

Student Admission, Deferral & Suspension Policies

Student recruitment, selection and enrolment process

Students must read this prospectus in full. Students are encouraged to contact the Institute at info@biot.edu.au Ph: 1300736750 if you are unsure about any information included in this prospectus or have any questions. If you have an education agent they may also be able to assist you with any enquiry.

Students are also encouraged to undertake research on living and studying in Melbourne, if coming from other parts of Australia prior to submitting an application.

Students must complete the student application form and send the completed form to the Institute along with the Application fee.

Completed student application forms will be processed by the Institute and the application assessed on the basis of the information supplied. The participants for each program offered by the Institute will be selected in a manner that reflects access and equity principles.

Student's applications will be assessed to ensure the course they are applying for is suitable in addressing their learning needs. A pre training review form will be completed by students and submitted with your form. BIOT will review all the information you submit and communicate the outcome of the review to you.

Completion of the student application form does not imply that the Institute will make an offer to the prospective student. When prospective students apply to enter the Institute to study, the following procedure applies to the processing of applications:

Students who have enrolled from another Australian provider will not be enrolled until they have completed the first six months of their principal course or have a letter of release from the Australian provider of the principal course. This will be checked for all onshore students before any offer is made by the Institute.

The Institute will assess the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.

If the applicant's educational qualifications do not meet the Institute's admission requirements, other factors may be considered at the discretion of the Institute. Verified evidence of these other factors must be included with the application. These other factors may include:

- Mature age, and or proof of being 18 years or older at the proposed date of commencement
- Work experience,
- Attitude and aptitude,
- Previous academic results,
- Attendance rate and academic progress in a previous college (if applicable),
- Ability and skills to function in an academic environment,
- Possibility to succeed in his/her academic endeavours.

Forking Essential Pty Ltd T/As Boston Institute of Technology(BIOT)

Ground floor, 642 Nicholson St , Fitzroy North, Vic 3068

Phone: 1300 736 750, E-mail: admin@biot.edu.au



RTO: 91595 CRICOS: 03525B

Successful applicants will be sent an offer letter and a request for payment by the Institute. Application forms must be completed in full, signed by the applicant, dated and returned to the Institute.

Applicants wishing to accept the offer must pay the fee requested in the letter of offer, complete the application forms and send it to the Institute.

Students should contact BIOT if they have any questions about any part of the enrolment process or studying at BIOT prior to completing and submitting the written agreement.

Unique Student Identifier

From the 1st January 2015 it is a regulatory requirement that every person undertaking a nationally accredited course at any RTO must secure a Unique Student Identifier (USI). The Institute collects Unique Student Identifier (USI) data from each enrolled student to ensure compliance with this requirement. Students are requested to supply their USI at enrolment. Students may instruct the Institute to collect the USI on their behalf by completing the relevant section on the enrolment form.

Students may source a USI from the following website www.usi.gov.au if they do not already have one at enrolment. Instructions on this website are to be followed. Evidence of identification will be requested during this process. Certificates and statements of attainment cannot be issued unless a USI has been sourced and verified (unless an exemption applies under the Student identifiers Act 2014).

Where an exemption described above applies, the RTO informs the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

Deferral & Suspension

Student initiated deferral or suspension of enrolment

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the Institute using the student deferral, suspension or cancellation application form or in writing by email, fax or post. Full details and documentary evidence of the compassionate or compelling circumstances must be included with the application for it to be considered.

Student cancellation of enrolment

Cancellation of enrolment will trigger the refund arrangements in the Written Agreement between the Institute and the student. Students who cancel their enrolment and think they are due for a refund must also apply for a refund. Refund applications must be made in writing to the Institute Training Manager. The student refund application form, available from the Institute, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.

Institute initiated suspension or cancellation of enrolment

The Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response to breaching the student code of behaviour through misbehaviour or unsatisfactory course progress. If the Institute is intending to initiate a suspension or cancellation of enrolment a warning letter will be sent to the student's

currently notified address and the student will have 20 working days from the date of the warning letter to complain or appeal against the Institute suspension or cancellation.

Institute deferral of commencement

The Institute may also decide to defer the commencement of a course. If the Institute defers the commencement of a course the provider default conditions in the Written Agreement between the Institute and the student will

be triggered and the Institute will be obliged to repay all course money within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students.

Full time study and attendance

Students studying at BIOT are regarded as full time students. This means that you will be required to attend all your scheduled classes for 15 hours per week. Students who do not attend classes are more likely to fail to maintain satisfactory course progress. If you fail to achieve satisfactory course progress for two consecutive study periods, BIOT is legally required to report you to the Department of Education.

Satisfactory course progress

To assist you maintain satisfactory course progress the Institute will monitor your academic progress, identify students who are “at risk” of breaching this requirement and act to assist students who are “at risk” through meetings, counselling sessions and other strategies. Student progress will be monitored during a study period and at the completion of each study period.

Being “at risk” of not meeting satisfactory course progress requirements occurs when a student:

- fails more than 50% of units in a study period; or
- fails two or more core units in a study period; or
- fails a prerequisite unit in a study period; or
- fails two consecutive assessments (or one if there is only two) of a prerequisite unit in a study period; or
- during a study period falls behind the trainers/assessors expected progress and is reported by the trainer /assessor to the Course Coordinator
- is unable to complete a course within the expected duration of study as recorded on the CRICOS register after having their program reviewed by the Course coordinator in accordance with the Institute Completion within the expected duration procedure; or
- is absent for 5 consecutive days or in any other way has an attendance record that is detrimentally affecting the students capacity to complete the assessment requirements for a unit. Prior approval or a medical certificate from a registered medical practitioner does not remove the “at risk” status as prolonged absences for any reason place a student at risk of failure and is reported to the Course Coordinator

Failing a unit means being assessed as “Not Yet Competent” for a completed unit.

In order to have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical classes and pay attention to the work and activities undertaken in class;
- Study the theory and practice the skills that are taught in class;
- Ensure that you are present for all assessment activities scheduled by the teachers and

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- Make an appointment with the student contact officer if you are having any difficulties with your studies