



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Enrolment**

<b>Policy Group(s):</b>	Group C: Administration – 1: Academic (Ref: C1/0709.1-1012)
<b>Related Policy:</b>	Cancellation of Enrolment for Overseas Students Code of Conduct Leave of Absence for Domestic Students Leave of Absence for Overseas Students Formalisation of Enrolment for Overseas Students Grievance Policy and Procedures for Domestic Students – Academic Grievance Policy and Procedures for Domestic Students – Non-Academic Grievance Policy for Overseas Students Review of Academic Progress for Domestic Students Review of Academic Progress for Overseas Students Review of Enrolment Process Suspension for Overseas Students Withdrawal for Domestic Students

**Commencement Date:** September 2009

**Review Date:** October 2017

### **POLICY STATEMENT**

#### **Intent:**

To set out the rules and conditions under which both applicants and continuing students may enrol at Christian Heritage College (CHC).

#### **Scope:**

This policy and the enrolment rules contained herein apply to all CHC students.

*Restrictions:* Overseas students where specific overseas student policy exists.

*Exclusions:* Nil

#### **Objectives:**

1. To clarify CHC enrolment rules and requirements for applicants, continuing students and staff.
2. To ensure transparency, equity and fairness in the treatment of all applicants and continuing students at CHC.

#### **Policy Provisions:**

##### **1. General**

1.1 These rules apply to enrolment in:

- 1.1.1 All award courses accredited for offering by CHC; and
- 1.1.2 non-award courses offered by CHC.

## 2. Calendar and Enrolment Dates

### 2.1 Semesters

- 2.1.1 Each academic year is divided into a first, second and third semester. Each semester commences on the date, and continues for the period, determined by the CHC Executive.
- 2.1.2 The Registrar may authorise variations to the dates approved by the CHC Executive for specific cohorts of students provided that the variations are not greater than two weeks.
- 2.1.3 In determining variations set out in sub-rule 2.1.2 the Registrar may consult the Academic Board as the committee responsible for academic policy.

### 2.2 Teaching Periods

- 2.2.1 Each semester must comprise a minimum of one teaching period.

### 2.3 Enrolment dates

- 2.3.1 Subject to sub-rule 2.1.1, the enrolment dates are set by the Registrar.
  - 2.3.1.1 The census date must be **no earlier** than 20% of the way through the period of time during which a unit is undertaken and is generally the end of week four.
  - 2.3.1.2 The final date for the addition of units or alteration of enrolment is the end of week two of the semester or teaching period.
  - 2.3.1.3 The final date for changing the mode of attendance within a specific unit is the census date of each semester or teaching period.
  - 2.3.1.4 The final date for the cancellation of units without financial penalty is the census date of each semester or teaching period.
  - 2.3.1.5 The final date for the cancellation of units without academic penalty is the end of week eight of each semester or teaching period.
- 2.3.2 The Registrar may prescribe:
  - 2.3.2.1 closing dates for the submission of Unit Selection Forms (USF - i.e. provisional enrolment);
  - 2.3.2.2 different closing dates for:
    - (a) different units or courses;
    - (b) different cohorts of students;
    - (c) different teaching periods.
  - 2.3.2.3 census dates for semesters, and where more than one teaching period is approved for a semester, the census dates for each teaching period;
  - 2.3.2.4 for each semester and where applicable, each teaching period, the final date for:
    - (a) addition of units or alteration of enrolment;
    - (b) withdrawal without financial penalty;
    - (c) withdrawal without academic penalty.
- 2.3.3 The Registrar must publicly declare the census dates set under subrule 2.3.2 at least 2 months before the date takes effect by displaying a copy of them:
  - 2.3.3.1 on the CHC website; and
  - 2.3.3.2 on the Unit Selection Form.

