

Enrolment Policy

Version	1
Approved by	Academic Board
Date of approval	29/07/2020

INTRODUCTION

This policy covers the enrolment life cycle. The enrolment process includes types of enrolment, changes to enrolment (including taking leave, withdrawing and cancelling units or courses), enrolment restrictions and maximum enrolment periods. The *Enrolment Policy* specifically addresses enrolment for domestic students and the provisions for international students consistent with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**).

POLICY

1. Scope

This policy applies to

1. all applicants to Sydney Institute of Higher Education (**SI**)
2. all students of SI
3. non-award students who are studying at SI.

2. Candidature

1. The admissions process commences when an applicant accepts the offer of admission to a course.
2. Enrolment ceases when an award is conferred, or enrolment is otherwise terminated by SI.

3. Types of enrolment

Students may enrol at SI:

1. as part of an award course to which they have been admitted or a training product in which they are declared competent to undertake, as defined below,
2. as part of a program of learning as a non-award student such as a preparation program or other non-award program, as defined below,

3.1 Award enrolment

1. Higher Education (HE) Award Course - This is an accredited HE course into which a student enrolls and, subject to the successful completion of the requirements, graduates with a qualification recognised by the Australian Qualifications Framework (AQF).
2. Students enrolled in an award course must, for each semester, enrol in units of study offered in their award course.
3. The enrolments must be consistent with the requirements of this policy and the course rules.

3.2 Non-award enrolment

1. Non-Award courses are accredited courses into which students enrol. They include Enabling, Bridging and other types of Non-Award Courses
2. Non-award students:
 1. must, for each semester, enrol in units of study within the specific program
 2. must complete assessment tasks if the unit is to be recognised within the program,
 3. must meet any unit pre-requisites
 4. must meet specified course-level English language entry requirements (for international students).
3. A completed preparatory, bridging or similar program will allow the student to enrol in a formal award program according to the *Admissions Policy*.

3.3 Non-Award single unit

1. Non-award enrolment allows a student to enrol in one or more single units, whereby completion of the units does not count towards a qualification.
2. Non-award students:
 1. must, for each semester, enrol in units of study
 2. must complete assessment tasks if the unit is to be recognised within an award at a later stage,
 3. do not need to satisfy course-level academic admission criteria
 4. must meet any unit pre-requisites
 5. must meet specified course-level English language entry requirements, where specified.
3. Units completed as non-award enrolments will not usually advantage a candidate in an application for admission even though completed units may be eligible for transfer as credit towards a qualification (where all other requirements are met).

4. Enrolment load

Students can enrol with a full-time, part-time or accelerated study load as follows:

4.1 Higher Education

Domestic students

1. A full-time student must maintain a minimum study load of 75% over a year (that is, 0.75 equivalent full-time student load (EFTSL) or above) or 37.5 credit points or more per semester.
2. A part-time student is one who has a study load of less than 75% over a year (that is, 0.74 EFTSL or below) or undertakes less than 37.5 credit points per semester.
3. A standard load is one EFTSL or 50 credit points per semester. Any load above 50 credit points in a standard semester must be approved by the Program Director. Such approval will only be granted where there is a reasonable chance the student will succeed in the overloaded study. Where a student has a GPA of 3 and above, the Program Director may approve a load of more than 50 credit points.

International students - Coursework

1. International students must maintain a minimum study load of 100% over a year (i.e., 1 EFTSL).
2. An international student may be permitted to study below a load of 100% where:
 1. there are compassionate or compelling circumstances,
 2. the student has been identified as at risk of not meeting the course progression requirements and SI has implemented, or is in the process of implementing, an intervention strategy,
 3. the student's leave of absence has been approved according to Leave of Absence.
 4. The student has failed a previous unit and their study plan does not allow them to choose an alternate unit to fulfil the full time enrolment requirement.
3. A standard load is one EFTSL or 50 credit points per semester. Any load above 50 credit points in a standard semester must be approved by the Program Director. Such approval will only be granted where there is a reasonable chance the student will succeed in the overloaded study. Where a student has a GPA of 3 and above, the Program Director may approve a load of more than 50 credit points.

5. Enrolment process

5.1 Higher education

Domestic Students

1. A student may enrol if they meet the admission criteria, have been provided with a Letter of Offer and accepted it by the deadline for acceptance.
2. Late enrolments for coursework students are permitted until:
 - the end of week two, for study periods running for ten or more weeks, or
 - the end of week one, for study periods with fewer than ten weeks.

