

# Student Course Variation (SCV) Report Options

## Quick Reference Guide

| INITIAL SCV REASON   | SCV REASON DETAIL  | SCV SUB LEVEL DATA   |
|--|--|--|
| Termination of student studies prior to completing the course. (ie prior to the CoE end date) 19(1)(d) | <p><b>Student completed course early</b><br/>Required to enter student's last actual day of study.</p> <p><b>Student left provider - transferred to course at another provider</b><br/>May request entry of student's last actual day of study.</p> <p><b>Student notifies cessation of studies</b><br/>May request entry of student's last actual day of study.</p> <p><b>Provider decision to cease student enrolment</b><br/>Selection of this option requires completion of next level of data and may request entry of student's last actual day of study.</p>  | <p><b>Non payment of fees</b><br/>Requires internal appeals process to be completed prior to report</p> <p><b>Disciplinary reasons</b><br/>Requires internal appeals process to be completed prior to report</p> <p><b>Student deceased</b></p> <p><b>No longer holding student visa</b></p> <p><b>Provider unable to deliver course</b></p>   |
| Non-compliance with student visa conditions 19(2)  | <p><b>Unsatisfactory attendance</b><br/>This option is not available for (a) providers of Higher Education courses; or (b) providers of VET courses who have implemented the DEST/DIAC Course Progress Policy and Procedures.<br/>Requires both internal AND external appeals processing to be completed prior to reporting.<br/>Required to enter student's last actual day of study, comments and print out Section 20 notice for student.</p> <p><b>Unsatisfactory course progress</b><br/>Requires both internal AND external appeals processing to be completed prior to reporting.<br/>Required to enter student's last actual day of study, comments and print out Section 20 notice for student.</p>   |  |
| Non-commencement of studies 19 (1)(c)  | Select when the student has not – or will not – undertake any period of study with you in this enrolment. No additional information required to be entered.  |  |
| Deferring/suspending student enrolment 19 (1)(f)   | <p><b>Compassionate or compelling circumstances</b><br/>Requires completion of next level of data</p> <p><b>Student misbehaviour</b><br/>Requires internal appeals processing to be completed prior to reporting. Requires completion of next level of data</p>  | <p><b>Will Course End Date be affected?</b><br/>No – results in no change to CoE status<br/>Yes – also enter 'Last day of actual study'; will cancel this CoE and provide option to create a new replacement CoE</p> <p style="text-align: center;">↓</p> <p><b>Does the student intend to remain in Australia?</b><br/>Yes, No or Unknown</p> <p style="text-align: center;">↓</p> <p><b>Suspension From and Suspension To</b> dates required</p> <p><i>Note: 'Returned Early Date' to be updated in later processing, if the student returns to study before <b>Suspension To</b> date</i></p> |
| Student requests change to existing enrolment 19 (1)(e)  | <p>System takes provider through the cancellation of the original CoE where appropriate, and the optional creation of the replacement (new) CoE. The system then compares the original CoE data with the new CoE data and, based on the data that has been updated, determines if the replacement CoE is:</p> <p><b>Extension to same course</b><br/>System will request the reason for the extension. The status of the CoE remains 'studying' until Course End Date on the original CoE has passed.</p> <p><b>Change to a course in a different sector</b></p> <p><b>Change to a course in the same sector, gap created either at start or end of the course OR the study period of the new CoE is shorter than the original CoE</b></p> <p><b>Change to a course in the same sector, no gap, but longer study duration</b></p> <p><b>Not an extension and not one of the above situations</b></p> | <p><b>Reason for Extension</b></p> <p>Compassionate or Compelling circumstances</p> <p style="text-align: center;">OR</p> <p>Implemented intervention strategy</p>   |

## Student Course Variation Report Options

**Important:** All Course Variation options should include any comments that may assist the Department of Immigration in making their determination on the outcome of their investigations into the report.

### Termination of student studies prior to completing the course

#### Student completed course early\*

Select this option when the student has completed all course requirements more than one month prior to the Proposed Course End date indicated on the CoE. This variation report will set the status of the CoE to 'Finished'.