### 3. Enrolment Types

- 3.1 There are a number of enrolment statuses at CHC and these are further explained in the Enrolment Status Rule.
- 3.2 Provisional Enrolment
- 3.2.1 A student is provisionally enrolled upon the submission of a USF to the office of Student Administration each semester.
- 3.2.2 Provisional enrolment must be submitted no later than the closing date set in sub-rule 2.3.2.
- 3.3 Active enrolment
- 3.3.1 Provisional enrolment becomes active enrolment when the units of study have been approved by the course coordinator and all prescribed fees and charges are paid or HELP forms are submitted.
- 3.3.2 Subject to the provisions of rule 3, a student is not entitled to attend any class in any unit after Week 2 without being provisionally or actively enrolled in that unit.
- 3.4 Late enrolments
- 3.4.1 The addition of a unit to a provisional or active enrolment after the commencement of the semester will be accepted as approved up to the final date for addition of units or alteration of enrolment subject to payment of any prescribed charges or the submission of a HELP form.
- 3.4.2 Approval for late enrolments after the final date for addition of units or alteration of enrolment will be made by -
- 3.4.2.1 up to and including the census date – the course coordinator; or
- 3.4.2.2 after the census date - the Registrar and in consultation with the relevant Dean.
- 3.5 Modes of Active Enrolment
- 3.5.1 There are three modes of active enrolment available to students at CHC. These are defined below.
- 3.5.1.1 A student is internal when the mode of delivery for all units is scheduled, organised and face-to-face. This includes intensive units and most units that include a practicum component.
- 3.5.1.2 A student is external when the mode of delivery for all units is not face-to-face and via distance education.
- 3.5.1.3 A student is multi-modal when there is a mix of internal and external delivery.
- 3.5.2 A student's enrolment mode is classified each semester on the following basis:
- 3.5.2.1 internal – all units are undertaken in the internal mode;
- 3.5.2.2 external – all units are undertaken in the external mode; or
- 3.5.2.3 multi-modal – the units undertaken are a mix of internal and external modes.
- 3.5.3 CHC does not require a student to determine their enrolment type prior to the commencement of their course. Enrolment type is determined through the selection of units of study for enrolment in each study period and is classified according to sub-rule 3.5.2 above.

- 3.5.4 Prior to the commencement of each semester, and, until census date, students are provided with a *Confirmation of Enrolment* upon each change to their enrolment which confirms:
- 3.5.4.1 personal details;
  - 3.5.4.2 contact details; and
  - 3.5.4.3 enrolment details including the course of study, the units of study and the unit mode of attendance for each unit of study and their enrolment mode for the semester.
- 3.5.5 A student is only permitted to change the mode of attendance in a unit and, by extension their enrolment mode, prior to the census date in each semester (see sub-rule 2.3.1c above). Students are required to complete an *Application for Change to Unit Selection* form and submit the application to their Course Coordinator. Upon approval the data is entered into the CHC Student Management System.
- At the census date, students are 'locked in' to an enrolment mode for the entire semester and are subject to the requirements of that mode. See sub-rule 4.2 below.
- 3.5.6 CHC communicates the requirements of an enrolment mode to students through each Unit Outline for the units of study in which the student is enrolled.
- 3.5.7 At the end of a student's course and upon the report to DEEWR within the Course Completions file, CHC determines the enrolment type of the student throughout their course based on sub-rule 3.5.1.

#### 4. Changes to Enrolment

All changes to enrolment are made by the completion of the appropriate form.