3. SI will not usually permit a student to enrol after the above deadlines unless it is with the permission of the Dean, and only in exceptional circumstances.

International students

1. A student may enrol if they meet the admission criteria and have been provided with a Confirmation of Enrolment (CoE).
2. Late enrolments for coursework students are permitted until:
 - the end of week two, for study periods running for ten or more weeks, or
 - the end of week one, for study periods with fewer than ten weeks.

3. SI will not usually permit a student to enrol after the above deadlines unless it is with the permission of the Dean, and only in exceptional circumstances.

4. The Quality and Compliance Coordinator will monitor the enrolment status of each student at the beginning of each semester or teaching period and before census date to ensure that each student is correctly enrolled. Monitoring enrolment is a requirement to ensure the student is:

1. able to complete the course/s within the duration specified in the student's Confirmation of Enrolment (CoE); and
2. not exceeding the allowable portion of online or distance learning.

6. Deferred Admission

Domestic Students

1. SI may permit an applicant to defer admission provided that the offer of admission has not lapsed or been withdrawn due to the applicant's actions prior or subsequent to the offer being made.
2. SI may grant deferred admission to domestic applicants for either one (1) year or one (1) semester, from the time the offer is applicable. Where a course is not available for deferral, this will be clearly advised at the time of application for admission and on the offer letter.
3. The Dean may extend the period of deferral for an individual applicant to a maximum of two years.

International Students

1. International Students who have been issued an offer of enrolment to a program but have not yet accepted that offer (and thus no CoE has been raised), may request to defer commencement to a later study period.
2. International students who have accepted their offer and a CoE has been raised may not defer their commencement of study, except with the permission of the Dean as outlined in the *Procedures for Monitoring Course Progress, Attendance, Enrolment, Deferral, Intermision and Cancellation of enrolment of International Students*.
3. Procedures governing the application for deferral by eligible students are outlined in the *Procedures for Monitoring Course Progress, Attendance, Enrolment, Deferral, Intermision and Cancellation of enrolment of International Students*.

7. Intermission of enrolment by student (leave of absence)

7.1 Higher Education

Domestic Students

A student may apply for intermission from their enrolment in a course:

1. on up to two separate occasions during their current course enrolment; and
2. for a maximum period of one year each
3. only after a student has completed at least one unit in their current course
4. the course in which they are seeking intermission must be available for admission
5. The intermission request must be approved or accepted by SI.
6. The Dean, may approve:
 1. a third or subsequent period of intermission for an undergraduate student; or
 2. an intermission of more than one year by any student.
7. At the end of the intermission period, the student must comply with any requirements notified by the Dean for completing the course, including potential course transfer where a course is in the process of being phased out. Those requirements apply to the student despite anything to the contrary in the course rules.

International Students

1. All provisions of this clause are subject to restrictions imposed on student visa holders by the *Education Services for Overseas Students Act 2000* and regulations made pursuant to it.
2. A student may apply for intermission from their enrolment in a course:
 - (i) once during their current course enrolment; and
 - (ii) for a maximum period of one year.
3. The intermission request must be approved or accepted by SI.
4. An international student may apply for intermission to their enrolment where that intermission does not delay the completion of their degree.
5. Where any intermission may delay the completion of the degree, the matter must be considered by the Dean. A leave of absence will be considered in accordance with *Standard 8 and 9 of the National Code* taking into consideration any extenuating circumstances provided by the student as well as student visa regulations.
6. An intermission may be considered where there are compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the student, which have an impact upon the student's course progress or wellbeing, including but not limited to:
 - (i) Serious illness or injury, where a medical certificate states that the student is unable to attend classes;
 - (ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
 - (iii) Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - (iv) A traumatic experience, which could include involvement in, or witnessing of a serious

accident; or witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports)

(v) Where SI is unable to offer a pre-requisite unit;

(vi) Inability to commence the course due to delay in receiving a student visa; or,

(vii) Late application and assessment of credit and or recognition of prior learning which means a student has credit for units and it is too late to enrol into other units.

7. At the end of the intermission period, the student must comply with any requirements notified by the Dean for completing the program. Those requirements apply to the student despite anything to the contrary in the program rules
8. Further details are provided in the *Procedures for Monitoring Course Progress, Attendance, Enrolment, Deferment, Intermission and Cancellation of enrolment of International Students*.

