

# Enrolment Policy

## Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

CRICOS Provider Code: 02042G

TEQSA Provider Code: PRV12157

ABN: 13 092 155 970

### Document

<b>Document Name</b>	Enrolment Policy
<b>Brief Description</b>	This Policy identifies the principles under which Curtin College will manage student enrolment, including requests to transfer provider.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	13/06/2007

### Version Control

Date	Version	Summary of Changes	Reviewer Name and Office
4/6/2024	3.0	New template. Major review	Student & Academic Services Manager and Quality and Compliance Manager
9/6/2025	4.0	Major review. Closer alignment to Curtin University procedures. Incorporates <i>Transfer Between Registered Providers Policy</i> and <i>Deferral, Suspension and Cancellation Policy</i> .	Academic Policy Working Group

### Related Documents

Name	Location
Admissions and Student Selection Policy	Curtin College website
Appeals Policy	Curtin College website
Assessment Policy	Curtin College website
Credit for Recognised Learning Policy	Curtin College website
Progress and Intervention Policy	Curtin College website
Refund Policy	Curtin College website
Support for Students Policy	Curtin College website

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## 1 Purpose and Scope

- 1.1 This Policy describes the principles to be applied to all enrolment-related activities at Curtin College.
- 1.2 This Policy applies to all applicants and students at Curtin College and its Partner Providers.
- 1.3 This Policy is supported by the *Enrolment Procedure*.

## 2 Policy Content

### Program Enrolment

- 2.1 Curtin College's definition of enrolment is: a selection of units which defines a program of study, the amount and timing of that study, and the fees and charges that will be applied.
- 2.2 Curtin College reserves the right to refuse an enrolment in a program and/or registration in a unit, per the *Admission and Student Selection Policy* and the *Enrolment Procedures*.

### Unit Registration

- 2.3 Students are responsible for submitting a valid unit registration for each study period via the Curtin College Portal in accordance with Curtin College's policies and procedures, program requirements, and any other criteria the student is required to meet.
- 2.4 A student is not permitted to attend classes, access teaching materials, or engage in the teaching activities of the unit, unless registered in that unit.
- 2.5 A student may be prevented from registering in a unit where:
  - a) the last date for adding units for the study period has passed;
  - b) the unit is not offered in the nominated study period;
  - c) the unit is not offered in the program for which they received an offer of admission;
  - d) the student does not satisfy the prerequisite conditions for the unit;
  - e) the unit is closed because capacity for the unit has been reached; or
  - f) the student is attempting to enrol in more than four (4) credit-bearing units in the study period.
- 2.6 A student may be permitted to register in a unit despite these conditions if the Academic Director (or nominee) determines that special circumstances warrant the registration.

### Continuity of Enrolment

- 2.7 Once a student is enrolled in a program, their enrolment will continue until one of the following takes place:
  - a) the student has completed all requirements of a program and is eligible to graduate; or
  - b) Curtin College cancels or suspends the student's enrolment or terminates the student in accordance with the provisions of this or another Curtin College policy.

### Completion within Standard Program Duration

- 2.8 International students are expected to complete their program of study within the duration specified on their Confirmation of Enrolment (CoE). Exceptions to this are outlined in the *Enrolment Procedure*.

- 2.9 Domestic students are required to complete their program of study within a maximum time of fifty percent (50%) over the standard duration of the program.

#### **Credit for Recognised Learning (CRL)**

- 2.10 Students wanting to apply for credit for recognised learning (CRL) must do so at the time of application or up until the end of Week 1 of their first study period. Refer to the *Credit for Recognised Learning Policy* and *Credit for Recognised Learning Procedure*.

#### **Withdrawal from Units and Programs**

- 2.11 Students may apply to withdraw from units in the manner and according to the timelines as prescribed by the Academic Director and as outlined in the *Enrolment Procedures*.
- 2.12 Students are responsible for seeking advice and establishing the possible consequences of a withdrawal from units on their future program progress.
- 2.13 A student may withdraw their enrolment in a program as per the *Enrolment Procedures*. The *Refund Policy* outlines the requirements and process for addressing student refund requests.

#### **Enrolment / Registration Variations**

- 2.14 Due to articulation arrangements, or agreed pathways to Curtin University, as well as the program's accreditation status with TEQSA, students must register in the units specified for the program as outlined on the website.
- 2.15 A student may amend their enrolment to add and/or withdraw from units in the program, provided this is in accordance with the approved study plan, maintains an appropriate study load and is not subject to any restrictions.
- 2.16 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 or Curtin University degree, they will need to discuss the matter with the relevant Program Manager.

#### **Deferral of Commencement and Deferral of Studies**

- 2.17 Students in award programs may apply to defer commencement of their program or to defer their studies after starting their program, under the conditions laid out in the *Enrolment Procedures*.