- 4.1 A student may at any time during the semester, and subject to the payment of fees due, change their enrolment by reducing their study load by one or more units through the submission of an *Application for Change to Unit Enrolment* form.
- 4.2 A student may, subject to the payment of fees due, change their enrolment prior to the date set out in sub-rule 2.3.1 by increasing their study load by one or more units. A student may amend their mode of attendance in a specific unit until the census date of a semester. Such changes are made through the submission of an *Application for Change to Unit Enrolment* form.
- 4.3 A student may, prior to the commencement or the census date of a semester, apply for a leave of absence or, in the case of overseas students, a suspension of their enrolment, for the period of one semester. Two such periods are permitted throughout the duration of the student's course. Such changes are made through the submission of an *Application for a Leave of Absence* or *Application for a Suspension of Studies (Overseas Students)*.
- 4.4 Despite rule 4.1 and 4.2, changes to enrolment may be subject to financial and/or academic penalty as follows:
- 4.4.1 no financial or academic penalty prior to census date;
  - 4.4.2 financial penalty only between census date and the end of week 8;
  - 4.4.3 financial and academic penalty after the end of week 8.
- 4.5 Despite rule 4.4, a Course Coordinator can recommend to the Registrar that a student's change to enrolment be without academic penalty only if:
- 4.5.1 the application is made after the end of week 8 and before the finalisation of results for the semester; and

4.5.2 the Course Coordinator is satisfied the change to enrolment is justified by reason of special circumstances not related to the student's academic ability or diligence.

The Registrar will communicate the decision to the student and the Course Coordinator. The student has the right of appeal through the Grievance Policy for Domestic Students – Non-Academic or the Grievance Policy for Overseas Students.

4.6 A Course Coordinator or Dean may amend the enrolment of a student where the student has:

4.6.1 enrolled in a unit not offered in their course of study;

4.6.2 enrolled in a unit where the necessary pre-requisite units have not been completed;

4.6.3 enrolled in a unit where the necessary co-requisite unit has also not been included in the enrolment;

4.6.4 enrolled in a unit that does not contribute to their course progression.

4.7 A Course Coordinator or Dean may require a student who fails to:

4.7.1 pass a unit in a semester; or

4.7.2 comply with these rules or the rules relating to the course,

to amend his or her enrolment for the subsequent semester.

4.8 A Course Coordinator or Dean may require a student who is at risk of unsatisfactory course progress to attend a Review of Academic Progress (RAP) or Review of Enrolment Process (REP) and to amend his or her enrolment for the subsequent semester.

## 5. Cancellation of Enrolment

5.1 Subject to the provisions of the *Cancellation of Enrolment for Overseas Students* policy, CHC will cancel a student's enrolment if:

5.1.1 the student is in a Commonwealth supported place and has not submitted a *Request for Commonwealth Support and HECS-HELP* form by the census date in the first semester of enrolment;

5.1.2 the student is in a Commonwealth supported place does not submitted a *Unit Selection* form by the closing date for enrolment in the first semester of enrolment;

5.1.3 the outcome of a REP results in exclusion;

5.1.4 the student is excluded for other reasons including academic or personal misconduct which contravenes CHC's policies and/or expressed standards of behaviour in the Code of Conduct;

5.1.5 payment of debts for the same or previous semesters are not made;

5.1.6 an offer is declined;

5.1.7 the student disengages in study without communicating with CHC for a period longer than four semesters.

5.1.8 a person who is liable to pay the overseas student health cover for issue and continuation of a student visa, and fails to pay the charge to CHC by the due date, or fails to provide evidence that the charge has been paid:

5.1.8.1 may have their enrolment cancelled by an authorised officer; and

5.1.8.2 must not undertake study in any course until the charge has been paid.

5.2 A student may cancel their enrolment through submitting an *Advice of Withdrawal* form.

- 5.3 Despite rule 5.2, cancellation of enrolment by a student may be subject to financial and/or academic penalty as follows:
- 5.3.1 no financial or academic penalty prior to census date;
  - 5.3.2 financial penalty only between census date and the end of week 8;
  - 5.3.3 financial and academic penalty after the end of week 8.
- 5.4 If a student's enrolment has been cancelled under sub-rule 5.1.5 the Registrar may allow a student's enrolment to be reinstated to active enrolment only if all monies are paid.
- 5.5 If a student's enrolment has been cancelled under sub-rules 5.1.1, 5.1.2 or 5.1.5, the Registrar may, in exceptional circumstances, have that enrolment reinstated under rule 3.4 – Late Enrolments.
- 5.6 If a student has submitted an *Advice of Withdrawal* form and wishes to re-engage in their previous studies they must re-apply for admission to the course.
- 5.7 Despite rule 5.6 the Registrar may reinstate the enrolment of a withdrawn student if the student indicates they wish to reengage in their studies within a period of 6 months of the cancellation of their enrolment.

