

Policy Owner	Academic Director
Contact Officer:	Student & Academic Services Manager
Policy Number:	QTDPO003
Approved by:	Senior Management Group
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Related Policies	Admissions and Student Selection Policy Appeals Policy Credit for Recognised Learning Policy Deferral and Withdrawal Policy Refund Policy Transfer between Registered Provider Policy
Related Document	Change of Course Form Course Withdrawal Form Course Deferral Form Enrolment Variation Form Enrolment Cancellation and Suspension Form Letter of Offer and Conditions Re-enrolment Condition/s Form

1. Overview

- 1.1. This policy has been developed in line with requirements of the Education Services for Overseas (ESOS) Act 2000, the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007), Higher Education Support Act (HESA) 2003 and the Tuition Protection Service (TPS).
- 1.2. This policy outlines the conditions under which students will be considered to have a valid enrolment at Curtin College and at any transnational and partner providers.

2. Organisational Scope

- 2.1. This policy applies to all students who are intending to enroll in units of study or who are currently enrolled in units of study offered by Curtin College or any transnational or partner provider.
- 2.2. This policy cover process related to:
 - Adding or changing Units
 - Withdrawing from a Unit
 - Deferral, Suspension or Cancellation of Enrolment
 - Changing to another Curtin College Course
 - Withdrawing from a Course
 - Transferring to another Provider
 - Withdrawn student wishing to resume studies

3. Definitions

- 3.1. **Cancellation of Enrolment:** To end commencement or continuation of a Course of study.
- 3.2. **Course:** A formal program of education and/or training made up of study components known as units.
- 3.3. **CoE:** Confirmation of Enrolment is a document registered with DIBP to confirm a student's acceptance into a particular course for a specified duration.

- 3.4. **Co-Requisite unit:** A requirement for students to be concurrently enrolled in a designated unit at the same time as enrolling in another unit.
- 3.5. **CRL – Credit for Recognised Learning:** is a process which assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for CRL may result in the applicant meeting the entry requirements for a Curtin College course or being granted an Exemption for a unit within a Curtin College course.
- 3.6. **Deferral:** To delay commencement or continuation of course studies normally for one study period.
- 3.7. **DIBP:** Department of Immigration and Border Protection: The Australian government agency responsible for issuing students with visas.
- 3.8. **Enrolment in a Course:** Occurs at the point the Letter of Acceptance has been signed.
- 3.9. **Enrolment in a Unit:** Occurs at the point a student selects units of study and timetable for the current study period. This process is done through the Student Portal.
- 3.10. **International Student:** For the purpose of this policy, an International student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency or humanitarian visa. For the purposes of this policy, students who are in Australia, as a result of their parents/legal guardians being on a temporary business visa (eg visa subclass 457), are regarded as International Students.
- 3.11. **Intervention Strategy:** any method that identifies students who are at risk of failure and attempts to mitigate that risk through counseling, academic assistance and/or amended study plan.
- 3.12. **Local Student:** For the purpose of this policy, a local student is anyone who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a course of study.
- 3.13. **National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007).
- 3.14. **Packaged Offer:** An offer made to a student to enrol at Curtin English, Curtin College or Curtin University or any combination of the three.
- 3.15. **Partner Provider -** an institution that provides a course or courses which are CRICOS registered by Curtin College. Curtin College in turn, and for the purposes of this document, oversees all matters relating to the delivery of those courses
- 3.16. **Pre-Requisite:** Is a preliminary unit which must be completed (or granted an exemption for) prior to enrolment in a particular unit of study (details of pre-requisites are specified in the Course Flyers).
- 3.17. **Principal course of study:** The final or highest level of study to be undertaken by an international student. The Diploma is the principal course unless packaged with a Curtin university undergraduate course.
- 3.18. **PRISMS:** Provider Registration and International Student Management System is the database system used by the Department of Education and DIBP (Department of Immigration and Border Protection) for the purpose of receiving and storing information about international students with respect to the Education Services for Overseas Students Act 2000 (The ESOS Act).
- 3.19. **Provider:** Any Registered Training Organisation (RTO) or Higher Education Provider within Australia.
- 3.20. **Semester:** A semester is made up of approximately 17 weeks which includes 12 teaching weeks; approximately 3 weeks study leave/tuition free and 2 weeks for examinations.
- 3.21. **Semester Courses: (Bentley Campus Only) -** Refers to those courses for which the Diploma is taught over two study periods in order to follow the Curtin University calendar dates (Engineering, Health Science and Information Technology). This is made necessary as some Diploma units are service taught (Curtin College students join Curtin University students in the same classrooms).

