

## **Completion within the expected duration of study**

Perth College of Beauty Therapy is committed to monitoring the enrolment load of students to ensure they complete the course within the duration specified in their CoE.

Extension of expected duration of study is only granted in limited circumstances.

## **Monitoring enrolment loads**

All training at Perth College of Beauty Therapy is delivered face to face on set course schedules. This allows lecturers to be aware of the risk of a student not completing their course in the expected time.

Lecturers inform the Deputy Principal if any student is absent for 2 consecutive days without contact. The Deputy Principal then tries to make contact with the student by phone. If contact is not made after 4 consecutive absent days the Deputy Principal will send out the non attendance warning letter and follow the course progress policy.

Perth College of Beauty Therapy will only extend the duration of a students study in the following circumstances:

- Compassionate or compelling circumstances such as illness with a medical certificate.
- The college implemented its course intervention strategy as detailed in the course progress policy
- Approved deferment or suspension has been granted as detailed in course deferment, cancellation & suspension policy.

Where there is a variation in the students enrolment load which may affect the duration of study, the details will be recorded in the students file. The variation will be recorded via PRISMS and a new CoE will be issued if required.