## 6. Refusal of Enrolment

- 6.1 Active enrolment will be refused if a student is excluded from study at CHC and may be refused if a student has failed to:
- 6.1.1 comply with a CHC policy, Code of Conduct or other rule;
  - 6.1.2 qualify for the admission to the relevant course; or
  - 6.1.3 display academic or personal conduct which supports CHC's policies and/or expressed standards of behaviour in the Code of Conduct.
- 6.2 Any person who has been refused or declined enrolment in a course at another tertiary educational institution, for either academic or non-academic reasons, may be refused enrolment for any course at CHC.

## 7 Medical fitness

- 7.1 Subject to the *Anti-Discrimination Act* 1991, the Academic Board, on the recommendation of the relevant Dean, may direct that each person who provisionally enrolls in a course in that school must lodge by the closing date for enrolment, a medical certificate stating whether or not, in the opinion of the medical practitioner giving the certificate, the person is in a fit state of health to undertake that course. If the Dean considers that the facts stated in the certificate render it undesirable for the person to undertake the unit(s)/course, the enrolment may be refused.
- 7.2 If, in the opinion of the Registrar or the Dean, the state of health of any student enrolled or of any person seeking re-enrolment for any course gives cause for concern, the Registrar or the Dean may refer the matter to the Principal who may thereupon take such action as is considered necessary in the interests of the student or person concerned, CHC, its staff or students.
- 7.3 A person whose enrolment is refused or in respect of whom any other action is taken under the powers given by this rule has the right to appeal through the Grievance Policy for Domestic Students – Non-Academic or the Grievance Policy for Overseas Students.

## 8 Appeals

- 8.1 A student who is aggrieved by any process in respect to the rules contained in this policy has the right to appeal through the *Grievance Policy for Domestic Students – Non-Academic* or the *Grievance Policy for Overseas Students*.

## Supporting Procedures and Guidelines:

## POLICY FURTHER INFORMATION

<b>Relevant Commonwealth/ State Legislation</b>	Higher Education Support Act (2003) Administrative Guidelines
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## ACCOUNTABILITIES

<b>Implementation:</b>	Registrar Student Administration Deans of each School
<b>Compliance:</b>	Registrar
<b>Monitoring and Evaluation:</b>	CHC Executive
<b>Development/Review:</b>	Policy Committee
<b>Approval Authority:</b>	CHC Principal
<b>Interpretation and Advice:</b>	Registrar's Office

## WHO SHOULD KNOW THIS POLICY?

All academic staff  
Registrar's Office staff  
School Administration staff  
Students

## EFFECTIVENESS OF THIS POLICY

**Performance Indicators:** •

**Other:**

**Definitions and Acronyms:** Authorised Officer – Registrar, Deputy Registrar, Overseas Liaison Officer, Director of Corporate Services or their delegate.  
CHC – Christian Heritage College  
HELP – Higher Education Loans Program  
RAP – Review of Academic Progress  
REP – Review of Enrolment Process



USF – Unit Selection Form

**APPROVAL – section maintained by the Registrar**

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0586.2	Yes	May 1986	Committee of Deans	N/A

**REVISION HISTORY – section maintained by the Registrar**

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0609	Revised	30/07/2009	Academic Board	4.4
0809	Approved	20/08/2009	Academic Board	4.4
0809	Revised	17/09/2009	Academic Board	4.4
C1/0709.1	Approved	17/09/2009	Committee of Management	4.2
1012	Revised	30/10/2012	CHC Principal	4.1