



## Policy and Procedure – Course Credit

### Purpose

#### RTO Standards

RTO Standards for Registered Training Organisations (2015) requires that:

The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevents this) where these are evidenced by:

- AQF certification documentation issued by another RTO or AQF authorized issuing organization, or
- Authenticated VET transcripts issued by the Registrar.

#### ESOS Standards

The National Code 2018 requires registered providers to have an implement a documented policy and process for assessing and recording recognition of prior learning (RPL); and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning education framework of the course. [ES 2.3]

If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student. [ES 2.4]

If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must: [ES 2.5]

- Inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course [ES 2.5.1]
- Report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted. [ES 2.5.2]

### Scope

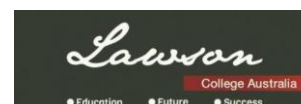
This Policy applies to:

- All overseas students before obtaining a visa grant and those currently enrolled with Lawson College Australia; and
- All Staff of Lawson College Australia involved in the process of course credit.
- Related Policy and Procedure – Provide Secure Certification and Participate in the Student Identifier Scheme.

### Definitions

<b>AQF</b>	Australian Qualifications Framework. <a href="http://www.aqf.edu.au">www.aqf.edu.au</a>
<b>CoE</b>	A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.
<b>Course Convenor</b>	A "Course Convenor" is the academic staff member of the educational organisation appointed by the CEO and is responsible for the coordination of a program (and the units offered within that program) leading to an award of the educational organisation. Also known as course/program/unit coordinator.
<b>Course Credit</b>	Exemption from enrolment in a particular part of the course as a result of previous study, experience, or recognition of a competency currently held. Includes academic credit and recognition of prior learning.

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<b>Credit Transfer [CT]</b>	Credit transfer is defined in the AQF as a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). Students are required to complete and submit <i>Form - Application for Course Credit</i> , including evidence of original transcript, USI Transcript via pdf, or verifiable link. Credit Transfer cannot be rescinded unless compelling education reasons are presented.
<b>DoHA</b>	Department of Home Affairs. <a href="https://immi.homeaffairs.gov.au/">https://immi.homeaffairs.gov.au/</a>
<b>ESOS</b>	Educational Services for Overseas Students Act 2000 as amended from time to time
<b>Evidence</b>	Evidence is the material that is presented as an indicator of competence. Evidence is proof of having reached a level of performance that meets that outlined in the unit of competency. A portfolio of evidence is a collection of items – in this case, a collection of evidence of competence. Evidence may be collected via <ul style="list-style-type: none"> <li>• Documentation of practical experiences in the workplace or the community including photo's, newspaper articles, reports etc</li> <li>• Statements of results from both formal and informal training that you have completed</li> <li>• Copies of projects that you have undertaken</li> <li>• Documents that link your training and assessment to the units of competency</li> </ul>
<b>International Student</b>	A person holding an Australian student visa and defined as an 'Overseas Student' in the ESOS Act.
<b>National Code</b>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018
<b>Pre-training Review</b>	A Pre-training Review ensures that the learning and assessment strategy is designed to meet individual needs and workplace requirements. <ul style="list-style-type: none"> <li>• Understands learner's objectives for completing the course.</li> <li>• Determines whether the learner is enrolled in a suitable course.</li> <li>• Explores learner's current competencies that are related to the course.</li> <li>• Identifies how to engage with learners to determine their needs (including special needs).</li> <li>• Discusses the opportunity to have learner's current competencies assessed through Recognition of Prior Learning (RPL) and Credit Transfer (CT)</li> <li>• Verifies English Language proficiency evidence</li> </ul>
<b>PRISMS</b>	<b>Provider Registration and International Student Management System [PRISMS]</b> . Through PRISMS, certain Australian Government agencies can monitor student compliance with visa conditions and provider compliance with the <i>Education Services for Overseas Students Act 2000</i> (ESOS Act). PRISMS is a secure system for providers to: - issue 'Confirmations of Enrolment' [CoE] to overseas students intending to study in Australia.
<b>Recognition of Prior Learning [RPL]</b>	RPL is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system and the process of mapping prior knowledge and experience against the unit of competency in which the student wishes to enrol. RPL is an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and information learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses. <ul style="list-style-type: none"> <li>• Please note that <b>significant time</b> will be required by <i>the student</i> to put together the RPL application and supporting evidence.</li> <li>• There are no refunds on tuition fees for RPL units.</li> <li>• RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded).</li> </ul>
<b>Student (International)</b>	A student who is enrolled at Lawson College Australia and includes both prospective students and enrolled students who are 'overseas students' as defined in the National Code and hold a student visa as defined by the ESOS Act.
<b>Support Person</b>	The National Code Standard 10: Complaints and appeals, clause 10.2.4 refers to ensuring <i>the overseas student is given an opportunity to formally present his or her case at minimal or no cost and be accompanied and assisted by a support person, if necessary, at any relevant meetings</i> . Please note Agents of any kind, Lawyers or anyone who has a perceived commercial interest are not permitted to attend as a Support Person, as they are considered to have a conflict of interest. <i>Any disclosure of personal information to a third party would be governed under Lawson College Australia's Privacy Policy.</i>
<b>USI</b>	All students doing nationally recognised training need to have Unique Student Identifier (USI). The USI is a reference number that creates an online record of training and qualifications attained in Australia. A USI is required to receive a qualification or statement of attainment. An authenticated VET transcript (USI Transcript) issued by the Registrar can be used as evidence for the assessment of credit transfer for units of competency and/or modules (unless licencing or regulatory requirements prevent this) <a href="#">RTO reporting requirements   Unique Student Identifier (usi.gov.au)</a>