#### Student left provider – transferred to course at another provider \*

Select this option when you know that the student has left and enrolled with another provider. This variation report will set the status of the CoE to 'Cancelled'.

#### Student notifies cessation of studies \*

Select this option when the student has actively (or inactively) advised you that they will not be continuing their studies with you. 'Inactive' advice may be where the student just does not return after an arranged holiday break, suspension or deferment, or fails to enroll in any subjects for a compulsory study period. This variation report will set the status of the CoE to 'Cancelled'.

#### Provider decision to cease student enrolment\*

Select this option when **YOU** are initiating the cancellation of the CoE and student's enrolment for one of the following reasons:

**Non payment of fees** – select this option only after having advised the student, in writing, of your intention to report and the internal appeals processing has been completed.

**Disciplinary reasons** - select this option only after having advised the student, in writing, of your intention to report and the internal appeals processing has been completed.

**Student deceased** – select this option only when the student has passed away.

**No longer holding a student visa** – select this option only when you have seen evidence that the student is no longer the holder of a student visa.

**Provider unable to deliver course** – select this option only when the course remains registered, but for whatever reason, you will not be teaching the course to this CoE holder at this time.

### Non compliance with visa conditions

#### Unsatisfactory attendance \*\*

This option is **NOT** available for (a) providers of Higher Education courses; or (b) providers of VET courses who have implemented the DEST/DIAC Course Progress Policy and Procedures. Where you can report for unsatisfactory attendance, you must have given the student written notice of your intention to report and completed all of the internal and external appeals processing **BEFORE** selecting this option. In all but the most exceptional circumstances the student's visa will be cancelled. The CoE will be set to a status of 'Cancelled'.

#### Unsatisfactory course progress \*\*

Before selecting this option, you must have given the student written notice of your intention to report and completed all of the internal and external appeals processing. In all but the most exceptional circumstances the student's visa will be cancelled. The CoE will be set to a status of 'Cancelled'.

### Non-commencement of studies \*

Select this option when the student has not – and will not – undertake any period of study with you on this CoE. This variation report will set the status of the CoE to 'Cancelled'.

### Deferring/suspending student enrolment \*

Deferments or suspensions are only permitted for one of the following two reasons

**Compassionate or compelling circumstances** - select this option when there are compassionate or compelling circumstances as to why a deferment or suspension has been granted. Where the period of the deferment or suspension will prevent the student completing the course by the Proposed Course End Date, the CoE will be 'Cancelled' and an option to create a new replacement CoE offered. Depending on other information, the replacement CoE will be created at a status of 'Approved' or 'Visa Granted'. Please refer to Standard 13, Part D, of the Explanatory Guide for further details. Where the period of the deferment or suspension does not impact the Proposed Course End Date, then the status of the CoE remains unchanged. Please refer to Standard 13, Part D, of the Explanatory Guide for further details.

**Student misbehaviour** – select this option when you are suspending the student's enrolment for an extended period of time as a result of their misbehaviour. You must have given the student written notice of your intention to report and completed all of the internal appeals processing **BEFORE** selecting this option. The CoE will be set to a status of 'Cancelled'. Please refer to Standard 13, Part D, of the Explanatory Guide for further details.

### Student requests change to existing enrolment\*

Select this option when you either wish to cancel the current CoE and create a replacement CoE, but with different information on the replacement CoE, or grant the student an extension to their original period of study. The system will guide you through this process and with the exception of the extension, set the status of the original CoE to 'Cancelled'. The replacement CoE status will be determined by the information in that new CoE.

As an example, you would select this option when the student requests a change to a new course; when the student requires extra time to complete the course (an extension) or when requiring a change to the Proposed Course Start or End dates. Depending on the status of the CoE, you would also select this option when you wish to change some information on the student detail record.

#### Note:

\* You should report using this variation within 14 days after the event occurs.

\*\* You should report using this variation as soon as practicable