

# ENROLMENT PERIOD AND COURSE COMPLETION

## POLICY

Enrolment periods and course completion limits are intended to ensure the academic integrity of our courses of study and assist with the management of student enrolment and progression.

1. The maximum time allowed for completion of a Sea School award is two years from the date of course commencement.
2. A time limit of more than two years may be granted in special circumstances. Students are to request an enrolment period extension in writing and the Director will consider this and respond with an approval or denial within 10 days. An enrolment extension will not be considered unless course fees have been paid in full
3. Students will be contacted regularly throughout their course of study to monitor and obtain feedback on course progression. Students who required additional support will be provided with more time with trainers and assessors as needed.
4. Students who have not met course requirements by the course completion time limit will be notified of cancellation of their enrolment.
5. Sea School can cancel or suspend your enrolment if you have:
  - unsatisfactory academic progress – The Director makes this decision after you've been given additional support by trainers and assessors where needed and still don't meet the course requirements
  - unsatisfactory attendance (less than 80%)
  - had disciplinary action arising from misconduct
  - not paid your course fees in full
  - have not completed the course and met all course requirements within the two year enrolment period
6. Students who have satisfactorily completed one or more units of study will be issued with a statement of attainment.
7. Students who have not satisfactorily completed one or more units of study, will be deemed not yet competent and advised formally in a letter from the Director.