- 3.22. Stand Alone Offer:** An offer to a student to enrol at Curtin College only.
- 3.23. Student Default:** Where an international student does not start a course, withdraws from a course, fails to pay tuition fees, and breaches a condition of their student visa or misbehavior by student.
- 3.24. Study Period:** A discrete period of study within a course, namely a semester or trimester, in which a student undertakes and completes units of study.
- 3.25. Trimester:** A defined period of study in which a student undertakes and completes units of study. A trimester is made up of 12 weeks of tuition and 1 week of exams (13 weeks in total) over a 12 month period.
- 3.26. Unit:** A discrete component of study within a course.
- 3.27. Valid Enrolment:** Is an enrolment that is carried out in accordance with Curtin College's Terms of Offer, policies and procedures, course requirements, and any other criteria the student is required to meet.

4. Policy Content

- 4.1.** Students are expected to use approved forms of communication to add and/or change their enrolment or enrolment status. Forms of communication may include:
 - 4.1.1.** Online enrolment via the Student Portal. Online enrolments are open until Thursday of Week 1 for the Semester courses, and until the end of Week 2 for the Trimester courses.
 - 4.1.2.** Enrolment Variation forms can be printed from the Student Portal. Form must be signed by the student and submitted to reception. These forms are used only if students are unable to enrol online during the enrolment period; when the online enrolment system has been closed; or when students wish to alter their enrolment (eg withdraw from units) after Week 2.

Where no form is available, students can email: help@curtincollege.edu.au
- 4.2.** Students are expected to enrol in the correct units for their course as outlined in the relevant course flyers or as advised by the appropriate staff. Note: Course flyers and course information are available on the Curtin College webpage and are subject to change. Students should not enroll in units for which they are applying for CRL as CRL granted at a later time will be a cause for enrolled units to be subject to variation and possible under-loading where units are dropped due to CRL being granted.
- 4.3.** Students wanting to apply for CRL must do so at the time of application or up until the end of Week 4 of the trimester (census date). Note: if you are an international student, this may have an impact on your student visa.

Please refer to the CRL policy located on the College's web page on <http://www.curtincollege.edu.au/policies-curtin>
- 4.4.** All students must submit a valid enrolment for each study period by the specified due date using the online enrolment system available via the Student Portal. Current (continuing) students who enrol after the due date will be charged a late enrolment fee. This fee may vary at the partner provider's. Curtin College may reject an enrolment that is attempted after the due date.
 - 4.4.1.** Continuing international students who have not re-enrolled and have not responded to our correspondence by the specified due date (end of Week 2 of the Trimester; Thursday of Week 1 of the Semester) will be withdrawn from the College and their Confirmation of Enrolment (CoE) with Curtin College and Curtin University (if on a packaged offer) will be cancelled (Refer 3.2).
 - 4.4.2.** Local students who do not enrol by the due date will be withdrawn from the College.

- 4.5. International students are required to enrol in a minimum of 75 credit points per study period. All students may, in certain circumstances, apply to study more than the maximum units outlined (over load) or less than the minimum units outlined (under load) in a study period. Students who wish to overload are to discuss this with their Program Coordinator, students who wish to under load are required to meet with the Student Learning Advisor to complete an application.

