

CHS Enrolment Policy & Procedures

Document ID	CHS Enrolment Policy and Procedures
Category	Academic
Document Owner	Dean
Approved by	Academic Board
Authorised	Academic Board

Version control

Version	Summary of changes	Approval date	Next review date
1.0	Document Established	Academic Board: 11 Sep 2018 Governing Board: 18 Sep 2018	
1.10	Minor editing and changes to Section 5.1 to align with Admissions Policies	Academic Board: 5 March 2019	5 March 2021

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1. Purpose

This policy defines the management and administration of student enrolments in all coursework degrees offered by the College of Health Sciences.

2. Scope

This policy applies to all commencing and continuing students participating in coursework units in all courses of study at CHS.

3. Definitions

Term	Definition
<i>Absence</i>	Any period of approved or mandated leave from study.
<i>Academic status</i>	Identifies a student's standing in regard to whether progress in their course is satisfactory or not.
<i>Award course</i>	A structured sequence of study leading to an award of a Diploma, Bachelor Degree, Graduate Certificate, Graduate Diploma, or Master Degree, which when successfully completed is conferred on the graduand by the Governing Board of CHS.
<i>Commencing student</i>	Any student who is enrolled in an award course at the College for the first time.
<i>Continuing student</i>	A student who has been admitted to the College and has been enrolled in an award course at the College for at least one teaching session, and whose enrolment in the course has not been cancelled.
<i>Co-requisite unit</i>	A unit of study that must be completed prior to or at least concurrently with enrolment in another specified unit of study.
<i>Exclusion</i>	Permanent cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student of CHS, including their right to re-apply for admission.
<i>Letter of Offer</i>	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.
<i>Non-award student</i>	A student who is enrolled in a unit(s) without having been admitted to an award course at the College.
<i>Overseas student</i>	A holder of a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.

Term	Definition
<i>Pre-requisite</i>	A unit of study or other requirement which must be completed prior to enrolment in another specified unit of study
<i>Suspension</i>	Temporary cancellation of a student's enrolment in their course and the withdrawal for a specified time of their rights and privileges as a student of CHS.
<i>Teaching session</i>	A specified period of time during which formal teaching is scheduled. Either a Semester or a Summer session.
<i>Unit</i>	A component of an award course with specified assessment requirements for which a final grade is awarded upon completion, a.k.a. 'subject or 'module'.

4. Policy Statements

A person is eligible to enrol as a student with the College where he or she has received a formal offer and has accepted that offer and has met the criteria for admission.

Upon enrolment the student will be subject to the rules, policies, procedures and guidelines of the College, and is expected to attend and participate in all scheduled classes and activities.

Overseas students are required to comply with:

- their visa conditions as determined by the Australian Government Department of Home Affairs; and
- their rights and responsibilities as determined by the Australian Government under the Education Services for Overseas Students (ESOS) Act

All commencing and continuing students must be enrolled in order to formally participate in classes and other scheduled activities in relation to their course and/or unit(s), and to receive a final mark and grade.

All commencing and continuing students are ultimately responsible for ensuring that their course and unit enrolment details are current and correct, including and not limited to:

- ensuring they are enrolled in an appropriate number of units for the teaching session;
- ensuring that any specified unit pre- and/or co-requisites, or other special requirements have been met; and
- ensuring their enrolment meets course requirements and is consistent with approved course structures.

Where a student fails to re-enrol or to obtain a leave of absence, the student's enrolment in the course will be terminated. A student granted leave of absence from his or her course remains a student enrolled in a course at the College although not actively enrolled in any units.

Each course of study has defined the full time load per teaching period. Overseas students must enrol in full study load for March and July teaching period (compulsory study periods) in each academic year. In certain circumstances the Dean or the Director of Study may approve a reduced academic load for a given trimester. However, the reduction cannot exceed one-third of the total trimester load and the student must still complete the course in the prescribed duration.

Overseas students will be permitted to enrol in less than the full load in their last semester, for the purposes of completing their course.

Students enrolled in a course may add or withdraw from units until the relevant prescribed dates published by the College, without penalty, provided they comply with:

- enrolment load requirements
- requirements of the course structure and study plan;
- pre-requisite requirements; and
- any specific enrolment instructions from the Dean or Director of Study.

The enrolment of a student will cease when the College deems the student to have completed the requirements for his or her course on finalisation of all academic results and any other pending matters including resolution of any outstanding debt.

