

# **Modification of Study Pathway**

## **Policy and Procedure**

## Table of Contents

1. PURPOSE.....	3
2. SCOPE .....	3
3. DEFINITIONS.....	3
4. POLICY.....	3
5. PROCEDURE.....	4
6. RELATED DOCUMENTS .....	5
7. RELATED LEGISLATION .....	5
8. POSITIONS RESPONSIBLE .....	5
9. APPROVAL INFORMATION .....	6

## 1. PURPOSE

The purpose of the Modification of Study Pathway Policy and Procedure is to set out guidelines and AFTT's approach to managing modifications of a student's study pathway.

## 2. SCOPE

- 2.1. The Modification of Study Pathway Policy and Procedure applies to all students enrolled in or seeking a place in a qualification at AFTT.
- 2.2. The Modification of Study Pathway Policy and Procedure does not apply to withdrawal from the entire qualification of study (refer to the *Deferring, Suspending and Cancelling Student's Enrolment Policy and Procedure*).

## 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

## 4. POLICY

- 4.1. All AFTT accredited qualifications have a set study pathway in each study period which ensures the natural and scaffolded progression through the unit learning outcomes to achieve all course objectives.
- 4.2. Students can apply to modify their usual study pathway which may include:
  - Withdrawing from a unit/s, and may be eligible for refund or re-credit of their fees, and/or
  - Adding a unit/s.
  - 4.2.1. Domestic students are required to attend a meeting with their respective Head of Department to discuss the proposed study pathway and how it may affect their progress through the qualification.
  - 4.2.2. International students are required to attend a meeting with their respective Head of Department and the Director of International Services to discuss the proposed study pathway and how it may affect:
    - Their progress through the qualification, and
    - The status of their visa.International students are required to maintain their full-time enrolment each study period and are required to complete their qualification within the period specified in their signed electronic Confirmation of Enrolment (eCoE). Modification of a study pathway may affect the qualification completion date and international students may need a new electronic Confirmation of Enrolment (eCoE).
- 4.3. Refund/Re-credit of fees when withdrawing from a unit.
  - 4.3.1. Domestic students applying for withdrawal from the unit of study based on special circumstances may be eligible for a tuition fee refund/re-credit, if granted.
  - 4.3.2. Domestic students withdrawing from a unit occurring:
    - 4.3.2.1. After Census Date will result in financial penalties unless consideration under special circumstances has been approved by AFTT,
    - 4.3.2.2. After week eight (8) of any study period will result in both financial and academic penalties unless consideration under special circumstances has been approved by AFTT.

- 4.3.3. International students applying for withdrawal from the unit of study based on compassionate and compelling circumstances may be eligible for a tuition fee refund/re-credit, if granted.
- 4.3.4. International students withdrawing from a unit occurring:
  - 4.3.4.1. Less than 10 weeks before the start of the study period date will result in financial penalties unless consideration under compassionate or compelling circumstances has been approved by AFTT,
  - 4.3.4.2. After week eight (8) of any study period will result in both financial and academic penalties unless consideration under compassionate or compelling circumstances has been approved by AFTT.
- 4.4. The application for modified study pathway will be determined by:
  - 4.4.1. Head of Department or delegate – domestic students,
  - 4.4.2. Head of Department in consultation with the Director of International Services – international students.
- 4.5. The respective Head of Department is responsible for ensuring that an approved modified study pathway follows qualification rules, and that the student will meet all the learning outcomes and course objectives.
- 4.6. A student may appeal any decision in relation to this policy and procedure within 10 business days in accordance with the Students Complaints and Appeals Policy and Procedure.

## **5. PROCEDURE**

- 5.1. Domestic students applying for modification of study pathway.
  - 5.1.1. Domestic students wishing to apply for modification of study pathway complete the *Application for Modification of Study Pathway (Domestic) Form* and submit it to Student Services.
  - 5.1.2. The student will be invited to attend a meeting with the respective Head of Department or delegate to discuss their new study pathway and possible implications it may have on student's academic progress.
  - 5.1.3. Where there is a request for a refund/re-credit of fees, students are required to complete additional *Application for Refunds and Re-credit Form* and submit it to Student Services. Student Services will forward the request to the Finance Department for consideration and final approval.
  - 5.1.4. The Student Services Officer will notify the student once the application is processed, usually within three (3) to five (5) business days.
- 5.2. International students applying for modification of study pathway.
  - 5.2.1. International students wishing to apply for modification of study pathway must complete the *Application for Modification of Study Pathway (International) Form* and submit it directly to International Services Office or Student Services.
  - 5.2.2. The student will be invited to attend a meeting with the Director of International Services and the respective Head of Department to discuss their new study pathway and the possible implications it may have on a student's academic progress and to the status of their visa.
  - 5.2.3. Where there is a request for a refund of fees, students are required to complete additional *Application for Refunds and Re-credit Form* and submit it to International Services Office or Student Services. The application will be forwarded to the Finance Department for consideration and final approval.
  - 5.2.4. The International Services Officer will notify the student once the application is processed, usually within three (3) to five (5) business days.

## **6. RELATED DOCUMENTS**

- 6.1. AFTT Glossary
- 6.2. Deferring, Suspending and Cancelling Student's Enrolment Policy and Procedure
- 6.3. Academic Progress Policy and Procedure
- 6.4. Students Complaints and Appeals Policy and Procedure
- 6.5. Special Consideration Policy and Procedure

## **7. RELATED LEGISLATION**

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Standards Framework (Threshold Standards) 2021
- 7.3. Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 7.4. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

## **8. POSITIONS RESPONSIBLE**

- 8.1. Director of International Services
- 8.2. Heads of Departments
- 8.3. Student Services
- 8.4. International Services Office

## 9. APPROVAL INFORMATION

<b>Approval Authority</b>	Governing Council
<b>Health Check approval authority</b>	Chief Executive Officer
<b>Review date</b>	15/10/2024

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dean, Quality	14/09/2021	01/10/2021	Amendments as per external reviewer's recommendations. <b>Withdrawal Policy</b> has been modified to cover withdrawing and adding units only and renamed Modification of Study Pathway Policy and Procedure.	Current
	Chief Executive Officer	05/08/2021			

*Version control tables from previous Policies and Procedures reside in the original documents.*