



# Commencement and Non- Commencement Policy

**Version 2.2**



## STATUS, DETAILS AND SUMMARY OF CHANGES

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<b>Available On</b>	Website <input type="checkbox"/>	<input type="checkbox"/>	Academic Manager's office <input type="checkbox"/>

### VERSION CONTROL AND SUMMARY OF CHANGES

Version	Date	Description of Changes
2.2	13 / 11 / 2024	Introduction of the policy



## 1. Purpose

This policy outlines the requirements and expectations for students commencing their studies at **Australian Techno Management College Pty Ltd T/A Apsley College**. It also defines the consequences of non-commencement and ensures compliance with Australian education regulations, including the **Education Services for Overseas Students (ESOS) Act 2000** and the **National Code of Practice for Providers of Education and Training to Overseas Students 2018**.

## 2. Scope

This policy applies to:

- All students who have received a **Confirmation of Enrolment (CoE)** from Apsley College.
- All academic and administrative staff involved in student enrolment and attendance monitoring.

## 3. Definitions

### 3.1 Commencement

A student is considered to have commenced their studies when they:

- Attend the mandatory **Orientation Program** before their course start date.
- Participate in scheduled classes (on-campus or online) within **the first month** of the course start date.
- Engage in academic activities, including assessments and coursework submission.
- Have paid their tuition and material fees as per the agreed payment schedule.

### 3.2 non-commencement

A student is classified as **non-commenced** if they fail to begin their studies within **one (1) month** of the official course start date. Non-commencement applies in the following cases:

1. **Failure to Attend Orientation** – The student does not attend the scheduled orientation session.
2. **No Participation in Classes** – The student does not attend or engage in any academic activities.
3. **Lack of Communication** – The student does not inform the college about delays, visa issues, medical conditions, or personal circumstances preventing attendance.
4. **No Deferral or Leave Request** – The student does not submit a formal deferral or leave request before the non-commencement deadline.
5. **Non-Payment of Fees** – The student has unpaid tuition fees and has not arranged a payment plan before the course commencement date.

## 4. Policy Statement

### 4.1 Commencement Requirements

All students are required to:

- Attend **Orientation** before their official course start date.
- **Clear the initial payment** as per their **Letter of Offer** before attending Orientation. Students who fail to make the required payment will not be allowed to proceed with Orientation or commence their studies.
- **Receive course details after attending Orientation**, including class schedules, study materials, and access to student resources.
- Commence their studies within **one (1) month** of the course start date.
- Communicate any issues that may delay their commencement.
- Ensure their tuition and material fees are fully paid as per their **Letter of Offer and Student Agreement**.

All students are required to:

- Attend **Orientation** before their official course start date.
- **Clear the initial payment** as per their **Letter of Offer** before attending Orientation. Students who fail to make the required payment will not be allowed to proceed with Orientation or commence their studies.
- Commence their studies within **one (1) month** of the course start date.
- Communicate any issues that may delay their commencement.
- Ensure their tuition and material fees are fully paid as per their **Letter of Offer and Student Agreement**.

### 4.2 Non-Commencement Consequences

Students who **fail to commence their studies** within the required timeframe will face the following consequences:

- **Cancellation of CoE** – The student's Confirmation of Enrolment (CoE) will be canceled, and they will be withdrawn from Apsley College.
- **No Refund of Fees** – Any fees paid, including tuition, material, and other charges, will **not be refunded** under non-commencement circumstances, as per the **Apsley College Refund Policy**.
- **Visa Implications** – The cancellation of the CoE will be reported to the **Department of Home Affairs (DHA)**, which may lead to **student visa cancellation**.
- **Loss of Student Privileges** – The student will lose access to college resources, student support services, and learning platforms.
- **Debt Recovery Actions** – If the student has unpaid fees, the matter may be referred to a **debt collection agency**, leading to legal or financial consequences.

#### 4.3 No Refund Policy for Non-Commencement

Apsley College strictly follows a **No Refund Policy** for students who fail to commence their studies within one month. Refunds will not be provided for any fees paid, including tuition and material fees. For further details, refer to the [Apsley College Refund Policy](#).

#### 4.4 Appeals & Special Consideration

- Students who are unable to commence studies due to **valid reasons** (such as visa delays, medical emergencies, or family circumstances) **must notify Apsley College before the commencement deadline**.
- A formal **deferral request** must be submitted with supporting documents.
- If no communication is received, **CoE cancellation will proceed without further notice**.

### 5. Student Responsibilities

Students must:

- ✓ **Attend Orientation** before their course start date.
- ✓ **Clear the initial payment as per their offer letter before attending Orientation.**
- ✓ **Commence studies within one (1) month** of their official course start date.
- ✓ **Notify the college immediately** if facing delays in arrival or commencement.
- ✓ **Ensure all tuition and material fees are paid on time** to maintain active enrolment.
- ✓ **Apply for deferral or leave of absence (if required) before the commencement deadline.**

### 6. Final Warning & Immediate Action Required

- Students who fail to commence studies within one month of their start date will be automatically withdrawn, and their CoE will be canceled.
- No further communication or reminders will be issued after the non-commencement deadline.
- No refunds will be processed in cases of non-commencement.

### 7. Contact Information

For any questions or assistance regarding course commencement, please contact:

✉ **Email:** [studentservices@apsley.nsw.edu.au](mailto:studentservices@apsley.nsw.edu.au) ☎ **Phone:** +61 422523273, +61 468396983, +61 484138748 📍 **Address:** Shop 2, 161 New South Head Road Edgecliff NSW 2027

## 8. Policy Review & Compliance

This policy will be reviewed annually to ensure compliance with:

- **Education Services for Overseas Students (ESOS) Act 2000**
- **National Code of Practice for Providers of Education and Training to Overseas Students 2018**
- **Apsley College's internal policies and procedures**

### Final Note:

**Students are responsible for ensuring they commence their studies on time. Apsley College will not be held responsible for visa cancellations, loss of enrolment, or financial losses due to non-commencement**