Prior to the commencement of each academic year, the College will publish an Academic Calendar detailing:

- start and end dates for each teaching period;
- last date to enrol in a unit for each teaching period
- census dates for each trimester; and
- dates for the formal examination or assessment periods at the end of each teaching period.

For the purposes of assuring learning, the last day to enrol in a unit will normally be the Friday of Week 2 during March and July teaching periods and the Friday of Week 1 during the summer teaching period. The census date for each unit will be the Friday of Week 4 during each trimester and the Friday of Week 2 during the summer trimester.

All students are ultimately responsible for their own enrolment and academic progress and are expected to complete all prescribed requirements to qualify for award of their qualification within the maximum time to completion for their course or unit(s).

All onshore Overseas students are expected to maintain an enrolment load that will allow them to complete their course within the normal full-time course duration specified in the Confirmation of Enrolment (COE). Completing within the normal full-time course duration is a specific condition of holding an Overseas Student Visa in Australia.

The College has a legal obligation to notify the Australian government of the status of each overseas student enrolled in an award course at the College. The College is required to cancel the enrolment of overseas students who have made unsatisfactory academic progress and report them to the Department of Home Affairs via PRISMS. This may result in the cancellation of the student visa by the Department of Home Affairs.

Continuing students not intending to study in a compulsory study period must apply and be approved for Leave of Absence unless they have completed all the requirements for their enrolled course. (**refer Leave of Absence, Section 5.3**)

All students are required to ensure that they have completed their enrolment by the published census date for the teaching session (**refer Important dates, Section 4.1**). Students who have not completed their enrolment by the census date may be regarded as having withdrawn from their course and may need to apply for re-admission in order to resume their studies.

Commencing students will have completed their enrolment and will be identified as having 'Current Student' status on the Student Management System on completion of all of the following:

- apply for admission; (refer Admission Policy and Procedures)
- accept their issued Letter of Offer and meet any conditions as specified in the Letter of Offer.

Overseas students must also meet all visa requirements. As part of that they must:

- attend a student Orientation Day;
- provide proof of identity;
- pay all compulsory course and/or unit fees;
- update personal contact details; and
- select units of study in accordance with the requirements for their course

Continuing students will have completed their enrolment and will be identified as having 'Current Student' status on the Student Management System on completion of all of the following:

- pay all compulsory course and/or unit fees;
- update personal contact details; and
- select units of study in accordance with the requirements for their course

4.1 Important dates

Commencing students will be expected to be enrolled by the Friday of Week 2 of their first teaching period, and by the Friday of Week 1 if they commence studies during the summer teaching period.

Continuing students will be expected to be enrolled by the Friday of Week 1 of each trimester and summer teaching session.

The last day to enrol in a unit will normally be the Friday of Week 2 during each trimester and the Friday of Week 1 during the summer teaching session.

The census date in each trimester and in summer will normally be the last day to withdraw from a unit without academic penalty. The census date is the Friday of Week 4 during each teaching period and the Friday of Week 2 during the summer teaching session. Students may withdraw from a unit without academic penalty until midnight on the published census date for the teaching session.

Under special circumstances, the Registrar and/or the Dean may approve for a student to enrol in a unit(s) after the published last day of the teaching session, or to withdraw from a unit(s) without academic penalty after the published census date for the teaching session.

Students who are approved to withdraw from a unit(s) after the published census date and without academic penalty will be awarded a grade of W - Withdrawn (without academic penalty) for the unit(s). (refer Award of Grades Policy and Procedures)

5. Procedures

The enrolment status of a student may be varied or cancelled by the College; or by the student. Under these procedures a student or prospective student of the College may apply to defer an offer before or after the offer is accepted or after the COE is issued. A student may also apply to withdraw from studies, take a leave of absence or short leave from studies, or to vary or cancel his or her enrolment.

5.1 Variation to Enrolment

5.1.1 Adding Units

Students may add unit(s) to their enrolment until the enrolment deadline. The enrolment deadline is the end of week 2 of trimesters 1 and 2; or the end of week 1 of trimester 3 (summer semester).

Students who are seeking to add unit(s) after the enrolment deadline, must seek approval from the Dean.

Students who are seeking to enrol in more than a full time load must obtain approval from the Dean.

5.1.2 Withdrawal from an Enrolled Unit

A student who wishes to withdraw from a unit must give notice to the Academic Registrar. A withdrawal grade (W) will be recorded with no academic penalty if the notice of withdrawal is received before the census recorded in the College Academic Calendar (normally being the end of week 4 of the trimester).