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<b>Written Agreement</b>	A written agreement under Australian law, is in regard to acceptance of an offer of a course and must be in the form of a written agreement. This is the document that the student signs when they enrol with an education provider. An application form or a letter of offer could be the basis for the written agreement once it is signed or accepted by an overseas student. Overseas students enrolled in a number of consecutive courses with the one provider do not need a separate written agreement for each course. If the terms of the agreement are the same for each course, the registered provider may have a single written agreement covering all the courses. Changes can be made to the Written Agreement. Both student and provider need to agree on the changes before they take effect. Any modifications to the written agreement should be clearly dated so that it is clear which terms apply at any point in time. The student should keep a copy of any modifications to the Written Agreement. (Sources: <a href="#">Standard 3: Formalisation of enrolment and written agreements - Department of Education, Skills and Employment, Australian Government (dese.gov.au)</a> ; <a href="#">Factsheet_student_written-agreements.pdf (ombudsman.gov.au)</a> )
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ES = related ESOS Standard

## Policy

### 1 General information

Lawson College Australia implements an assessment system that ensures that VET assessment (including Recognition of Prior Learning) complies with the assessment requirements of the relevant training package or VET accredited programs conducted in accordance with the Principles of Assessment and the Rules of Evidence.

- 1.1 **Course Credit** may be considered for studies completed at any authorized issuing organization, such as a university. In the case of any non-equivalent units of competency, mapping and analysis to determine the equivalence of the study completed with the relevant units or models before granting credit, is undertaken.
- 1.2 **Credit Transfer** can be granted for studies completed at a Registered Training Organisation (RTO) for a Nationally Recognised qualification/ unit that is equivalent to the unit currently enrolled at Lawson College Australia for example, has the exact same code and title. The student must provide the original certificate and transcript to be sighted by Lawson College Australia to enable verification/authentication for the Credit Transfer to be approved.
- 1.3 **Recognition of Prior Learning (RPL)** can be granted to an individual who has demonstrated evidence of prior knowledge and experience in life and work relating to the unit of competency for which recognition is applied. RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded). Recognition of Prior Learning (RPL) is a process, which recognizes what has been learnt from:
  - Life experience
  - Work experience
  - Non-accredited/accredited training programs
- 1.4 Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including an industry licensing scheme requires this).
- 1.5 Lawson College Australia is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.
- 1.6 Provision of credit for previous studies **is not** recognition of prior learning. RPL is an assessment-only pathway of determining the competence of a person, while providing credit is recognizing the equivalence in content and learning outcomes between different types of learning and/or qualifications previously undertaken and completed successfully [RTO Clause 3.5 - Accept and provide credit to learners].
- 1.7 All prospective and enrolling individuals must be informed in either print or electronic form of the opportunity to apply for Course Credit
- 1.8 International students must apply for Course Credit at the time of application to enable course credit to be determined prior to the student visa being granted to enable net course duration to be considered in the Confirmation of Enrolment letter issued to the student.
- 1.9 If course credit is applied for after or during onshore enrolment (for example via Pre-training Review), students must continue classes until the student is advised in writing of the outcome.
