

## *Non-Academic*

# *CoE (Confirmation of Enrolment) Generation*

<b>Version Control and Modification History Table</b>				
<b>Date</b>	<b>Version</b>	<b>Modification</b>	<b>Approval Authority</b>	<b>Approved &amp; Published Date</b>
September 2020	1.0	Creation of CoE Generation Policy	Chief Executive Officer/Principal	October 2020

## 1 POLICY STATEMENT AND PURPOSE

---

The purpose of this Policy is to detail the requirements for generating a Confirmation of Enrolment for an overseas student.

## 2 SCOPE

---

This Policy applies to overseas students who are required to get a student visa to study in Australia.

## 3 DEFINITIONS

---

CoE	The CoE (Confirmation of Enrolment) provides evidence of a student's enrolment with a provider registered on the CRICOS. This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
PRISMS	PRISMS (Provider Registration and International Students Management System) is a secure database owned and maintained by the Department of Education, Skills and Employment for the purposes of administering the Education Services for Overseas Students Act 2000 (The ESOS Act). PRISMS provides means for education and training providers to comply with legislative requirements by: a) issuing bona fide confirmations of enrolments (CoE) as 'evidence of enrolment' in a registered full-time course, as required for the issue of a student visa by Home Affairs, and: b) reporting changes in course enrolment, particularly where study ceases (noncompliance), or the duration of the study changes. PRISMS also facilitates the monitoring of student compliance with visa conditions, as well as provider compliance with the ESOS Act.
Duration of Study	The CRICOS registered duration of a course specified on the overseas student's CoE.
Student visa	The purpose of this visa is to allow overseas students to undertake full-time education and training in Australia. This visa enables a student to stay in Australia for the duration of the relevant course.
ESOS ACT	Education Services for Overseas Students Act 2000
VEVO	Visa Entitlement Verification Online

## 4 POLICY DETAILS

---

### 4.1 Contents of a CoE

The CoE (confirmation of enrolment) provides various Government Departments (such as the Department of Home Affairs) with important information about an international student's enrolment status. The CoE accurately reflects the student's actual enrolment in a course, clearly indicating the course duration through the course start and end dates, fees paid and total fees required to be paid for the course. The CoE will also indicate the student's current status, whether this be 'approved', 'visa granted' or 'studying'.

### 4.2 Generation of a CoE

ICHM's authorised CoE Administrators generate the CoEs in the PRISMS database when an overseas student accepts an offer of study from ICHM.

An overseas student's CoE will have a course duration based on the CRICOS registered duration of a course.

The exceptions to this rule are:

- when the student's study duration is reduced due to recognition of prior learning status and, or;
- when the student is on a packaged offer for Graduate Certificate in International Hotel Management & Master of International Hotel Management or;
- when the student is on a packaged offer for Graduate Diploma in International Hotel Management & Master of International Hotel Management or;
- when the student has an ICHM approved study duration extension

A CoE does not guarantee issuance of a student visa. A CoE is required to be submitted to the Department of Home Affairs to apply for a student visa - see <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

It is the student's responsibility to ensure that he/she has a valid CoE and a valid visa to stay in Australia.

Students can check their visa expiry date and visa conditions online at VEVO

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions>

### 4.3 Legislative requirements

A requirement of the ESOS Act 2000 and The National Code 2018 is that a registered provider must advise Home Affairs via PRISMS of any change to an accepted student's enrolment, or an accepted student's failure to meet visa conditions.

ICHM is obliged to report the following changes within 31 days of the occurrence of such change, or within 14 days for overseas students less than 18 years old:

- Termination of student studies prior to completing the course
  - o Early course completion
  - o Student transferred to another provider
  - o Student notified cessation of studies
  - o ICHM's decision to cease enrolment
- Non-Compliance with visa conditions
  - o Meet course progression requirements

- Non commencement of study
- Deferring/Suspending student enrolment
- A change in student's program

#### **4.4 Process for issuing a new CoE for an extended Study Duration**

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 8.3 requires ICHM to monitor the progress of each student to ensure the student is in a position to complete the program within the expected duration specified on the student's CoE. The [ICHM Course Progression Policy](#) sets out the policy and procedure (including the Intervention Strategy) for monitoring, recording and assessing the course progress of students enrolled in ICHM programs so that an international student completes the course within the periods of their student visa.

If student visa holders do not complete within the expected CoE duration, ICHM may extend the length of a student's study and issue a new CoE only in the following limited circumstances:

1. There are compassionate or compelling circumstances, as assessed by ICHM on the basis of demonstrable evidence;
2. ICHM has implemented or is in the process of implementing an intervention strategy for the student because the student is at risk of not meeting course progress requirements outlined in ICHM Course Progression Policy; or
3. an approved deferral or suspension of the student's enrolment has occurred under Standard 9 (deferring, suspending or cancelling the student's enrolment) in accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 8.16.

Students who need to extend their CoE are required to submit a change of study duration and new COE request form during their course progression meeting with the Registrar. The form should be submitted:

- a) within three months of the student visa expiry date, if applying for a student visa offshore;
- b) within one month of the student visa expiry date, if applying for a student visa onshore (Australia).

The Program Director Academic and Registrar will review the request and confirm the new CoE duration to Admissions.

If ICHM extends the duration of the student's enrolment, the student will be advised to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa & extend their Overseas Student Health Cover.

## **5 QUESTIONS IN RELATION TO THIS POLICY**

---

If you have any questions regarding this policy, please contact the Admissions Office.

ICHM Admissions Office  
137 Days Road, Regency Park  
SA 5010, Australia  
Email: [admissions@ichm.edu.au](mailto:admissions@ichm.edu.au)  
P: (61 8) 8228 3636  
Cricos Provider No. 02914G

## 6 REVIEW

---

The Manager Admissions and Administration is responsible for the review of this policy on a 3-yearly basis.

## 7 APPROVAL

---

<b>CoE GENERATION</b>	
<b>Policy Owner</b>	Manager Admissions and Administration
<b>Version Number</b>	1.0
<b>Approval Authority</b>	Chief Executive Officer/Principal
<b>Approval Date</b>	20/10/2020
<b>Next Review Date</b>	20/10/2023