

MITP17: International Student Course Duration Policy – Student Information

Purpose of This Policy

This policy ensures you complete your course within the duration specified on your Confirmation of Enrolment (CoE) while providing support and flexibility for circumstances beyond your control. We are committed to helping you succeed while maintaining visa compliance and educational quality.

What This Means for You

You are expected to complete your course within the timeframe shown on your CoE, which matches your visa duration. We provide proactive monitoring and support to help you stay on track. If unexpected circumstances arise beyond your control, we may extend your course duration and support you with visa implications.

When Course Duration May Be Extended

We may extend your course duration for compassionate or compelling circumstances including serious illness or injury, mental health conditions requiring professional help, death or serious illness of immediate family, natural disasters affecting your home country, Institute delivery issues, or documented academic intervention when you are at risk. Extensions maintain educational quality and cannot exceed CRICOS registered maximum duration.

How to Request a Course Duration Extension

Step 1: Contact Student Services: Speak with your Student Services Officer as soon as you become aware of circumstances affecting your course completion. Early contact allows us to provide timely support.

Step 2: Submit Documentation: Provide supporting evidence such as medical certificates, death certificates, official documents, or other relevant proof of your circumstances affecting study.

Step 3: Assessment: We assess your request considering your circumstances, academic progress, visa implications, and support needs. Cultural safety and wellbeing are integrated into decisions.

Step 4: Decision and Support: You receive a written decision within 10 working days. If approved, we update your CoE, advise you about visa requirements, and provide ongoing support.

Step 5: PRISMS Reporting: We report the CoE variation to Department of Home Affairs via PRISMS. You must contact Immigration to discuss visa implications and potential need for new visa.

Step 6: Ongoing Monitoring: We continue monitoring your progress and wellbeing, providing academic support, counseling services, and cultural safety considerations throughout your extended study period.

Key Information

Your Responsibilities: Maintain full-time enrolment unless reduced study load is approved, notify us promptly of circumstances affecting your studies, provide accurate supporting documentation, attend support meetings, maintain communication with Student Services, and contact Immigration about visa implications if duration is extended.

When Extensions Cannot Be Granted: Extensions cannot be granted for academic failure without demonstrated intervention efforts, voluntary reduced study loads without approved circumstances, non-payment of fees, student visa breaches, or elective travel not meeting compassionate criteria.

Support Services Available: We provide academic support and tutoring, mental health and counseling services, cultural safety support and mentors, financial hardship assistance, interpreter services when required, trauma-informed support approaches, and early intervention for students at risk.

Right to Appeal: If your extension request is denied, you have the right to appeal the decision through our complaints and appeals process outlined in MITP07 Complaints and Appeals Policy. Appeals must be lodged within 20 working days of receiving the decision.

Need More Information?

If you have questions about course duration, need to discuss your circumstances, or require support:

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

For urgent matters affecting your wellbeing or ability to study, contact us immediately. We are here to support you.

Related Policies

MITP01 Vocational Attendance Policy, MITP02 Vocational Course Progress Policy, MITP07 Complaints and Appeals Policy, MITP08 Deferral, Suspension and Cancellation Policy, MITP15 RPL and Credit Transfer Policy, MITP28 Student Support Services and Welfare Policy

Policy Version: 11 | Last Updated: June 2025 | Next Review: June 2026

This is a summary for students. For the complete policy, visit our website or contact Student Services.

Menzies Institute of Technology | RTO Code: 21834 | CRICOS Code: 02815M

Website: www.menzies.edu.au | Phone: [INSERT PHONE] | Email: [INSERT EMAIL]