

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. An enrolment extension will not be considered unless course fees have been paid in full.
 - a. Students will be emailed 1 year and 6 months after their course commencement to remind them that their enrolment has been open for 1 year and 6 months and will expire after 2 years. This email also prompts for students to request an extension if they need or to provide us with an update.
 - b. Students will be emailed again within a month of their enrolment expiring to notify them that their enrolment expires within a month and to again prompt them to ask for an extension or to provide an update on their progression.
 - c. Extensions will be granted for a period of 6 months and are available for a maximum 3 extensions (totaling an additional 1.5 years extension).
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 100%)
 - 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 at the end of their enrolment period will be issued with a statement of attainment.
7. Students who have not satisfactorily completed one or more units of study, will be deemed Competency Not Yet Achieved (CNA) result and advised formally in a letter from the Director.