

Policy Owner	Academic Director
Contact Officer:	Program Coordinator
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, Suspension and Cancellation (Withdrawal) Policy Progress and Intervention Policy Refund Policy Transfer between Registered Provider Policy
Related Document	Change of Program Form Program Withdrawal Form Program 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 April 2017), 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 partner providers.

2. Organisational Scope

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 - Withdrawn student wishing to resume studies

3. Definitions

- 3.1. **Cancellation of Enrolment:** To end commencement or continuation of a Program of study.
- 3.2. **Program:** 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 the Department of Immigration to confirm a international student's acceptance into a particular program 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 Program or being granted an Exemption for a unit within a Curtin College Program.
- 3.6. **Deferral:** To delay commencement or continuation of Program studies normally for one study period.
- 3.7. **Enrolment in a Program:** Occurs at the point the Letter of Acceptance has been signed.
- 3.8. **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.
- 3.9. **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 are regarded as International Students.
- 3.10. **Intervention Strategy:** a method that identifies students who are at risk of failure and attempts to mitigate that risk through counselling, academic assistance and/or amended study plan.
- 3.11. **Local Student:** For the purpose of this policy, a local student is anyone who is a permanent resident of Australia, a 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 Program of study.
- 3.12. **Packaged Offer:** An offer made to a student to enrol at Curtin English, Curtin College or Curtin University or any combination of the three.
- 3.13. **Partner Provider -** an institution that provides a program/s that is 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 programs
- 3.14. **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 Program Flyers).
- 3.15. **Principal program of study:** The final or highest level of study to be undertaken by an international student. The Diploma is the principal program unless packaged with a Curtin university undergraduate program.
- 3.16. **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.
- 3.17. **Semester Programs: (Bentley Campus Only) -** Refers to those programs 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.
- 3.18. **Service Taught units:** Curtin College students join Curtin University students in the same classrooms.
- 3.19. **Study Period:** A discrete period of study within a program, namely a semester or trimester, in which a student undertakes and completes units of study.
- 3.20. **Summer School:** A seven week intensive unit/s delivered prior to the first study period.
- 3.21. **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.

- 3.22. Unit:** A discrete component of study within a program.
- 3.23. Valid Enrolment:** Is an enrolment that is carried out in accordance with Curtin College's Terms of Offer, policies and procedures, program 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 programs/Service taught units/Summer School, and until the Friday of Week 2 for the Trimester programs.
 - 4.1.2.** 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 Friday of Week 2 for Trimester or Thursday of Week 1 for Semester program/ Service taught units/Summer School, they must complete an Enrolment Variation form. These forms are available at Reception and on the Student Portal.
- 4.2.** Students are expected to enrol in the correct units for their program as outlined in the relevant program flyers or as advised by the appropriate staff. Note: Program flyers and program information are available on the Curtin College webpage and are subject to change.
- 4.3.** Students wanting to apply for CRL must do so at the time of application or up until the end of Week 1 of the Study period.

Please refer to the CRL policy located on the College's webpage on <http://www.curtincollege.edu.au/policies-curtin>

- 4.4.** It is student's responsibility to 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 providers. 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/ Service Taught Unit) will be withdrawn from the College and their CoE with Curtin College and Curtin University (if on a packaged offer) be cancelled (Refer 3.1).
 - 4.4.2.** Local students who do not enrol by the due date will be withdrawn from the College.
 - 4.4.3.** Students who have withdrawn from the College and wish to return are required to complete a new application form. This can be done online or by contacting the Admissions team: admissions@curtincollege.edu.au
- 4.5.** International students on a student visa are required to:
- enrol in a full time study load and
 - advise the College of any change to their residential address within 7 calendar days of the change. This is a mandatory condition for those who hold a 'student visa'. Change of Address details can be done via the student portal or by completing a 'Change of Address' Form, available at reception.
- 4.6.** Local students must check with relevant authorities, for example, Centrelink as to what constitutes full-time study load.

- 4.7. All students may, in certain circumstances, apply to study more than the maximum units outlined (overload) or less than the minimum units outlined (under load) in a study period. Students who wish to overload or under load are to discuss this with their Program.

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

- 4.7.1. where the College deems the circumstances to be exceptional, compassionate and compelling (supported by appropriate evidence and/or an acceptable explanation);
- 4.7.2. to complete the remaining units in the final study period of a program;
- 4.7.3. where students are limited by the availability of units appropriate to their current or principle program of study and/or pre-requisite requirements;
- 4.7.4. the implementation of an 'Intervention Strategy' outlined in the College's Progress and Intervention Policy.

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 programs, and until the Thursday of Week 1 for Semester Programs/ Service Taught units.
- 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 completing and submitting an Enrolment Variation Form to Curtin College Reception. The form needs to be signed off by the Program Coordinator. 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 a 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, Suspension and Cancellation' and 'Refund' policies located under "Policies and Procedures" at <http://www.curtincollege.edu.au/policies-curtin>

8. Changing to another Curtin College Program

- 8.1. A student is required to undertake the program for which they received an Offer of admission. Where a student wishes to change to another program 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 program at the beginning of their study period must apply **before the end of Week 2** of the Study Period for the Trimester or Thursday of Week 1 for Semester programs.
- 8.2. New students who wish to change their program prior to enrolment should direct their request to Admissions (admission@curtincollege.edu.au)
- 8.3. The College will consider each application before approving a Change of Program. In some instances, it may not be possible/viable to transfer to another program for reasons of timing, visa conditions, program availability, current academic performance or not meeting entry requirements.

9. Transferring to Curtin College from another Provider

- 9.1. Refer to the 'Transfer between Registered Provider Policy' located under "Policies and Procedures" on <http://www.curtincollege.edu.au>

10. Administrative procedures

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

Version	Changes/Improvements
V3.1 (Aug '17)	<ul style="list-style-type: none"> • Definitions updated • 4.3 – application for CRL required by the end of Week 1 of the Study period • 4.4.3 replaced item 10 • 4.5 – updated • 6.1 – Position title changes • Item 9 removed as it is a duplicate of item 7.1 • Removed Schedules 1, 2 and 3 as they relate to the Disability Policy
V3.0 (Feb '17)	<ul style="list-style-type: none"> • Added a definition for Service Taught • Added items 4.6 & 4.7 • Added Schedules 1, 2 and 3
V2.4 (Dec '16)	<ul style="list-style-type: none"> • Updated Items 10.1 and 12.3