

# CLASSIFICATION OF STUDENTS TOWARDS DIPLOMA COMPLETION



All students **MUST** know the following to help you plan your succession on the program and for your progression to the top-up degree year at university. You should know when you **MUST** exit and should have a good strategy for completion.

STATUS	IMPLICATIONS OF THIS STATUS FOR COMPLETION
CURRENT STATUS	You are actively in school, and your tuition and academic participation are maintained at an acceptable level.
COMPLETION/ DIPLOMA AWARDED STATUS	Consider yourself 'completed' only when you have passed ALL units on your program and have the diploma. Upon passing the units, we enter your grades and request your Diploma and Official Transcript from Pearson. These are usually issued within 3-4 weeks. We notify you to come in and collect the diploma when we receive it. If you are unable to come in to collect the diploma, you may request that DHL or Federal Express act as your courier. If you use courier services, you will pay the company for delivery charges. All future transcripts or replacement certificates that you may need are directly through Pearson's website. You can contact us with the direct link to the page if you have difficulty finding it.
INCOMPLETE STATUS	<p>You are 'incomplete' if any of these three options apply to you:</p> <ol style="list-style-type: none"> <li>I. You have no unpaid tuition/fees when you discontinued or deferred on the program, and your program life has not expired for your records to be expunged;</li> <li>II. You have taken all classes but did not earn pass grades on all the units to move to completion; your program life has not expired for your records to be expunged;</li> <li>III. You have taken all classes with pass grades, but you have not paid external fees to the awarding body to assess and certify you, and your program life has not expired for your records to be expunged.</li> </ol>
DEREGISTERED STATUS	<ol style="list-style-type: none"> <li>i. You are deregistered if you are a learner who received a letter by email notifying you that you were deregistered.</li> <li>ii. You are deregistered without notification if you are out of school for over one semester and owe tuition that you incurred before you discontinued classes.</li> </ol> <p>Deregistered status means that we have closed your records. Staff cannot retrieve any details of your time at the college, e.g. start date, end date, attendance records, grade records, etc. If you wish to further your study here, you must clear all outstanding balances on your account to lift the hold on your file.</p>
EXPUNGED RECORDS	The grade and enrollment records for all students are removed from our system after 36 months after the regular end date of the program. For example, if you entered the 20/24 months program, the maximum time that we retain your active records is 56/60 months. <b>This means that we do not store the records of any student for longer than 56 - 60 months.</b> When your record is expunged (permanently) from our system, we cannot retrieve any details of your time at the college, e.g. start date, end date, attendance records, grade records, etc. If you wish to further your study here, you must apply, go through enrollment, induction and orientation, and start freshman year.