

Policy Owner	Academic Director
Contact Officer:	Program Manager
Policy Number:	QTDPO003
Approved by:	College Leadership Team
Date Approved:	November 2007
Last Reviewed:	April 2024
Related Policies	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
Related Document	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 - Withdrawn student wishing to resume studies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:

- 3.1.1. Online enrolment via the Student Portal. Online enrolments are open until Thursday of Week 1 for the Diploma of Health Science (Semester program)/Summer School, and until the Friday of Week 2 for the Trimester programs.
 - 3.1.2. 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) they must complete an Enrolment Variation form. These forms are available on the Student Portal, at reception or via help@curtincollege.edu.au.
 - 3.2. Students are required to enrol in the correct units for their program as outlined in the relevant program structure or as advised by the appropriate staff.
 - 3.3. Students wanting to apply for CRL must do so at the time of application or up until the end of Week 1 of their first study period.

Please refer to the CRL policy located on the College's webpage on <http://www.curtincollege.edu.au/policies-curtin>
 - 3.4. 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.
 - 3.4.1. Continuing international students who have not re-enrolled and have not responded to our correspondence by the specified due week and day noted in 4.1.1 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).
 - 3.4.2. Domestic students who do not enrol by the due date will be withdrawn from the College.
 - 3.4.3. 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
- 3.5. 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 made via the student portal or by completing a 'Change of Address' Form, available at reception.
- 3.6. Domestic students must check with relevant authorities, for example, Centrelink as to what constitutes full-time study load.
- 3.7. All students may, in certain circumstances, apply to study more than the maximum units outlined (overload) or less than the minimum units outlined (underload) in a study period. Students who wish to overload or underload are to discuss this with their Program Manager.
- 3.8. The College will only allow a student to underload under the following circumstances:
 - 3.8.1. where the College deems the circumstances to be exceptional, compassionate and compelling (supported by appropriate evidence and/or an acceptable explanation);
 - 3.8.2. to complete the remaining units in the final study period of a program;
 - 3.8.3. where students are limited by the availability of units appropriate to their current or principal program of study and/or pre-requisite requirements;
 - 3.8.4. the implementation of an 'Intervention Strategy' outlined in the College's Progress and Intervention Policy.

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

- 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 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 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.
- 7.2. New students who wish to change their program prior to enrolment should direct their request to Admissions (admission@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">• 7.1 updated to reflect approval by the Academic Director
V2.8 (Aug '20)	<ul style="list-style-type: none">• The entire policy has been reviewed and updated.