

Completion within the expected duration of study

Purpose

The purpose of this policy is to ensure that THA monitors the workload of students to ensure they complete their course within the duration specified on the Student Acceptance and Agreement

Policy

1. THA is committed to ensuring that students are able to complete their course within the duration specified on their Enrolment Agreement and letter of offer
2. All students are made aware of the start and finish date of their studies as specified on their Offer Letter
3. The duration of a student's study will only be extended where it is clear that the course cannot be completed in the expected duration as specified as a result of:
 - ◆ Compassionate and compelling circumstances including:
 - serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;
 - a traumatic experience which has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports);
or
 - where THA is unable to offer a pre-requisite unit.
 - ◆ Implementation of an intervention strategy for students identified at risk of not completing within the expected duration of study (Course Progress Policy and Intervention Policy). Students who did not request for an extension before the unit's due date, will be required to re-enrol into the unit of competency and incur the related fees
 - ◆ An approved cancellation or suspension of study has been granted.
4. All enrolments have a maximum duration and students need to complete the course within the specified enrolment duration as mentioned in the Offer Letter. Students who do not complete all units within the maximum timeframe will receive a Statement of attainment listing the units they have completed at no additional cost. Students wishing to undertake units not completed in the course duration period will be required re-enrol and pay the unit cost