- 1.10 Students need to acknowledge receipt of the outcome and be given the opportunity to appeal the decision, using the Lawson College Australia's complaints and appeals policy.
- 1.11 RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)

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- 1.12 Credit Transfer cannot be rescinded unless compelling education reasons are presented.
- 1.13 A FAQs and FACTSHEETS content is publicly accessible on the Lawson College Australia website.  
<https://lawsoncollege.edu.au/faqs/> and <https://lawsoncollege.edu.au/fact-sheets/>

## 2 Student request for Credit Transfer

- 2.1 If a student wishes to apply for Credit Transfer, they are advised to refer to *Policy & Procedure – Course Credit* which is available on the Lawson College Australia website
- 2.2 If a student wishes to proceed with an application for Credit Transfer they can access from Moodle, or request from [compliance@lawsoncollege.edu.au](mailto:compliance@lawsoncollege.edu.au) the *Form - Application for Course Credit*; then
- 2.3 Complete the *Form-Application for Course Credit*, and specify the units they are seeking Credit Transfer, and submit with evidence to [compliance@lawsoncollege.edu.au](mailto:compliance@lawsoncollege.edu.au) within the time frames specified in the Form
- 2.4 Please note: A student can request that their transcript be authenticated via the USI. A USI transcript is a valid way to authenticate the training undertaken by a student, comparable to calling the issuing RTO. The student must activate permissions on the USI site before a provider can access their transcript.
- 2.5 The *Form - Application for Course Credit* and evidence will be assessed and authenticated by a Lawson College Australia Assessor
- 2.6 The Assessment of application by the Assessor will be reviewed by a Governance team convened to make the final determination, following which the student will be notified, in writing, of the outcome.
- 2.7 The email letter of notification will outline if the request for credit transfer was granted or not granted and in regard to the latter, reasons for refusal.
- 2.8 The student must sign and return to Lawson College Australia a declaration accepting the credit transfer. This signed and returned declaration will be retained on the student's file.
- 2.9 Credit Transfer will be recorded on the Transcript of Results according to the Lawson College Australia results outcome codes, once all aspects of the process, authentication and approval has been completed.

## 3. Student request for RPL

- 3.1 If a student wishes to apply for RPL, they are advised to refer to *Policy & Procedure – Course Credit* which is available on the Lawson College Australia website
- 3.2 If a student wishes to proceed with an application for RPL they can access from Moodle, or request from [compliance@lawsoncollege.edu.au](mailto:compliance@lawsoncollege.edu.au) the *Form - Application for Course Credit*; then
- 3.3 Complete the *Form-Application for Course Credit* and specify the units they are seeking RPL and submit to [compliance@lawsoncollege.edu.au](mailto:compliance@lawsoncollege.edu.au) within the time frames specified in the Form.
- Please note that significant time will be required by the student to put together the RPL application and supporting evidence.
  - The cost of RPL is the same cost for completing the unit, in class.
  - There are no refunds on tuition fees for RPL units.
  - RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded).
- 3.4 The process involved in the RPL process is to be outlined and counselling session/s with an RPL assessor is provided.
- 3.5 Students applying for RPL will be required to provide detailed records of experience, employment and training etc. which may be relevant.
- 3.6 Students will conduct a self-assessment of each performance criteria
- 3.7 Students will provide evidence against each of the performance criteria in a unit of competency (i.e., evidence that students can demonstrate skills and knowledge outlined in the performance criteria).
- 3.8 Student will be required to develop a portfolio of evidence.
- 3.9 Evidence can take the form of:
- Products of things a student has made
  - Reports a student has written
  - Statements made by a student (written or verbal)
  - Video or audio tapes a student has produced

