manager, Academic Process and Policy
Status	Revised
Key Stakeholders	Director, Diplomas Head of Studies Team Leaders Learning Skills Advisers Teaching Staff Student Administration Team Student Counsellor Students
Approval Body	Diplomas Board of Studies
Date Effective	2/12/2021
Next Review Date	2/12/2024
Owner Job Title	Director Diplomas Diplomas

Procedure Author	Manager, Quality and Process Improvement
Contact	Manager, Quality and Process Improvement

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	14 July 2016	Board of Studies	New procedure developed.
1.1	18 October 2017	Director, Diplomas	Include information about overload and encumbrances.
1.2	4 June 2019	Governance	Hyperlinks removed; role titles updated; legislation references updated
1.3	2 December 2021	Board of Studies	Updated roles; combined process for international and domestic students; clarified application outcomes and decision maker; added grievance process