Automatic Course Progression Policy

Objective
The policy objective is to assist our students in establishing course progression momentum.

Application

Full-study load students
Full-study load students will have a maximum of 6 units on-hand at all times until they complete their course. This means that when a student completes a unit or a group of units resulting in less than 6 incomplete units’ on-hand, we will automatically enrol and deliver to the student the amount of units necessary to bring them back up to the stated maximum. The assessment as to the number of units’ on-hand for each student will occur on the first working day of the month, each month of the year with the units to be delivered to the student as soon as possible after this date. This process will continue for the duration of their course until they have completed all units, or until they withdraw or defer from the course.

Part-study load students
The policy and process for part-study load students is the same, however they will have an on-hand maximum of 3 units.

Associated Tuition Fees
Students using the commonwealth VET FEE-HELP loan scheme will have their units automatically charged to their VET FEE-HELP account and those paying by cash, credit card or direct debit will have invoices sent out with the automatically delivered units. Should a student decide they no longer wish to complete their qualification, they should contact student.progress@aias.com.au in the first instance to discuss their circumstances and to organise return of the materials.

How do I know if I’m classified as a full or part study load student?
At AIAS if you were initially enrolled in a 4-6 unit block you would be considered a full-study load student, regardless of how slowly or quickly you are studying these units or whether you are currently employed and doing your studies outside working hours. If you were initially enrolled in 1-3 units, you would be considered a part-study load student.

Support Available
If you need assistance with the completion of your units you can contact the following sources to obtain extra support and information.

Content-Related Queries (Academic Support)
- Natural Medicine: natmed.support@aias.com.au
- Beauty Therapy: beauty.support@aias.com.au
- Massage Therapy: massage.support@aias.com.au

Enrolment, Finances and Study Progression: student.progress@aias.com.au

Results, Exams, Documentation and other General Queries: student.services@aias.com.au