CONDITIONS OF ENROLMENT FOR INTERNATIONAL STUDENTS

THE STUDENT OR AUTHORISED AGENT IN SIGNING THIS ENROLMENT FORM COMMITS THE STUDENT TO:
BEING RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES AND TO ABIDE BY ALL WEST COAST
INSTITUTE REGULATIONS, BY-LAWS AND OTHER LAWFUL INSTRUCTIONS. BY ACCEPTING AN ENROLMENT AT
WEST COAST INSTITUTE, STUDENTS OR AUTHORISED AGENTS GRANT PERMISSION TO USE INFORMATION
AND COMMENTS MADE BY THE STUDENT FOR PUBLIC RELEASE TO SUPPORT THE MARKETING AND
COMMUNICATIONS OF THE INSTITUTE. THIS MAY BE PUBLISHED IN VARIOUS MEDIA AS VIDEO, STUDENT
PHOTOS AND/OR WRITTEN COMMENT.

REFER TO WWW.WCIT.WA.EDU.AU FOR FULL BY-LAWS, CODE OF CONDUCT AND TALENT RELEASE INFORMATION.

FEES & CHARGES
1. The enrolled student is responsible for the payment of their
Resource fees in full and upfront to West Coast Institute.

2. The Institute may refuse to enrol a student who has an outstanding
debt owing to Education and Training International. The student may
be enrolled once the outstanding debt has been paid.

APPEALS
3. There may be non-refundable fees associated with lodging an
Appeal/Complaints form.

STUDENT INFORMATION
4. Re-enrolment in a module/unit that a student has previously failed
twice is not permitted without prior approval from the relevant study
area.

5. It is a visa requirement that students notify an International Officer of
a change of personal details within 7 days.

6. All students are required to have a Unique Student Identifier (USI).
Students who do not provide a USI or provide West Coast with the
information required to apply on their behalf may have their
enrolment cancelled.

7. Students are not permitted to study part time.

8. Students must note that a change of visa may have implications to
their study pathway.

9. Students can only work up to 40 hours a fortnight while their course
is in session, but can work unlimited hours during scheduled course
breaks.

10. It is the student’s responsibility to ensure they have been issued with
a Confirmation of Enrolment and to ensure they have completed the
correct paperwork to be enrolled.

11. Students are expected to be ready and present for the
commencement of each Term. Any students who may be arriving
late must contact the International Student Coordinator.

COURSE PROGRESS AND ATTENDANCE
12. Students must attend all scheduled classes and arrive on time. It is
expected that students will communicate any reasons for absence
from class and may be asked to provide evidence to support these
reasons.

13. Students must submit assignments by deadlines and must reference
any material which is taken from another source. Cheating/Plagiarism is not acceptable and may result in strict
disciplinary action.

14. If a student is deemed ‘At Risk’ by their Lecturers for poor academic
progress, they may be required to attend compulsory academic
support classes/programs as one of the Intervention Strategies.

15. Failure to attend a scheduled meeting with an International Officer
without notification will result in the student being referred to the
International Student Coordinator. Failure to meet with the
International Coordinator without notification will result in the student
being reported to the Manager of Education and Training
International.

16. Students must stay for the duration of the class and participate in all
class activities.

17. The International Centre is obliged to report to the Department of
Immigration and Border Protection (DIBP) students who do not
attend classes or who are not making satisfactory progress in their
studies.

18. Course progress and attendance requirements may vary with
different visas. It is the students’ responsibility to understand their
individual academic requirements.

CODE OF CONDUCT
19. Students will abide by both Education and Training International and
West Coast Institute’s Code of Conduct. Any breach of these
guidelines may result in disciplinary action, cancellations of
enrolment and/or being reported to immigration.

PRIVACY STATEMENT – STUDENT INFORMATION
This statement relates to the personal information recorded and
maintained on student records held by this Institute.

20. Students are entitled to protection of their privacy, as are all who
might have dealings with the Institute. Privacy considerations apply
to a great deal of information the Institute holds about students. It
may relate to an individual’s physical description, residence, place of
work, business activities, date of birth, employment, occupation,
medical information, financial information, investments and property
holdings, relationship to other persons, political, philosophical or
religious beliefs. All information concerning students and anyone
who may have dealings with the Institute is entrusted to the Institute
in confidence.

21. Institute staff may require access at times to personal information
about students. To the extent that the information is private, the
Institute will restrict access to only those staff that may need the
information in order to carry out their responsibilities in your interests
as a student of this Institute, and their responsibilities to the Institute.

22. Other than to confirm that a student is, or was, a student at the
Institute, the Institute will not disclose personal information about its
students to:
• Another student,
• People outside the Institute other than in accordance with legal or
academic obligations, or
• Staff who have no need to access the information, unless the
student or the student’s guardian has granted permission in writing.

23. There are, of course, some exceptions to the general application of
this statement, some of which are legal obligations that are imposed
upon the Institute including:
• Releasing statistical and/or personal information to Federal or State
Government Departments or their Agents,
• Releasing information to Federal and State Departments if a student
is an international student,
• Releasing personal information to the Police or any other authorised
persons for the enforcement of the law if you are alleged to have
committed an offence,
• Releasing information if it falls within the mandate of a Freedom of
Information request,
• Releasing information about your academic progress at this Institute
if you transfer to another college or University requires your consent.
• Enrolment information between other colleges in order to improve
services and facilitate participation in VET within WA