The College will only allow a student to under load under the following circumstances:

- 4.5.1 where the College deems the circumstances to be exceptional, compassionate and compelling (supported by appropriate evidence and/or an acceptable explanation);
- 4.5.2 serious or ongoing illness (supported by a medical certificate);
- 4.5.3 to complete the remaining units in the final study period of a course;
- 4.5.4 where students are limited by the availability of units appropriate to their current or principle course of study and/or pre-requisite requirements;
- 4.5.5 the implementation of an 'Intervention Strategy' outlined in the College's Progress and Attendance Policy. A student may only enrol in a unit which has specified pre-requisite or co-requisite requirements where they have met those requirements, or have had the requirements waived by the Academic Director.

5. Adding and changing Units

- 5.1. A student may add a unit to their enrolment, or change their enrolment via the Student Portal until the end of Week 2 for the Trimester courses; and until the end of Week 1 for Semester Courses.
- 5.2. In exceptional circumstances and subject to approval, a student may have a unit added to their enrolment after the due date by completing and submitting an Enrolment Variation Form to Curtin College Reception. The form needs to be signed off by the Program Coordinator.

6. Withdrawing from a Unit

- 6.1. A student may withdraw from a unit of study by making an appointment with a Student Learning Advisor at any time of the study period. Financial and academic penalties will be incurred depending on the date the application to withdraw was received. Curtin College students should familiarise themselves with the Refund Policy in regard to financial penalties, this is located under "Policies and Procedures" at <http://www.curtincollege.edu.au/policies-curtin>
- 6.2. The following academic penalties will be applied according to the date the student's application is received:
 - 6.2.1. Withdrawal from a unit after commencing study and before the end of Week 4. This unit and attendance record for that unit is removed from student's academic record and no academic penalty is incurred.
 - 6.2.2. Withdrawal after the end of Week 4 and before the end of Week 9 will be noted on the academic record with a grade of Withdrawn [W], absences will remain on the record and financial penalties apply.
 - 6.2.3. Withdrawal after the end of Week 9 will be noted on academic record with a grade of Fail [F]. Financial penalties apply.
- 6.3. Students may appeal against financial and/or academic penalties incurred, where there are extenuating or unforeseen circumstances resulting in their withdrawal. Refer to the 'Appeals' policy under "Policies and Procedures" at <http://www.curtincollege.edu.au/policies-curtin>

7. Deferral, Suspension or Cancellation of Study

- 7.1. Refer to the College's 'Deferral and Withdrawal' and 'Refund' policies located under "Policies and Procedures" at <http://www.curtincollege.edu.au/policies-curtin>

8. Changing to another Curtin College Course

- 8.1. A student is required to undertake the course for which they received an Offer of admission. Where a student wishes to change to another course offered by the College they will need to discuss the matter with the relevant Program Coordinator or a Student & Academic Services team member. Student's wishing to change course at the beginning of their study period must apply **before or during week 1** of the study period.
- 8.2. The Academic Director will consider each application before approving a transfer. In some instances it may not be possible/viable to transfer to another course for reasons of timing, visa conditions, course availability, current academic performance or not meeting entry requirements.

9. Withdrawing from a Course

- 9.1. Refer to the College's 'Deferral and Withdrawal' and 'Refund' policies located on the website <http://www.curtincollege.edu.au/policies-curtin>

10. Withdrawn students wishing to resume studies

- 10.1. If a student wishes to resume studies after withdrawing from the College they are required to complete a new application form. Their application will be accessed by the Academic Director, Program Coordinator and Student & Academic Services Manager or nominees and if successful a new offer will be provided.

11. Transferring to Curtin College from another Provider

- 11.1. For information on transferring from Curtin College to another provider refer to the 'Transfer between Registered Provider Policy' located under "Policies and Procedures" on <http://www.curtincollege.edu.au>

12. Administrative procedures

- 12.1. This policy and related documentation is accessible through the Curtin College website at: <http://www.curtincollege.edu.au>
- 12.2. Academic notes via MAZE to be updated with any changes made to a student's enrolment.
- 12.3. Completed forms to be placed on student's file once all actions have been completed.

Version	Changes/Improvements
V2.4 (Dec '16)	<ul style="list-style-type: none">• Updated Items 10.1 and 12.3
V2.3 (Oct '15)	<ul style="list-style-type: none">• Definitions updated• Section 4.5 updated