

# CHSQF025 ENROLMENT POLICY AND PROCEDURES

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## 1. Purpose

This policy defines the management and administration of student enrolments in all courses offered by the ECA College of Health Sciences (**CHS** or the **College**).

## 2. Scope

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

## 3. Definitions

Term	Definition
<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 CHS Board of Directors.
<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 study period, and whose enrolment in the course has not been cancelled.
<i>Co-requisite unit</i>	A unit that must be completed prior to or at least concurrently with enrolment in another specified unit.
<i>Leave of Absence</i>	Any period of approved or mandated leave from study.
<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>Overseas student</i>	A holder of a student visa.
<i>Pre-requisite</i>	A unit or other requirement which must be completed prior to enrolment in another specified unit.
<i>Study Period</i>	A specified period of time during which formal teaching is scheduled. Either a Trimester or a Summer session.
<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>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. Enrolment Policy

A person will be enrolled as a student in their course when they have accepted the Letter of Offer.

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:

- a. their visa conditions as determined by the Australian Government Department of Home Affairs; and
- b. their rights and responsibilities as determined by the Australian Government under the *Education Services for Overseas Students (ESOS) Act 2000*.

All commencing and continuing students must be enrolled 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:

- a. ensuring they are enrolled in an appropriate number of units for the study period;
- b. ensuring that any specified unit pre- and/or co-requisites, or other special requirements have been met; and
- c. 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 study period. Overseas students must enrol in a full study load for the compulsory study periods in each academic year. In certain circumstances the Dean or the Director of Studies may approve a reduced academic load for a given study period. However, the reduction cannot exceed one-third of the total study period load and an overseas 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 study period, for the purposes of completing their course.

Students enrolled in a course may add or withdraw from units until the published census date without penalty, provided they comply with:

- a. enrolment load requirements (where applicable);
- b. requirements of the course structure and study plan;
- c. pre-requisite requirements; and
- d. any specific enrolment instructions from the Dean or Director of Studies.

The enrolment of a student will cease when the College deems the student to have completed the requirements for their 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:

- a. start and end dates for each study period;
- b. census dates for each study period; and
- c. dates for the formal examination or assessment periods at the end of each study period.

For the purposes of assuring learning, the last day to enrol in a unit will normally be the Friday of Week 2 during compulsory study periods and the Friday of Week 1 during the non-compulsory study period. The census date for each unit will be the Friday of Week 3 of each study period.

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) (refer *CHS Course Progress Monitoring and Intervention Policy*).

The census date is the last day to withdraw from a unit without academic penalty (and for domestic students, without financial penalty). Students may withdraw from a unit without academic penalty (or financial penalty for domestic students) until midnight on the published census date for the study period.

Under special circumstances, the Registrar or their delegate may approve for a student to withdraw from units without academic penalty after the published census date for a study period.

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

All 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's visa by the Department of Home Affairs.

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

All students are required to ensure that they have completed their enrolment by the published census date for the study period. 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 'Current Students' on the Student Management System on:

- a. completion of their application for admission; and
- b. acceptance of their issued Letter of Offer, subject to meeting all conditions specified in the Letter of Offer.

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

- a. attend a student Orientation Day;
- b. pay all tuition fees as they fall due;
- c. update personal contact details when they change; and
- d. select units in accordance with the requirements for their course.

Continuing students will have completed their enrolment and will be identified as 'Current Students' on the Student Management System once they have:

- a. paid all tuition fees as they fall due;
- b. update their personal contact details when they change; and
- c. selected units in accordance with the requirements for their course.

## **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, for an overseas student, after the COE is issued. A student may also apply to withdraw from studies, take a Leave of Absence from studies, or to vary or cancel their enrolment.

### **5.1. Variation to Enrolment**

#### **5.1.1. Adding Units**

Students may add unit(s) to their enrolment until the census date.

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 Registrar. A withdrawal grade (W) will be recorded with no academic penalty if the notice of withdrawal is received on or before the study period's census date, as recorded in the College Academic Calendar.

For overseas students, the Registrar may not approve withdrawal from a unit if the time the student needs to complete the course exceeds the registered course duration.

The following rules apply in terms of requests to withdraw from a unit/course:

- a. Withdrawal on or before the census date will not incur financial or academic penalty. However, overseas student might not be entitled to a refund and incur a financial penalty. Overseas students should refer to their Written Agreement for information on what refunds they may be entitled to.
- b. Withdrawal after the census date will incur financial and academic penalty. Under special circumstances, this penalty can be waived by the CEO.
- c. Overseas students must enrol in a full time load in a compulsory study period (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.
- d. Students who wish to withdraw from all units in a compulsory study period are required to either apply for a Leave of Absence, or to cancel their enrolment by the census date.

### **5.2. Leave of Absence**

A student may apply to the Registrar for a Leave of Absence for a period of up to 12 months.

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 12 months' 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, normally including, but not limited to:

- a. Injury or illness resulting from a serious accident or incident, including the impact of a natural or industrial disaster;
- b. Serious public health event that disrupts normal study patterns;
- c. Personal illness (acute or chronic), includes mental health;
- d. Serious illness of a close relative;
- e. Recent death of a family member or close friend;
- f. Severe personal, family or relationship problems;
- g. Significant change of employment circumstances (e.g., substantial new duties, restructuring of employment, new job); or
- h. Specific difficulty regarding disability or adjustments.

Such an application must be supported with documentary evidence, such as:

- a. 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;
- b. a death certificate in cases of bereavement of close family members (e.g., parents, siblings or grandparents);
- c. emergency travel arrangements required where a natural disaster or state of emergency in the home country;

- d. 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 students 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 because of academic or general misconduct, unsatisfactory academic progress, or non-payment of tuition fees. The period of suspension commences following determination of any internal or external appeal process.

### **5.4. 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, they must give notice to the Registrar. A student whose enrolment is cancelled ceases to be a student of the College. No academic penalty (and no financial penalty for domestic students) will be recorded if the notice of cancellation is received on or 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. 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 after commencement of their studies with their original provider must provide a formal release letter and a copy of formal cancellation of enrolment from their original provider otherwise CHS will not be in a position to offer a place in any award course to them.

### **5.5. Cancellation by the College**

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

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

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

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

### **5.6. Enrolment After Absence**

Any student who resumes study after a period of approved 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 study period 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.

### **5.7. 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 non-award units 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. Applications for non-award enrolment will not be accepted after the Friday of Week 2 during each study 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.

### **5.8. Cross-institutional enrolment**

#### **5.8.1. CHS students**

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

- a. core units required for the completion of an award course and/or major are not on offer at the College in the study period during which the student is required to complete the unit(s); or
- b. 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.

Applications for cross-institutional enrolment will only be approved for a unit 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 a 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.

Up to 50% of the 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 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 study period 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.

#### **5.8.2. 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 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.

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.

## 6. Related Documents

- a. CHS Academic Management Plan
- b. CHS Course Progress Policy
- c. CHS Admission Policy and Procedures
- d. CHS Courses and Awards Policy
- e. CHS Recognition of Prior Learning Policy
- f. CHS Overseas Student Withdrawal and Refund Policy
- g. CHS Domestic Student Withdrawal and Refund Policy

## 7. Version Control

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### Version control

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