#### **Provider Cancellation, Suspension and Refusal of Enrolment / Registration**

- 2.18 Irrespective of eligibility or any other admission or enrolment provisions outlined in related policy and procedures, the College may, at their absolute discretion, revoke, refuse or cancel a student's:
- a) offer of admission;
  - b) admission;
  - c) enrolment;
  - d) registration;
  - e) conditional offer; and
  - f) deferred offer or status.

#### **Study Load**

- 2.19 A student's study load is determined by the credit point value for the program for which they received a Letter of Offer.

- 2.20 A full-time student is one who is enrolled in units totalling at least 75 credit points; in some programs, an enrolment totalling 100 credit points is required each study period. A unit generally equates to 25 credits. A part-time student is one who is registered in units totalling less than 75 credit points of a standard full-time academic load in any study period.
- 2.21 In certain circumstances, students can apply to study more than the maximum units outlined in a study period. Students who wish to overload will discuss this with their Program Manager.
- 2.22 A part-time study load is only available to domestic students.
- 2.23 The College will only allow an international student to underload under the following circumstances:
- a) where the College deems the circumstances to be exceptional, compassionate and compelling (supported by appropriate evidence and/or an acceptable explanation);
  - b) to complete the remaining units in the final study period of a program;
  - c) where students are limited by the availability of units appropriate to their current or principal program of study and/or pre-requisite requirements; or
  - d) the implementation of an 'Intervention Strategy' outlined in the College's *Progress and Intervention Policy*.

#### **Pre-requisites**

- 2.24 It is the student's responsibility to ensure that pre-requisite and co-requisite conditions are satisfied when registering in units.

#### **Students with Disabilities**

- 2.25 Curtin College is committed to providing equal opportunities for students with disabilities and promotes strategies to develop a flexible teaching and learning environment to meet the needs of a diverse range of students.
- 2.26 Curtin College requires students who wish for reasonable adjustments to be made, to provide information (including medical or other professional advice) regarding the nature of their disability and special needs during the admissions processes. Refer to the *Access, Diversity, Equity and Inclusion Policy*.

#### **Younger Students and Sponsored Students**

- 2.27 International students who will be under the age of eighteen (18) at the time of commencement of studies need to have accommodation and welfare arrangements in place and signed off by their parent or legal guardian and by Curtin College prior to their enrolment. See the *Younger Student Management Policy*.
- 2.28 International sponsored students need to have their sponsor complete all required approvals prior to the student's enrolment.

#### **International Students and Transfer of Provider Requests**

- 2.29 When applying to study with Curtin College, potential students are provided with a range of information outlining entry requirements, Program structures and articulation pathways. As such, requests for transfer will take into consideration the range of information provided to prospective students prior to their application and enrolment at the College.

- 2.30 All requests by international students to transfer to Curtin College from another provider or to transfer from Curtin College to another provider, will be determined with reference to the *ESOS Act 2000* and related legislative instruments and Curtin College's *Enrolment Procedure*.
- 2.31 Curtin College will not knowingly enrol an international student who is seeking to transfer from another registered provider before they have completed six months of their principal program, unless:
- a) the other registered provider or the program in which the international student is enrolled, has ceased to be Registered or Accredited;
  - b) the other registered provider has had a sanction imposed on its registration that prevents the International student from continuing their program at that registered provider;
  - c) the other registered provider has consented to the student's release and recorded this in Provider Registration and International Student Management System (PRISMS);  
or
  - d) any government sponsor of the international student considers the change to be in the student's best interests and has provided Curtin College with written evidence to support the change.

### **3 Responsibilities**

- 3.1 The Academic Director is responsible for:
- a) approving variations to enrolment and/or study Load;
  - b) approving a Deferral of Studies; and
  - c) the content of this Policy and the *Enrolment Procedures*.
- 3.2 Program Managers are responsible for:
- a) monitoring student study loads;
  - b) providing program and program-related career advice for students, including when students wish to change to another program or stream;
  - c) approving student requests to overload;
  - d) approving an underload for a student as part of an academic intervention strategy;
  - e) conducting Formal Reviews; and
  - f) communicating with Students identified as not adhering to this Policy.
- 3.3 The Admissions Manager is responsible for:
- g) enrolment of students in programs and Curtin College;
  - h) issuing CoEs and CoE extensions;
  - i) evaluating and processing Deferral of Commencement requests; and
  - j) administration of CRL requests received at time of application.
- 3.4 The Admissions Manager and/or the Student and Academic Services Manager are responsible for determining Transfer of Provider requests.
- 3.5 All staff and students are required to comply with the content of this Policy and to seek guidance in the event of uncertainty as to its application.

#### 4. Review and Records Management

4.1 This Policy is reviewed at least every two years and at the time of any changes to the regulatory compliance requirements, legislation, regulation, and guidelines to ensure alignment to appropriate strategic direction of Curtin College and continued relevance to Navitas' current and planned operations.

4.2 All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy HUB	Permanently	Archived once updated or reviewed