For Overseas students, the Academic Registrar may not approve withdrawal from a unit if the time the student needs to complete the course exceeds the course duration as approved by the Academic Board. The following rules apply in terms of requests to withdraw from a unit/course:

- Withdrawal prior the census date will not incur financial and academic penalty. However, overseas student might not be entitled to any refund.
- Withdrawal post the census date will incur financial and academic penalty. Under special circumstances, this penalty can be waived by the Principal.
- Overseas students should refer to Written Agreement for information on what refunds they may be entitled to.
- Overseas students must enrol in full time load in a compulsory trimester (trimester 1 and 2). Overseas students must seek permission for a reduced load from the Dean or the Director of Studies before the course variation is processed.
- Students who wish to withdraw from all units in a compulsory trimester (normally March and July Trimesters) are required to either apply for leave of absence, or to cancel their enrolment by the census date.
- The Academic Registrar has the delegated authority from the College to enforce enrolment variations.

5.2 Leave of Absence

A student may apply to the Academic Registrar for a leave of absence for a period of up to a year.

Where the request for leave of absence is granted students will be withdrawn from all units, but remain enrolled in a course at the College.

Where a student takes a maximum period of one year's leave of absence and requires further leave of absence, the student is required to withdraw from the course and re-apply for admission once they are in a position to re-commence their studies.

Overseas students will only be granted leave of absence on compassionate or compelling grounds (serious medical reasons, loss or bereavement of a close family member, hardship or trauma).

Students must support their application with documentary evidence, such as:

- a medical practitioner's certificate (including psychologist or psychiatrist) stating that the student is unable to attend classes and is recommended to take study leave;

- a death certificate in cases of bereavement of close family members (e.g., parents, siblings or grandparents);
- emergency travel arrangements required where a natural disaster or state of emergency in the home country;
- police or psychologist reports following involvement in a traumatic experience (serious accident, or being the victim of a serious crime).

Leave of absence for Overseas student visa holders will be reported to Department of Home Affairs via PRISMS. Leave of absence beyond six months, for any reason, may result in cancellation of their student visa.

5.3 Suspension of enrolment

A student's enrolment may be suspended as a result of academic or general misconduct, unsatisfactory academic progress, or non-payment of tuition fees. The period of suspension commences following determination of any internal and/or external appeal process.

5.4 Amendment or withdrawal from a unit/course without academic penalty

The Director of Study or the Academic Registrar may direct a student to amend or withdraw his/her enrolment to meet the requirements of this or any other College policy, or the requirements of enrolment or academic progression rules. If a student does not comply with such a direction within the timeframe provided, the Academic Registrar is authorised to enforce the direction by amending the student's enrolment and notifying him/her of the change.

5.5 Cancellation by the student

A student who wishes to cancel his or her enrolment should first seek the advice of Student Services.

Where the student wishes to proceed with cancellation of enrolment, he or she must give notice to the Academic Registrar. A student whose enrolment is cancelled ceases to be a student of the College. No academic penalty will be recorded if the notice of cancellation is received before the census date stated in the College Academic Calendar.

An enrolled student may transfer into another course at the College. A student who seeks approval for entry into another CHS course must follow the relevant section of the Enrolment guidelines. A student transferring to another registered provider must cancel their enrolment.

Overseas students who have been enrolled for less than six months may not cancel their enrolment to undertake study at another provider, other than in exceptional circumstances and in accordance with ESOS regulations. Please see the Overseas Transfer between Registered Providers Policy. The College will notify the Department of Home Affairs via PRISMS of **Overseas** students who have cancelled their enrolment and this may result in the cancellation of their visa.

Overseas students should contact Department of Home Affairs for visa information prior to cancelling their enrolment at CHS. **Overseas** students seeking to transfer to CHS within the first 6 months of their study commencement with the original provider must provide a formal release letter and a copy of formal cancellation of enrolment from their original provider otherwise CHS shall not be in a position to offer a place in any award course to them.

5.6 Cancellation by the College

The College may cancel a student's enrolment for the following reasons:

- academic or general misconduct;
- unsatisfactory academic progress;
- non-payment of fees; and
- where the enrolment is contrary to Australian law

Overseas students may also have their enrolment cancelled for the following reasons:

- failure to comply with the conditions of their visa; and
- failure to maintain a full-time study load per teaching period.

5.7 Enrolment After Absence

Any student who resumes study after a period of approved and/or mandated absence will do so in accordance with all rules, policies, guidelines and procedures that are current as at the time of resumption of study.