Lapse of enrolment (failure to engage)

Higher Education

Domestic students

1. If a coursework student is not enrolled in any unit of study by the census date for that semester, or the student has enrolled and withdrawn their enrolment before census date, and the student has not discontinued from the course or taken intermission from their enrolment, the student's current course enrolment will be lapsed after 12 months of non-engagement.
2. If a student's current course enrolment has lapsed, then, despite any contrary provision in this policy, the procedures for the student to re-enrol in the course are to be determined by the Program Director or Dean (as appropriate).

International Students

1. If a student is not enrolled in any unit of study by the census date for that semester, or the student has enrolled and withdrawn their enrolment before census date, and the student has not discontinued from the course or taken intermission from their enrolment, the student's Confirmation of Enrolment (CoE) will be cancelled for passive withdrawal from study.
2. If a student's CoE is cancelled the student must apply for readmission.

9. Termination of enrolment or exclusion by SI

1. If a student fails to study for a period of two years from their last enrolment, their current course enrolment will be terminated automatically.
2. SI may exclude a student for a period of time under the *Monitoring Academic Progress Policy* and the *Students at Risk and Unsatisfactory Progress Policy*.
3. SI may terminate the enrolment of student who has not met the attendance requirements.
4. SI may cancel the enrolment of a student who is found guilty of misconduct
5. SI may cancel the enrolment of a student for non-payment of fees.
6. SI will notify the student in writing of SI's intention to terminate a student's enrolment.
7. Student's may appeal this decision and no action on termination will be taken before the conclusion of any appeals periods or an appeal if submitted. Full details are provided in the

Student Complaints and Appeals Policy. The termination of the enrolment may take effect, even during an appeal period if the student’s health or wellbeing, or the wellbeing of others is at risk.

8. For domestic students, SI will notify the Department of Human Services.
9. For international students, a student, whose enrolment has been cancelled by SI, may be in breach of the conditions of his or her student visa and the ESOS Act and will prevent the student from enrolling in any further units at SI. SI will notify the Department of Home Affairs of the student’s cancellation, deferment or temporary suspension of enrolment.
10. SI will advise an international student visa holder whose enrolment is a risk of termination to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

10. Discontinuation of enrolment (withdrawal)

Figure 1: Withdrawal types

	Prior to start teaching	Start teaching period	Census date	Academic withdrawal	Withdrawal
Domestic award and non-award	Deleted	Withdrawn WD	Withdrawn without Fail WW	Withdrawn Fail WF	Fail F
International students	Deleted	Withdrawn WD	Withdrawn without Fail WW	Withdrawn Fail WF	Fail F

10.1 Domestic students in HELP-enabled HE course or tertiary enabling programs, bridging courses etc

Domestic Students can withdraw from a unit and/or course as follows:

1. On or before the start of study period: The student will be deleted from the record and nothing is recorded on the student’s transcript. There is no fee liability.
2. On or before the census date of any study period: where a student withdraws after the start of the study period but before the census date, a withdrawn “WD” notation is recorded and nothing is recorded on the student’s transcript. There is no fee liability.
3. On or before the academic withdrawal date: Where a student withdraws after the census date but before the academic withdrawal date, a withdrawn without fail “WW” notation is recorded and WW is recorded on the student’s transcript. There is a fee liability unless the student submits an application which is approved for the removal of the fee liability based on special circumstances provisions of the *Program Modification and Tuition Fee Refund Policy*.
4. On or before the withdrawal date: Where a student withdraws after the academic withdrawal date but before the withdrawal date, a withdrawn count as fail “WF” notation is recorded and a fail “WF” is recorded on the student’s transcript. There is a fee liability unless the student submits an application which is approved for the removal of the fee liability based on special circumstances provisions of the *Program Modification and Tuition Fee Refund Policy*.

5. After the withdrawal date: Where a student withdraws after the withdrawal date, a fail “F” notation is recorded and a Fail Grade is recorded on the student’s transcript. There is a fee liability unless the student submits an application which is approved for the removal of the fee liability based on special circumstances provisions of the *Program Modification and Tuition Fee Refund Policy*.
6. A student’s enrolment in the course or the relevant units will be treated as discontinued from the date of discontinuation, unless they produce evidence that there was good reason why the application could not be made at an earlier time.
7. A student may not discontinue enrolment in a unit after the end of classes in that course, except in accordance with clause (e) above.

10.2 Domestic students in fee-paying courses and non-award students

Students in non-HELP-enabled HE courses can withdraw from a unit and/or course as listed under 8.1.

