

Confirmation of Enrolment (CoE) Extension

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1.0 Purpose

This Policy describes the conditions under which student visa holders may extend their study beyond the duration specified in their Confirmation of Enrolment (CoE) while complying with legislative and regulatory requirements.

2.0 Scope

The scope of this Policy includes international students who need to apply for an extension of their Confirmation of Enrolment (CoE) if they are unable to complete their studies within the timeframe of the current or most recent CoE and staff who assess the application with respect to compliance with relevant regulations and legislation.

3.0 Policy statement

Griffith is committed to ensuring all practices in relation to the assessment of an application for a CoE extension are consistent, fair, and transparent, and comply with relevant internal and external regulations, requirements and legislation.

3.1 Legislative / Regulatory environment

The University has a legislative obligation in relation to student visa holders under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Griffith is also guided by the Department of Home Affairs Genuine Student (GS) criteria within approved Ministerial Directions.

3.1.1 Education Services for Overseas Students Act 2000 (ESOS)

The University is a CRICOS registered education provider which must meet its obligations under the Education Services for Overseas Students Act 2000 (ESOS Act). This Act provides for compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

3.1.2 National Code of Practice for Providers of Education and Training to Overseas Students 2018

Under the ESOS Act, the purpose of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) is to set nationally consistent standards and procedures for registered providers and for persons who deliver education services on behalf of registered providers. This includes issuing a Confirmation of Enrolment

(CoE) through PRISMS for all accepted overseas students, ensuring the CoE study duration does not exceed the CRICOS registered program length.

We refer to Standard 8 of the code for guidance/instruction in relation to Confirmation of Enrolment extension requests. Applications for a CoE extension are specifically assessed using standard 8.16.

Standard 8.16

The registered provider must not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:

- 8.16.1 there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence; or
- 8.16.2 the registered provider has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements; or
- 8.16.3 an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

3.1.3 Department of Home Affairs

The Department of Home Affairs' Simplified Student Visa Framework (SSVF) requires universities to ensure that overseas applicants are genuine students, meet the Genuine Student (GS) requirements, and have the financial capacity to undertake study and live in Australia. In line with these requirements, applications for a new Confirmation of Enrolment (CoE) that will be used for a new student visa application will be assessed with reference to the GS criteria under the relevant Ministerial Direction, which includes the guidelines used for visa assessment.

If the University approves to extend the duration of the student's enrolment by providing a new CoE, the student will be advised to contact the Department of Home Affairs (HA) to seek advice on potential impacts on their visa, including the need to obtain a new visa.

Students are advised of the legislative requirements and conditions of program extension in publications provided at the stage of offer, orientation, and during their enrolment in a program.

3.2 Grounds for Provision of an Extension or New CoE

Students who meet the provisions within the legislative and regulatory environment will be provided with a CoE to submit to the Department of Home Affairs (HA) for their new student visa application. The decision to approve a student visa application is the sole responsibility of the Department of Home Affairs.

Students who do not meet the legislative and regulatory requirements for a new CoE will be advised that the application for a new CoE is denied, along with the reason for the denial.

3.3 Review of Decision

Overseas students notified that they will not be granted a new COE have a right to apply for review of the decision within 10 working days of the notification. The application for review is to be made using the Review of Decision Form in accordance with the University's *Student Review and Appeals Policy* and *Student Review and Appeals Procedure*.

If the student remains unhappy with the formal review outcome, they can contact the **National Student Ombudsman** who will review Griffith University's processes and decisions relevant to the case decision.

4.0 Roles, Responsibilities and Delegations

The International Finance and Compliance Team within Griffith International is responsible for the assessment of an application for an extension of a CoE in line with the requirements of the legislative and regulatory environment as outlined above and the issuing of a new CoE if the student meets these requirements.

ROLE	RESPONSIBILITY
Deputy Director, Griffith International	Oversee the operations of the International Finance and Compliance team responsibilities, including risk mitigation protocol and ensuring compliance with policies and procedures.
Manager, International Finance and Compliance	Manage the operations of the International Finance and Compliance Team responsibilities, including risk mitigation protocol and ensuring compliance with policies and procedures.
Coordinator, International Compliance	Coordinate the administrative aspects of risk mitigation and compliance with policies and procedures.
International Compliance Officer	Assessment and processing of applications for extension of CoE, advising outcomes of the application and issuing a new CoE when required.

5.0 Definitions

Confirmation of Enrolment (CoE) – is an official document issued through PRISMS by an education provider that confirms an international student's enrolment in a registered course in Australia.

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students in the Department of Education.

Genuine Student requirement – be a genuine applicant for entry and stay as a student and be able to demonstrate an understanding that studying in Australia is the primary reason for applying for a student visa.

PRISMS – Provider Registration and International Student Management System.

6.0 Information

Title	Confirmation of Enrolment (CoE) Extension
Document number	2026/0000661
Purpose	To describe the conditions under which international student visa holders may extend their study beyond the duration specified in their

Confirmation of Enrolment (CoE) while complying with legislative and regulatory requirements.

Audience Staff

Category Operational

Subcategory

UN Sustainable
Development Goals
(SDGs)

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Policy advisor Deputy Director, Griffith International

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7.0 Related Policy Documents and Supporting Documents

Legislation Education Services for Overseas Students Act 2000
National Code of Practice for Providers of Education and Training to Overseas Students 2018
Department of Home Affairs Ministerial Directions
National Student Ombudsman

Policy Student Review and Appeals Policy

Procedure Confirmation of Enrolment (CoE) Extension Procedure
Student Review and Appeals Procedures

Local Protocol Confirmation of Enrolment (CoE) Extension Job Aid