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- Participation in exactly the same or modified versions of the assessment you would be required to complete as part of the full course
  - Assessment based on a portfolio of evidence
  - Direct observation of skill or competency
  - Reflective papers, journals or portfolios that relate past learning to the learning or competency outcomes of the current course or qualification
  - Provision of examples of work drawn from the workplace, social, community or other setting in which you may apply your learning, skill, or competence
  - Testimonials of learning, skill or competence; and
  - Combinations of any of the above
- 3.10 Student will be interviewed by a trainer who will examine the portfolio of evidence.
- 3.11 The Assessment of application by the Assessor will be reviewed by the Lawson College Australia Compliance Team, and approval/ non-approval determined through a review by a Governance team convened to make the final determination, following which the student will be notified, in writing, within 10 business days of the outcome. The email letter of notification will outline if the request for RPL was granted or not granted and in regard to the latter, reasons for refusal.
- 3.12 The student must sign and return to Lawson College Australia a declaration accepting the RPL. This signed and returned declaration will be retained on the student's file.
- 3.13 RPL will be recorded on the Statement of Results according to the Lawson College Australia grading codes once all aspects of the process, authentication and approval has been completed.

#### 4 Fees charged for processing and assessing RPL requests

- 4.1 The student will be advised of charges applicable for course credit via an RPL process
- 4.2 Charges for the RPL process will not exceed \$1,200 for each the unit of competency.
- 4.3 All fees are payable before or upon submission of evidence portfolio.
- 4.4 If RPL is granted the student will be recorded as competent in the given unit and will not need to complete the unit.
- 4.5 RPL will be recorded on the Transcript of Results according to the Lawson College Australia results outcomes codes.
- 4.6 If RPL is not granted, the student will be required to complete the given unit and the monies paid will then go toward the payment of the given unit. There is no refund applicable in this instance.

#### 5 Evidence required enabling assessment of RPL

- 5.1 Evidence should be
- 5.1.1 Authentic (it is students' work or original certified qualification)
- 5.1.2 Valid (relate directly to the unit of competency)
- 5.1.3 Reliable and current (demonstrating competency); And, at a level of
- 5.1.4 Complexity that matches the unit of competency.
- 5.1.5 Sufficient (to enable a decision to be made)
- 5.2 Original documents such as certificates, workplace reports, etc, to be copied after being sighted by the assessor and then signed with a date, signature, printed name and a brief statement of what unit this relates to and how it relates to the required competency.
- 5.3 Several pieces of evidence should be combined to adequately cover competencies for each unit.
- 5.4 A piece of evidence may be used more than once provided it demonstrates achievement of competencies outlined in the unit where RPL is sought. For example, meeting notes can be evidence for demonstrating competency in more than one unit.
- 5.5 All evidence submitted must be the students' work, or directly relate to the student. Students must sign a document to this effect

#### 6 Process of assessing RPL

- 6.1 The RPL process shall cover the following steps:
- Information supplied by the student

