

S4. Check 1 - Review COE for impact

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| Objective | <p>A COE contains all relevant information regarding the students change request including:</p> <ul style="list-style-type: none"> • Completed wellness check information • Eligibility for the change request to proceed (Visa or StudyLink Information) • Any implications that prevents the change request to be completed successfully – such as class capacity or closed classes. <p>It is expected that all information is reviewed and understood before proceeding with the next course of action to enable a continuum flow of process while also ensuring the request is likely to support the student's success.</p> |
| What are the first steps | <ol style="list-style-type: none"> 1. Review information on the COE request 2. Review student's academic history 3. Review study plan to ensure correct academic approval as per regulations 4. Understand timetabling impacts 5. Understand extra electives to be approved by other APM |
| What to do next | <p>Before proceeding onto the next stage it is important to have all the relevant details and knowledge above to be able to make an informed decision for the change request.</p> <p>Once all information is reviewed:</p> <ol style="list-style-type: none"> 1. Progress to Check Two - Approval Information Required |
| Policy Link Information | <p>Admission, Enrolment & Fees Policy Admission & Enrolment Procedures Fees & Refund Procedures Programme Regulations</p> |
| Who can you escalate to? | <p>Team Leader – Enrolment Administration Team Leader – International Student Support</p> |
| Work Instructions | |