
Enrolment Policy

Version	3
Approved by	Academic Board
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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 (**SIHE**)
2. all students of SIHE
3. non-award students who are studying at SIHE.

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 SIHE.

3. Types of enrolment

Students may enrol at SIHE:

1. as part of an award course to which they have been admitted, 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.

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 term, 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 term, 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 enrolment

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 term, 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).

3.4 Conditional enrolment

1. SIHE may make a Conditional Offer of enrolment to any student, where, at the time the student applies, the student is unable to provide satisfactory evidence that they meet the

admission requirements including requirements specified in the *Enrolment Policy* and *English Language Entry Requirements Policy*.

2. The student will be granted enrolment at SIHE subject to meeting the conditions stated in the Conditional Letter of Offer. All conditions must be satisfied and evidence provided to SIHE before the offer can be accepted by the student.
3. Where the student is unable to evidence that each condition has been met, SIHE cannot process the acceptance form, and the enrolment will be declined at which time the student will be notified in writing.

4. Enrolment load

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

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 term.
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 term.
3. A standard load is one EFTSL or 50 credit points per term. Any load above 50 credit points in a standard term must be approved by the Dean or Program Director. Such approval will only be granted where there is a reasonable chance the student will succeed in the overloaded study.

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 SIHE 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 term. Any load above 50 credit points in a standard term must be approved by the Dean or Program Director. Such approval will only be granted where there is a reasonable chance the student will succeed in the overloaded study. See Program Policy for procedures.

5. Enrolment process

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. SIHE 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. SIHE 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 Student Services and Admissions Manager or delegate will monitor the enrolment status of each student at the beginning of each term 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. SIHE 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. SIHE may grant deferred admission to domestic applicants for either one (1) year or one (1) term, from the time the offer is applicable. Where a course is not available for deferment, 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, Deferment, Intermission*

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, Deferment, Intermission and Cancellation of enrolment of International Students.*

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

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 SIHE.
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 SIHE.
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 SIHE 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. SIHE will advise an international student visa holder whose seeks intermission 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.
 9. Further details are provided in the *Procedures for Monitoring Course Progress, Attendance, Enrolment, Deferment, Intermission and Cancellation of enrolment of International Students*.

8. Lapse of enrolment (failure to engage)

Domestic students

1. If a coursework student is not enrolled in any unit of study by the census date for that term, 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 term, 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 SIHE

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. SIHE 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. SIHE may terminate the enrolment of student who has not met the attendance requirements.
4. SIHE may cancel the enrolment of a student who is found guilty of misconduct
5. SIHE may cancel the enrolment of a student for non-payment of fees.

6. SIHE will notify the student in writing of SIHE'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, SIHE will notify the Department of Human Services.
9. For international students, a student, whose enrolment has been cancelled by SIHE, 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 SIHE. SIHE will notify the Department of Home Affairs of the student's cancellation, deferment or temporary suspension of enrolment.
10. SIHE 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 by giving written notice to SIHE as follows:

1. Where the student gives SIHE written notice to withdraw more than 28 calendar days from the Commencement Date (being the Monday of the first teaching week for the students commencing term): The student will be deleted from the record and nothing is recorded on the student's transcript. There is no fee liability.
2. Where the student gives SIHE written notice to withdraw 28 calendar days or less from the Commencement Date: The student will be deleted from the record and nothing is recorded on the student's transcript. The fee liability will be 30% of that term's tuition fees.
3. Where the student gives SIHE written notice to withdraw after the Commencement Date but prior to the Census Date of any study period: a withdrawn "WD" notation is recorded and nothing is recorded on the student's transcript. There is a fee liability of 50% of that term's tuition fees 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. Where the student gives SIHE written notice to withdraw 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 of 100% of that term's tuition fees 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. Where the student gives SIHE written notice to withdraw after the Academic Withdrawal Date and before the Withdrawal date: a withdrawn fail “WF” notation is recorded and a withdrawn fail “WF” is recorded on the student’s transcript. There is a fee liability of 100% of that term's tuition fees 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. 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*.
7. 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 of 100% of that term's tuition fees 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*.
8. 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 a good reason why the application could not be made at an earlier time.
9. After withdrawal application received, all students will be obligated to attend an Exit Interview with General Manager, Governance and Projects. General Manager, Governance and Projects will contact student directly via email or phone to make an appointment for a face to face Exit interview.

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 10.1 above.

10.3 International HE students

International Higher Education students are treated according to the rules listed in section 10.1 above.

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 Dean or Program Director enrol in units of study with a total credit point value exceeding 50 credit points in one term;
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. See *Program Policy* for procedures.
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. See *Program Policy* for procedures.
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.
6. Where a student completes the requirements of a course leading to the qualification of Bachelor, SIHE 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 SIHE course leading to the awarding of that qualification. In exceptional circumstances a student may complete less such as where SIHE has taken over teaching a student after the student's first institution ceased teaching that award course.

14. Attendance

Domestic students

1. SIHE 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. SIHE 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

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. SIHE 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 student's 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, SIHE 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 SIHE 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.

SIHE 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. SIHE 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 SIHE 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 SIHE 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, SIHE 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 Executive Director, Operations & Compliance.
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.

21. Cross-institutional Study

During a student's enrolment, the student may be able to complete one or more units of study at another Australian higher education provider and have it credited towards their enrolled program under cross-institutional study.

Each unit the student intends to undertake as cross-institutional study unit must be assessed by the Program Director for equivalence under the *Recognition of Prior Learning Policy (RPL)*.

The Program Director will provide the student with a written outcome of the RPL assessment including what unit or units in their SIHE program will be granted RPL.

Credit will only be awarded if the cross-institutional study is approved before the student starts.

Upon successful completion of the cross-institutional study units, the students' academic transcript will be noted with AS (Advanced Standing) for each relevant unit.

The Program Director will only permit enrolment under cross-institutional study where:

- There is a unit of study relevant to the student's program that is not taught at SIHE but is available at another institution, and it's necessary for the completion or progression of the student's program
- The student is unable, for good reason, to complete a corresponding unit of study at SIHE

The student will continue to pay fees to SIHE when enrolled under cross-institutional study.

Review Schedule

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

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2	Academic Board	27/11/2020	Include the conditional offer and withdrawal process	27/11/2021
3	Academic Board	5/7/22	Exit Interview and Cross-institutional Study	5/2024

End of document: "Enrolment Policy"

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Related Documents

		Program Modification and Tuition Fee Refund Policy
		Admissions Policy
		English Language Entry Requirements Policy
		Monitoring Academic Progress Policy (Domestic and International Students)
		Recognition of Prior Learning Policy
		Student Complaints and Appeals Policy
		Students at Risk and Unsatisfactory Progress Policy
		Student Handbook
		Dean
		Program Director - Business
		Program Director - ICT
		Quality and Compliance Coordinator