

**MONITORING DE/ONLINE STUDY PROFORMA LETTER 1
- STUDENTS WHO ARE AT RISK OF ENROLLING IN MORE THAN THE
MAXIMUM PERMISSABLE ENROLMENT BY DE/ONLINE**

Dear Student,

The Faculty has reviewed your semester X,200X enrolment and records indicate that you are enrolled in [x]Distance Education/OCL units this semester. This means that you are close to enrolling in the maximum percentage of your course by DE/On line study.

IMPORTANT: ESOS legislation (National Code of Practice 2007) does not allow international students to enrol in no more than 25 per cent of the total course in which they are enrolled by distance education or online study. Also, international students must not be enrolled exclusively in distance or online learning units in any compulsory semester.

For more detailed information about the National Code of Practice please go to http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/National_Code_2007_pdf.pdf and for general information about ESOS please visit: <http://aei.dest.gov.au/AEI/ESOS/default.htm>

Please note that the last day to add a unit to your semester X,200X enrolment is Friday XX Month 200X (without penalty). You will not be able to add a unit on WES after this date. Any late additions will need to be approved by your course leader and will incur a late fine.

If you have any further queries regarding this matter please do not hesitate to contact your home campus.

Yours sincerely

[name]

[position]

Berwick Campus: 990 47140
Caulfield Campus: 990 32535
Clayton Campus: 990 59986
Gippsland Campus: 990 26835

**MONITORING DE/ONLINE STUDY PROFORMA 2
-STUDENTS WHO HAVE ENROLLED IN MORE THAN THE MAXIMUM
PERMISSABLE ENROLMENT BY DE/ONLINE**

Dear Student,

The Faculty has reviewed your semester X,200X enrolment and records indicate that you have enrolled in more than 25% of your course by DE or on line.

IMPORTANT: ESOS legislation (National Code of Practice 2007) does not allow international students to enrol in no more than 25 per cent of the total course in which they are enrolled by distance education or online study. Also, international students must not be enrolled exclusively in distance or online learning units in any compulsory semester.

You must ensure that for the remainder of your course no further units are studied by DE or on line.

For more detailed information about the National Code of Practice please go to http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/National_Code_2007_pdf.pdf and for general information about ESOS please visit: <http://aei.dest.gov.au/AEI/ESOS/default.htm>

If you have any further queries regarding this matter or wish to provide additional information about your enrolment by DE/On line please contact [x] campus by visiting the campus office [building x etc], sending an email [insert email address]. Please note that should you enrol contrary to this advice for a future enrolment period further action will be taken and your enrolment will be reviewed.

Yours sincerely

[name]

[position]

Berwick Campus: 990 47140
Caulfield Campus: 990 32535
Clayton Campus: 990 59986
Gippsland Campus: 990 26835

MONITORING DE/ONLINE STUDY PROFORMA 3
-STUDENTS WHO ARE ENROLLED IN ONLY DE/ONLINE UNITS

Dear Student,

The Faculty has reviewed your semester X,200X enrolment and records indicate that you are enrolled in only DE or online units this semester.

IMPORTANT: ESOS legislation (National Code of Practice 2007) does not allow international students to enrol exclusively in distance or online learning units in any compulsory semester. Also, students can enrol in no more than 25 per cent of the total course in which they are enrolled by distance education or online study. As you are enrolled contrary to ESOS legislation you must amend your enrolment immediately in order to comply with these requirements.

For more detailed information about the National Code of Practice please go to http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/National_Code_2007_.pdf and for general information about ESOS please visit: <http://aei.dest.gov.au/AEI/ESOS/default.htm>

Please note that the last day to add a unit to your semester X,200X enrolment is Friday XX Month 200X (without penalty). You will not be able to add a unit on WES after this date. Any late additions will need to be approved by your course leader and will incur a late fine.

If you have any further queries regarding this matter please do not hesitate to contact your home campus. Please note you must seek advice and correct your enrolment or further action will be taken and your enrolment will be reviewed.

Yours sincerely

[name]

[position]

Berwick Campus: 990 47140
Caulfield Campus: 990 32535
Clayton Campus: 990 59986
Gippsland Campus: 990 26835