CONDITIONS OF ENROLMENT FOR INTERNATIONAL STUDENTS

THE STUDENT OR AUTHORISED AGENT IN SIGNING THIS ENROLMENT FORM COMMITS THE STUDENT TO:
BEING RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES AND TO ABIDE BY ALL WEST COAST
INSTITUTE REGULATIONS, BY-LAWS AND OTHER LAWFUL INSTRUCTIONS. BY ACCEPTING AN ENROLMENT AT
WEST COAST INSTITUTE, STUDENTS OR AUTHORISED AGENTS GRANT PERMISSION TO USE INFORMATION
AND COMMENTS MADE BY THE STUDENT FOR PUBLIC RELEASE TO SUPPORT THE MARKETING AND
COMMUNICATIONS OF THE INSTITUTE. THIS MAY BE PUBLISHED IN VARIOUS MEDIA AS VIDEO, STUDENT
PHOTOS AND OR WRITTEN COMMENT.

REFER TO WWW.WCIT.WA.EDU.AU FOR FULL BY-LAWS, CODE OF CONDUCT AND TALENT RELEASE INFORMATION.

FEES & CHARGES
1. The enrolled student is responsible for the payment of their Resource fees in full and upfront to West Coast Institute. If these fees are not received by the third week of the Semester disciplinary action may be taken.
2. The Institute may refuse to enrol a student who has an outstanding debt owing to Education and Training International. The student may be enrolled once the outstanding debt has been paid.
3. All fees paid for RPL enrolments are non-refundable.

APPEALS
4. There may be non-refundable fees associated with lodging an Appeal/Complaints form.
5. A full refund of the parking permit fee will be given only in cases where the enrolled classes have been cancelled. Students must present the issued permit sticker in order to receive the relevant refund.

STUDENT INFORMATION
6. Re-enrolment in a module/unit that a student has previously failed twice is not permitted without prior approval from the relevant study area.
7. It is a visa requirement that students notify an International Officer of a change of personal details within 7 days.
8. Students are not permitted to study part time.
9. Students must note that a change of visa may have implications to their study pathway.
10. It is the student’s responsibility to ensure they have been issued with a Confirmation of Enrolment and to ensure they have completed the correct paperwork to be enrolled.
11. All students are required to have a Unique Student Identifier (USI). Students who do not provide a USI or provide West Coast with the information required to apply on their behalf may have their enrolment cancelled.
12. Students are expected to be ready and present for the commencement of each Term. Any late commencements must be approved by the International Student Coordinator.

COURSE PROGRESS AND ATTENDANCE
13. Students must attend all scheduled classes and arrive on time. It is expected that students will communicate any reasons for absence from class and provide the relevant evidence to support these reasons.
14. The International Centre is obliged to report to the Department of Immigration and Border Protection (DIBP) students who are not making satisfactory progress in their studies.
15. Students must submit assignments by deadlines and must reference any material which is taken from another source. Cheating/Plagiarism is not acceptable and may result in strict disciplinary action.

16. If a student is deemed ‘At Risk’ by their Lecturers for poor academic progress, they may be required to attend academic support classes/programs as one of the Intervention Strategies.
17. Students must stay for the duration of the class and participate in all class activities.
18. Course progress requirements may vary with different visas. It is the students’ responsibility to understand their individual academic requirements.

CODE OF CONDUCT
19. Students will abide by both Education and Training International and West Coast Institute's Code of Conduct & Conditions of Enrolment. Any breach of these guidelines may result in disciplinary action, cancellations of enrolment and/or being reported to Immigration.

PRIVACY STATEMENT – STUDENT INFORMATION
This statement relates to the personal information recorded and maintained on student records held by this Institute.

20. Students are entitled to protection of their privacy, as are all who might have dealings with the Institute. Privacy considerations apply to a great deal of information the Institute holds about students. It may relate to an individual’s physical description, residence, place of work, business activities, date of birth, employment, occupation, medical information, financial information, investments and property holdings, relationship to other persons, political, philosophical or religious beliefs. All information concerning students and anyone who may have dealings with the Institute is entrusted to the Institute in confidence.

21. Institute staff may require access at times to personal information about students. To the extent that the information is private, the Institute will restrict access to only those staff that may need the information in order to carry out their responsibilities in your interests as a student of this Institute, and their responsibilities to the Institute.

22. Other than to confirm that a student is, or was, a student at the Institute, the Institute will not disclose personal information about its students to:
• Another student,
• People outside the Institute other than in accordance with legal or academic obligations, or
• Staff who have no need to access the information, unless the student or the student’s guardian has granted permission in writing.

23. There are, of course, some exceptions to the general application of this statement, some of which are legal obligations that are imposed upon the Institute including:
• Releasing statistical and/or personal information to Federal or State Government Departments or their Agents,
• Releasing information to Federal and State Departments if a student is an international student,
• Releasing personal information to the Police or any other authorised persons for the enforcement of the law if you are alleged to have committed an offence,
• Releasing information if it falls within the mandate of a Freedom of Information request,
• Releasing information about your academic progress at this Institute if you transfer to another college or University requires your consent,
• Enrolment information between other colleges in order to improve services and facilitate participation in VET within WA.