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- Initial support and counselling if required
  - Application
  - Assessment
  - Post-assessment guidance; and/or
  - Certification.
- 6.2 Lawson College Australia ensures that all RPL assessment undertaken is completed and recorded appropriately.
- 6.3 On receipt of the self-assessment and relevant documentation from the participant, the portfolio of evidence will be assessed against the competency standards for the particular units.
- 6.4 Assessors when marking an assessment will consider the following:
- relevance and nature of evidence provided by the applicant
  - scope of subject matter covered by the evidence
  - whether the evidence is sufficient to enable a judgment of competence to be made in regard to the unit, taking into account the required knowledge and skills and the critical aspects of evidence in the relevant units
- 6.5 Where evidence and documentation require additional information or clarification, this will be discussed with the applicant via a phone call or via a scheduled meeting
- 6.6 All original documents such as certificates, workplace reports, etc., should be copied after being sighted by the assessor and then the copy signed with a date, signature, printed name of the assessor.
- 6.7 Final approval/ non-approval is not determined until a Governance meeting is convened after the RPL Assessor has completed the assessment process
- 6.8 Where RPL is 'Granted' this information will be communicated in writing to the participant within 10 business days of completion of the assessment, and the qualification / statement of attainment will then be issued
- 6.9 Where RPL is 'Not Granted' participants will be notified in writing of the outcome within 10 business days of completion of the assessment. The written communication to the student is to include a reason for refusal (where applicable)
- 6.10 In all cases, a copy of the RPL documentation and outcome will be kept in the student's file.

## 7 Appeals

- 7.1 Where the outcome of Course Credit is not granted and the participant disagrees with the outcome, they should first try to resolve the matter informally.
- 7.2 Where the outcome remains unresolved following informal discussions, the individual may appeal by using the methods outlined in the Lawson College Australia *Policy & Procedure- Complaints and appeals* <http://lawsoncollege.edu.au/international-student-policies/>
- 7.3 In the event that a complaint and appeals process is initiated please note in definitions Lawson College Australia's conditions regarding 'Support Person'

## 8 Granting Course Credit [Credit Transfer and RPL] and net course duration

- 8.1 For International students, a full-time load for the student should be maintained by adjusting a student's course schedule and duration for completion of the course.
- 8.2 If Lawson College Australia grants course credit which leads to a shortening of the student's course, Lawson College Australia must:
- a. if the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course; or
  - b. if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act. To do this, the Enrolment Officer used the Student Course Variation function, and indicate that the student has requested a change to existing enrolment. The Enrolment Officer then chooses 'transfer student into same course' and then changes the end date of the course. This process will result in the creation of a new CoE (with the revised end date) and the cancellation of the original CoE.

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- c. counsel the student to review the conditions of their Visa. If the student finishes his/her course early, he/she must either enrol in another CRICOS registered course immediately or depart Australia immediately unless given authorisation by DoHA to remain in Australia.
- 8.3 If Lawson College Australia grants course credit which does not affect the duration of the student's course, the Enrolment Officer will record the course credit in the student's file but does not need to take any further action.

## 9 Retaining Records of RPL or Course Credit granted

- 9.1 If Lawson College Australia grants RPL or Course Credit to an overseas student, Lawson College Australia will provide a written record of the decision to the overseas student to accept. [ES 2.4]
- 9.2 Lawson College Australia retains the written record of acceptance for two years after the overseas student ceases to be an accepted student. [ES 2.4]

## 10 References

- [Education Services for Overseas Students Act 2000 \(legislation.gov.au\)](http://legislation.gov.au)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(legislation.gov.au\)](http://legislation.gov.au)
- [General Factsheet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](http://dese.gov.au)
- [Factsheet\\_student\\_written-agreements.pdf \(ombudsman.gov.au\)](http://ombudsman.gov.au)
- [esosforstudents | ISANA](http://esosforstudents.com.au)
- [About the Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](http://asqa.gov.au)
- [Registered Training Organisations \(RTOs\) - Australian Industry Standards](http://asqa.gov.au)
- [RTO reporting requirements | Unique Student Identifier \(usi.gov.au\)](http://usi.gov.au)
- [Credit transfer | Australian Skills Quality Authority \(ASQA\)](http://asqa.gov.au)
- [Credit-Transfer-and-RPL.pdf \(ncver.edu.au\)](http://ncver.edu.au)
- [ASQA clarifies position on credit transfers | Australian Skills Quality Authority \(ASQA\)](http://asqa.gov.au)
- [Credit Transfer | AQF](http://asqa.gov.au)
- [Can credit transfers be applied across different AQF levels? | Australian Skills Quality Authority \(ASQA\)](http://asqa.gov.au)