10.3 International HE students

International Higher Education students are treated according to the rules listed in section 8.1.

11. Enrolment in more than 1 award course

1. A student may not enrol in more than one award course, without the prior written permission of the Dean.
2. Where a student has enrolled in multiple HE courses, the student is responsible for ensuring they have a reasonable study load each study period, and that they can complete the award course(s) within the maximum allowable time. Enrolment in multiple courses will not be grounds for an appeal against interventions or penalties imposed due to poor academic progression.
3. International students may enrol in more than one course at a time but both courses must have CRICOS registration and the student should ensure they request a CoE for the second course. International students who are seeking to undertake additional study must meet the requirements of their student visa including the need to remain enrolled in a registered course, achieve satisfactory course attendance, and progress in their principal course of study.

12. Enrolment restrictions

A student may not:

1. enrol in a unit of study that they have passed, without the permission of the Dean.
2. enrol or undertake any unit of study or unit for which credit has been granted;
3. enrol in units of study additional to award course requirements, except as a non-award student;
4. except with the permission of the Program Director enrol in units of study with a total credit point value exceeding 50 credit points in one semester;
5. enrol in a unit requiring pre-requisite units to have been completed without first having

completed the pre-requisite units. The Dean may waive prerequisite requirements in special circumstances.

6. enrol in a unit requiring co-requisite units to also be enrolled in without having enrolled in the co-requisite units. The Dean may waive corequisite requirements in special circumstances.
7. enrol in a precluded unit of study.
8. a student may not enrol into an Exit-Only Course. The Dean may waive prerequisite requirements in special circumstances.
9. enrol in a unit of study or units contrary to a recommendation under the *Monitoring Academic Progress Policy*.
10. enrol in a unit where it is known that the student does not meet the inherent requirements listed for enrolment in that unit.
11. enrol in a unit of study for the third time, regardless of which course the student is enrolled within, without obtaining the permission to do so from the Program Director. The Program Director may waive this requirement in special circumstances.

13. Completion of degree requirements

1. Each unit of study is assigned a specified number of credit points and a specific EFTSL value.
2. A student must pass a unit of study to acquire the credit points for that unit of study.
3. The total number of credit points required for completion of an award course, including a combined degree or double degree course, is specified in the course rules.
4. Subject to this policy, a student successfully completes a unit of study if the student demonstrates the learning outcomes for the unit of study to a standard equivalent to a pass level or higher.
5. In order for a student to meet the award requirements for any Bachelor Degree, the student will need to have passed 300 credit points of study, and any specific rules including completion of compulsory units, majors, capstone units and other degree requirements, as specified in the *Student Handbook*.
6. Where a student completes the requirements of a course leading to the qualification of Bachelor, SI will award that qualification.
7. To receive an award, a student must complete a minimum of one-third of the award or a minimum of one (1) year full-time equivalent, whichever is the lesser, through enrolment in the SI course leading to the awarding of that qualification. In exceptional circumstances a student may complete less such as where SI has taken over teaching a student after the student's first institution ceased teaching that award course.

14. Attendance

Domestic students

1. SI will specify the attendance and participation requirements for its programs and units.
2. A student undertaking a unit must comply with the requirements set out in the unit outline and any program rules including such matters as attendance and participation at lectures, seminars, tutorials and practical sessions.
3. Where a student does not satisfy the attendance requirements, the student will be deemed not to have completed the unit.

International students

1. SI will specify the attendance and participation requirements for its programs and units.
2. A student undertaking a unit must comply with the requirements set out in the unit outline and any program rules including such matters as attendance and participation at lectures, seminars, tutorials and practical sessions.
3. Where a student does not satisfy the attendance requirements, the student will be deemed not to have completed the unit.
4. In addition to the educational requirements for attendance and participation, international students must attend at least 80% of classes and educational activities pursuant to the National Code.
5. Attendance and course progression monitoring in respect of international students will follow the rules in the *Procedures for Monitoring Program Progress of International Students*.