Students will be subject to the same course completion rules as were current as at the time they commenced their absence.

To resume studies, students must enrol in units for the teaching session in order to signal their intention to return to study after their period of absence. Students returning to studies must enrol in units by the same date continuing students are required to finalise their enrolment.

Students excluded from the College will not have an automatic right to resume studies at the College. Excluded students wishing to resume their study must apply through the normal application process for the course to which they are seeking entry.

5.8 Non-award enrolment

A non-award unit is one which does not form a part of, nor leads to the conferring of a CHS award course. Eligible applicants may enrol in a non-award unit(s) with the approval of the Dean.

Approval of applications for non-award enrolment at CHS will be subject to available capacity on the campus at which the student wishes to enrol in the unit(s). Applications for non-award enrolment will not be accepted after the Friday of Week 2 during each teaching period.

Students enrolled in non-award units will be eligible to receive from CHS a Statement of Attainment upon successful completion of their non-award unit(s). (refer Graduation, Transcripts and Testamurs Policy.)

Leave of Absence should normally be applied for prior to the published census date for the teaching session. Students who are approved for Leave of Absence after the published census date for the teaching session will be awarded a grade of W - Withdrawn (without academic penalty) for any enrolled unit(s).

Students with an academic standing of Suspension or Exclusion will not be eligible for Leave of Absence. Approved and/or mandated periods of absence do not count towards the candidature duration.

5.9 Cross-institutional enrolment

5.9.1 CHS students

Students at CHS may elect to enrol in a unit(s) with another registered higher education institution in the case where:

- core units required for the completion of an award course and/or major are not on offer at the College in the Semester during which the student is required to complete the unit(s); or
- elective units that the student wishes to enrol in are not on offer at the College.

The Dean may approve applications by CHS students for cross-institutional enrolment on the condition that the student provides evidence that the host institution has approved the student's enrolment in the unit(s).

Applications for cross-institutional enrolment will only be approved for unit(s) at the same AQF Level as the award course in which the student is currently enrolled at CHS.

Recognition of Prior Learning towards the completion of the student's CHS award course will be agreed when the application for cross-institutional enrolment is approved, and granted when the student provides evidence of having successfully completed the cross-institutional unit(s). (refer Credit Arrangements and Recognition of Prior Learning Policy.)

Up to 50% of the enrolled award course must be completed at CHS. The approval of applications by CHS students for cross-institutional enrolment will take into account any prior credit granted Recognition of Prior Learning to ensure that at least 50% of the enrolled award course is completed at CHS.

If a student will not be enrolled in any units at the College whilst undertaking approved cross-institutional study, they will be identified as having 'Inactive' status on the Student Management System until the end of the teaching session during which they are a cross-institutional student.

All approvals for cross-institutional enrolment, including agreed Recognition of Prior Learning, must be fully documented and recorded on the Student Management System.

5.9.2 Students to CHS

The Dean may approve applications by students from other registered higher-education institutions for cross-institutional enrolment on the condition that the student provides evidence that the student's institution has approved the student to undertake cross-institutional enrolment in the unit(s) offered at CHS. Approval of applications from students of other registered higher education institutions for cross-institutional enrolment at CHS will be subject to available capacity on the campus at which the student wishes to enrol in the unit(s).

Cross-institutional students to CHS from other registered higher education institutions will be eligible to receive from CHS a Statement of Attainment upon successful completion of their cross-institutional unit(s). (refer Graduation, Transcripts and Testamurs Policy)

6. Responsibilities

6.1 The College

The College will provide the course or courses for which there are enrolled students and will determine (and may vary) both the units offered in any trimester and the requirements for successful completion of the course.

The College reserves the right to restructure or delete any course or units within any course. A student whose progress through a course has been interrupted may not be able to re-enter the same course or units within the course in which the student was originally enrolled.

6.2 Academic Registrar

The Academic Registrar is responsible for the operational implementation of this policy and procedure.

6.3 Students

Enrolled students must maintain current contact details with the College.

7. Records

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule.

8. Related Documents

- CHS Academic Management Plan
- CHS Course Progress Policy
- CHS Admission Policy
- CHS Award of Grades Policy
- CHS Courses and Awards Policy
- CHS Recognition of Prior Learning Policy
- CHS Graduation, Transcripts and Testamurs Policy
- CHS Refund Policy; Withdrawal Policy and Procedure

9. Related legislation

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Australian Qualifications Framework (AQF).