

<b>Policy Owner</b>	Academic Director
<b>Contact Officer:</b>	Program Manager
<b>Policy Number:</b>	QTDPO003
<b>Approved by:</b>	College Leadership Team
<b>Date Approved:</b>	November 2007
<b>Last Reviewed:</b>	April 2024
<b>Related Policies</b>	Admissions and Student Selection Policy Appeals Policy Credit for Recognised Learning Policy Complaints Policy Deferral, Suspension and Cancellation Policy Glossary of Policy Terms Progress and Intervention Policy Refund Policy Transfer between Registered Provider Policy
<b>Related Document</b>	Change of Program Form Withdrawal Form 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 2018 (National Code 2018), 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  - Withdrawn student wishing to resume studies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. Policy Content

- 3.1. 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. Adding and changing Units

- 4.1. 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 Diploma of Health Science / Service Taught units.
- 4.2. In exceptional circumstances and subject to approval by the relevant Program Manager, a student may have a unit added to their enrolment after the above times by completing and submitting an Enrolment Variation Form to the Program Manager.

## 5. Withdrawing from a Unit

- 5.1. 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 by the Program Manager or nominee. 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>
- 5.2. The following academic penalties will be applied according to the date the student's application is received:
  - 5.2.1. 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.
  - 5.2.2. 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.
  - 5.2.3. Withdrawal after the end of Week 9 will be noted on academic record with a grade of Fail [F]. Financial penalties apply.
- 5.3. 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>

## 6. Deferral, Suspension or Cancellation of Study

- 6.1. Curtin College has the right to amend, refuse and/or cancel a student's enrolment, for full details please refer to the College's 'Deferral, Suspension and Cancellation' policy and Code of Conduct policy located on the website: <http://www.curtincollege.edu.au/policies-curtin>

## 7. Changing to another Curtin College Program/Stream/Pathway

- 7.1. 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/stream/pathway offered by the College they will need to discuss the matter with the relevant Program Manager who will seek approval from the Academic Director.

Students wishing to change program/stream/pathway at the beginning of their study period must apply **before the Friday of Orientation week** of the Study Period.

- 7.2. New students who wish to change their program prior to enrolment should direct their request to Admissions ([admissions@curtincollege.edu.au](mailto:admissions@curtincollege.edu.au))
- 7.3. 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.

## 8. Transferring to Curtin College from another Provider

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

## 9. Administrative procedures

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

Version	Changes/Improvements
V3.0 (April '24)	<ul style="list-style-type: none"><li>• 7.1 updated to reflect approval by the Academic Director and change to application date ie. Before Friday of Orientation week.</li></ul>
V2.8 (Aug '20)	<ul style="list-style-type: none"><li>• The entire policy has been reviewed and updated.</li></ul>