15. Maximum course duration

15.1 Higher Education

Domestic students

1. The maximum duration of a course is twice the maximum duration in years plus two years. This is calculated as follows: maximum course duration = (full-time duration in years x 2) + 2 years.
2. SI may establish lower limits depending on the course, with the approval of the Academic Board, but may only do so if no student is unfairly affected by the reduction.
3. The maximum completion date will be calculated from the date of the student's initial commencement in the award course. Where a student changes course, maximum completion date will be calculated from the students commencement of the changed course, and not the initial course.
4. Periods of intermission (**leave of absence**), periods of exclusion or intermission imposed through the *Monitoring Academic Progress Policy* and periods of exclusion imposed through the *Misconduct Policy* are included when calculating if a student has exceeded the maximum enrolment length.
5. The Dean may consider and decide on an extension beyond the maximum time limit on a case-by- case basis.

International students

The maximum duration of a course is the lesser time of either the length of the student visa, as stated on the student's CoE, or the maximum course duration = (full-time duration in years x 2) + 2 years. Where the maximum length is the length of the student's visa, as stated on the student's CoE, SI may extend the student's course duration if:

1. there are compassionate or compelling circumstances,
2. the student has been identified as at risk of not meeting the course progression requirements and SI has implemented, or is in the process of implementing, an intervention strategy,
3. the student's leave of absence has been approved according to Leave of Absence and Standard 9

of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

SI will advise an international student visa holder whose study duration has been extended to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

16. Additional information for international student visa holders regarding enrolment cancellations, withdrawals or exclusion.

1. A leave of absence or withdrawal may impact an international student's student visa. SI is required to advise DHA and the Department of Education and Training (DET) through PRISMS of the change to a student's enrolment status, regardless of whether SI or the student initiated the change. The student must contact DHA for advice regarding the impact of the cancellation or suspension on their student visa.

17. Confidentiality and Record keeping

1. Records will be kept in the appropriate form within the corporate records system at all operational stages of this policy and associated procedures, in accordance with the *Data and Records Integrity Policy*.
2. Records will be maintained within corporate records system at all operational stages of this policy and associated procedures in accordance with the *Privacy Policy*.

18. Complaints and appeals

1. Students should refer to the *Student Complaints and Appeal Policy* if they have a complaint about decisions made by SI under this policy.
2. If the Academic Decision is to exclude a student in accordance with the *Monitoring Academic Progress Policy* or for misconduct under the *Academic and Professional Integrity Policy* or other relevant policy, SI will not enforce the exclusion or termination until the appeal period specified in the *Student Complaints and Appeal Policy* has expired, or, where an appeal is lodged, until such time as the appeal has been determined.
3. If the student is issued a Notice of Intention to Report due to non-attendance or other triggering event and does not lodge a formal complaint after 20 working days (from issue of the notice of intention to report), or the appeal decision supports the Institute's intention to report decision, the decision will be actioned. All student care outlined in the *International Student Services Policy* will be maintained.
4. A student's entitlement to a refund will be determined under the *Student Fees and Charges Policy*.

19. Governance and Monitoring

Governance

1. The Academic Board and or Corporate Governance Board as appropriate delegates responsibility for the day to day implementation to the Provost.
2. The Academic Board will continuously review policies in accordance with the Policy Review Schedule to assure the best outcomes for students.
3. Advice about improvements to this policy will be based on analysis of reports, benchmarking and student and staff feedback.

20. Monitoring

1. The Academic Board will review all periodic reports from relevant committees and staff members, according to the *Compliance Calendar*. Additionally, Academic Board will review all relevant student complaints, grievances and appeals, concerns raised by staff members and instances of student and staff misconduct, according to the *Compliance Calendar*.
2. Based on these monitoring activities, Academic Board, in accordance with the *Compliance Calendar*, will provide a report to the Corporate Governance Board and ensure findings are taken into account in planning, quality assurance and improvement processes.
3. Specific reports in monitoring students will include, but are not limited to:
 - Advice about improvements to the *Enrolment Policy* will be based on analysis of reports regarding:
 - i. Enrolment, retention and completion rates
 - ii. Performance of students who received credit
 - iii. Rates of students identified as at risk
 - iv. Rate of unsatisfactory progress cases
 - v. Student use of support services
 - vi. Student academic performance
 - vii. Student complaints and appeal
 - Participation, progress, and completion by identified student subgroups, including all special entry cohorts, will be monitored and the findings used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.
 - Participation, progress, and completion by identified student subgroups, including all special entry cohorts, will be monitored and the findings used to inform Orientation and Progression programs to allow continuous improvement in meeting the needs of student cohorts.
 - Participation, progress, and completion by identified student subgroups, including all special entry cohorts, will be monitored and the findings used to assess the needs and preparedness of individual students and cohorts and to ensure that students have equivalent opportunities for a successful transition into and progression through their course of study, irrespective of their educational background, entry pathway, mode or place of study.