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## Procedure

Responsible staff for relevant area (as per Organisational Chart) to process the procedure:

**Assess** – Review aspects of situation as applied to this policy and any other related policies and specific documentation to be completed (and where relevant advising students of requirements of same as required), including relevant timeframes and any reporting mechanisms.

**Plan** – Identify strategies and actions to be taken, including timeframe/s and relevant personnel.

**Implement** - Strategies and take actions in accordance with policy, associated information and documentation required, documentation where necessary.

**Retain** documentation in accordance with policy, procedure and practices.

**Report** in relation to practice outcomes as related to policy and procedure.

**Review** – process with view for continuous improvement including reporting to relevant personnel/Quality and Compliance Committee (QACC).

**Dissemination of information/updates** relating to this policy and procedure is provided by QACC, via electronic means and/or staff meetings. RTO policy and procedures are accessible to all staff via Lawson College Australia internal repository system and /or via the Lawson College Australia webpage.

**Document History and Version Control Table**

Version Number	Date approved	Approved by	Type of change	Extent
V 2.0	18/9/2014	GRMC	Major	Reviewed
V 2.1	18/9/2015	GRMC	Minor	Reformatted: CRICOS Code added. RTO Standard 1 & 3 included. Added definition of domestic student
V 2.2	1/12/2017	CEO	Minor	Reviewed and re-edited
V 3.0	4/4/2018	CEO	Major	Separated information relating to Credit Transfer and RPL.
V 4.0	30/9/2019	QACC	Major	Added ESOS standards 2.3-2.5 in Purpose Section Added definitions – AQF, Evidence, USI (Removed domestic student). Updated National Code Changed 1.2 to Course Credit Added section 2.1 (USI) Added section 10
V4.1	20/4/2020	CEO	Minor	Title changed to 'Policy & Procedure- Course Credit' Revised Section 9 Granting Course Credit [Credit Transfer and RPL] and net course duration Added section 9.3 Changed heading for Sections 2 and 3 to include 'Procedure'

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V4.2	15/09/2020	QACC/ CEO	Minor	Added Notes – page 1 Added definitions – Cloud Learning @ Lawson, LMS, Student, Support Person, Social Distancing Updated USI definition Moved 1.1 to 1.2 and vice-versa Added 8.3 Reformatted
4.3	10/10/2022	QACC	Minor	Removed Note about Cloud Learning Moved Related Policy and Procedure – Provide Secure Certification and Participate in the Student Identifier Scheme to Scope area Updated definitions: Cloud learning @ Lawson; Distance/online learning; RPL, Support Person Removed definition: social distancing. Added definition: Pre-training review Added clarifying information in Section 1, preceding 1.1... Updated content in Sections 2, 3, 4, 5 Added Section 11: Dissemination of information to staff Added Section 12: References Added Procedure section Footer content updated
4.4	25/08/2023	QACC	Minor	Removed definitions Cloud Learning @Lawson, LMS. Updated definition as applicable, e.g. Credit transfer, Portfolio of Evidence, USI Section 3: Fees for Credit Transfer removed. Subsequent sections forwarded. So Section 3 now related to RPL. Inserted 3.9 Evidence which was removed from definitions. Section 5: Fee changed from \$900 to \$1,200. Removed what was Section 11: Dissemination...as now incorporated into Procedure – also updated. Footer content updated.
4.5	22/11/2023	QACC	Minor	Added version and dates etc. information to row above (last update) Removed note: p. 1 Added definition – student (international), written agreement Updated definitions – support person, student (international) Inserted Section 1.13 Updated references Updated footer Reformatted