Definitions

Administrative course/unit withdrawal: withdrawal due to a student's inactivity and lack of response to re-enrolment communications.

Applicant: an individual who has applied to study a course at Sydney Institute.

Award means an Australian Quality framework (AQF)-recognised certification of achievement or competence, which may be granted to a student after successful completion of all the requirements of a course

Award course or qualification: a course leading to an accredited qualification

Census date: The census date is the last date in the study period to withdraw from a unit and/or course without incurring a financial liability.

Confirmation of Enrolment (CoE): a document issued by SI to international students, which is required for purposes of applying for a student visa. The CoE contains information about SI, the course in which the student has enrolled, and the duration of the course.

Core Units means those Units that are compulsory for, and directly address the learning outcomes of, the award course;

Co-requisite Unit means two or more accredited units of study in which a student must be concurrently enrolled;

Course means a formally approved/accredited course that leads to the award of a qualification;

Coursework means a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component;

Credit Points means the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications;

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.

Deferral: delayed commencement by an applicant who has received an offer of a place in a SI course.

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

Equivalent full-time student load (EFTSL): a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis, where the student undertakes a standard course of studies (Higher Education Support Act 2003).

Exemption means the waiving of a course requirement, but without affecting the credit points required

International student: a student who studies with Si:

in Australia who:

- holds or may be granted a temporary visa with study rights, or
- holds or may be granted an Australian student visa as defined by the Education Services for Overseas Students Regulations 2019, or

offshore (outside of Australia):

- offshore (outside of Australia) and is not a domestic student
- online who resides offshore and is not a domestic student.

Learning Outcomes means the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning;

Intermission: an approved leave of absence for a period of time during which a current student is not enrolled in any unit.

Micro credential is a form of short course as defined by the AQF.

Micro-unit is a component of learning smaller than a unit and which is used for micro credentials. It is used for non AQF or accredited learning although credit may be provided for micro-units towards units or courses. Micro units may be combined into short courses.

Non-Award Course means a course approved and provided by SI and that could lead to a Certificate of Achievement. Non-award courses are not accredited against the AQF and do not lead to an AQF Award;

Non-award study: the study of individual units without the restriction of an award course or qualification.

Pre-requisite Unit means one or more accredited units of study that must be successfully completed before enrolment into the specified unit is allowed;

Principal course of study: the highest qualification (usually the last course) covered by a student visa.

Program is a form of learning that can comprise a course, curriculum, training package, units of study, or structured workplace learning.

Short Course means individual units, microunits, skills sets and non-accredited courses.

Student means a person enrolled in a formal course of learning in an educational institution

Study period: a defined period during which a student is expected to commence and complete one unit or more.

Unit / Unit of Study means the integrated suite of learning outcomes and activities that address the learning outcomes of the award course;

Important dates:

- **Census date** (for domestic students enrolled in FEE-HELP or VET Student Loan enabled courses only): the last date in the study period by which to defer or withdraw from units without incurring academic or financial liability.
- **Academic withdrawal date:** the last date in the study period to withdraw from a unit and/or course with a “WW” notation such that there is no academic penalty but there is a financial cost. This date is close of business Friday week 6 in a 12 week semester and close of business Friday Week 5 in a 10 week semester. For shorter units, ...
- **Withdrawal date:** the last date in the study period by which to withdraw from units with a “Withdrawn Fail” notation. This date is close of business on the last day of the teaching period

of the course. Withdrawals after this date will be recorded as a Fail grade.

Review Schedule

This policy will be reviewed by the *Academic Board* once every year.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	29/07/2020	Adopted	29/07/2021

▲ Related Documents

Admissions Policy
Monitoring Academic Progress Policy
Program Modification and Tuition Fee Refund Policy
Student Complaints and Appeals Policy
Students at Risk and Unsatisfactory Progress Policy
Student Handbook
Dean
Program Director - Business
Provost
Quality and Compliance Coordinator

End of document: "Enrolment Policy"

Document ID: 10614, Revision No : (11), Created : July 16, 2020 12:18 pm, By : Aleisha Zhao, Last updated : July 28, 2020 11:58 am, Updated by : ruth
Produced & Printed : Thursday 10th of September 2020 03:04:56 AM "Sydney Institute of Higher Education ABN 49 618 742 813 TEQSA PRV14323 CRICOS 03866C"