

Enrolment Policy

1. Purpose

This Policy governs the Enrolment of Students in Award and Non-Award Programs at UNSW College (the College). Processes for Enrolment are outlined in the College Enrolment Procedures listed in the 'Related Policy Documents and Supporting Documents' section of this document.

2. Scope

This Policy applies to all Students enrolling in all College Award and Non-Award Programs and any staff involved in the Enrolment process.

3. Policy statement

- (a) The College complies with all legislation relating to Enrolment, including the Higher Education Standards Framework, the Higher Education Support Act 2003 (HESA), ESOS National Code and the Foundation Program Standards 2021.
- (b) Enrolment is a process by which Students select Subjects, register for classes and commence attending classes within a specific Term or Study Period. A Student's academic standing and other factors may impact a Student's eligibility to enrol or remain enrolled in a Program or Subject. *(Please note that for Non-Award Programs, Subjects may be assigned for a specific teaching period based on Program requirements and offerings and subsequently Students will be registered for classes.)*
- (c) Prior to Enrolment, the College makes available to prospective Students, information relating to Enrolment, including the terms and conditions of Students' Enrolment for particular Programs or Subjects, Census Dates, fees and refunds, payment methods, Deferrals, Program Leave and the circumstances in which Enrolment may be amended or cancelled.
- (d) Applicants to whom an offer has been made will not be permitted to enrol until all conditions identified in the offer have been satisfied and all applicable fees and charges have been paid.
- (e) International Students who have breached any of their visa conditions or any College policies may not be accepted for Enrolment or re-Enrolment.
- (f) Students are required to maintain their Enrolment, including enrolling, re-enrolling and registering for classes in the manner and time required. They may, in certain circumstances, amend their Enrolment.
- (g) FEE-HELP is available to Australian citizens and some other visa holders who are enrolled in an Australian Qualification Framework (AQF) Higher Education Program (for example, Diploma) and meet the eligibility criteria established by the Australian Government.

- (h) Students agree to the terms and conditions of their Enrolment which are included with a Student's Letter of Offer and form part of the contract between the College and the Student. Failure to abide by all terms and conditions of Enrolment may impact a Student's Enrolment in a Program or Subject.
- (i) UNSW College reserves the right not to provide an Offer, or to Withdraw an Offer before it is accepted and may do so for a range of reasons. If a Program has been withdrawn because of insufficient Enrolments, for example, the College may offer those applicants an alternative Program or mode of study in which to enrol. Once offers have been accepted or Students have enrolled in their studies, the College will only make changes in accordance with applicable law.
- (j) A Student's Enrolment may be discontinued, suspended or cancelled under certain conditions established by the College or government legislation.
- (k) The College reserves the right to impose a quota on the number of Enrolments in any Program given capacity constraints and availability of resources.

4. Enrolment

4.1 Eligibility to Enrol

Students are eligible to enrol in a Program if they have:

- (a) accepted the Letter of Offer;
- (b) satisfied any Enrolment conditions identified in the Letter of Offer;
- (c) satisfied any Enrolment conditions resulting from processes applied under the following policies and related procedures:
 - i. [Student Misconduct Policy](#) and [Student Misconduct Procedure](#);
 - ii. [Academic Misconduct Policy](#) and [Academic Misconduct Procedure](#);
 - iii. [Academic Progression and Exclusion Policy](#) and [Academic Progression and Exclusion Procedure](#);
- (d) an appropriate Student visa, if an International Student;
- (e) no encumbrances which prevent Enrolment.

4.2 Enrolled Student: Award Program

- (a) Students are enrolled in a Program if, on or before the Census Date as specified on the College website under [Key Dates](#), they have:
 - i. enrolled in Subjects for at least one Study Period or Term of the Academic Year;
 - ii. satisfied all conditions identified in Section 4.1 Eligibility to Enrol;
 - iii. nominated their payment method and paid any requisite fees and charges;
 - iv. completed, signed and submitted an electronic Request for a FEE-HELP Loan Form (eCAF) if an eligible Domestic Student seeking access to a FEE-HELP loan.

- (b) It is a condition of Enrolment that Students bring their own device for study purposes in accordance with the College's [Bring Your Own Device Policy](#).

4.3 Enrolled Student: Non-Award Program

- (a) Students are enrolled if by the start date specified in the Letter of Offer and on the College website under Key Dates, they have:
 - i. satisfied all conditions identified in Section 4.1 Eligibility to Enrol;
 - ii. paid any requisite fees and charges.
- (b) It is a condition of Enrolment that Students bring their own device for study purposes in accordance with the College's [Bring Your Own Device Policy](#).

4.4 Continuity of Enrolment

Students are considered to be enrolled in a College Program until:

- (a) all the requirements of the Program have been completed and, where applicable, the Student qualifies for the award;
- (b) the Student does not re-enrol on or before the Census Date;
- (c) the Student notifies the College in writing that they are discontinuing their Enrolment and withdrawing from the Program;
- (d) approval has been granted by the College to take Program Leave from the Program in which a Student has been enrolled;
- (e) the Student has been suspended or excluded by the College;
- (f) the Student has breached the maximum time allowable for completion of the Program in which they were enrolled;
- (g) the Student does not meet the requirements of their enrolled Program, including attendance and study load requirements as detailed within the Enrolment Procedure; or
- (h) the Student is an International Student and does not meet their visa requirements.

5. Study load

5.1 Award Programs

- (a) Students studying Award Programs must meet the minimum study load requirements as detailed within the relevant [Enrolment Procedure: Award Programs \(Diploma\)](#).

5.2 Non-Award Programs

- (a) Students studying Non-Award Programs must meet the minimum study load requirements as detailed within the relevant [Enrolment Procedure: Foundation and Transitions Programs](#), [Enrolment Procedure: Pre-Masters Program](#) and [Enrolment Procedure: Academic English Programs](#).

6. Student contact details

- (a) Students are required to maintain a current contact address with the College.
- (b) International Students are required to notify the College of their contact details within seven (7) days of arrival in Australia or within seven (7) days of any subsequent change in contact details.

7. Change of Subjects (Award Programs)

- (a) Students can change their Enrolment by adding or withdrawing from a Subject.
- (b) The process of adding a Subject can be undertaken on or before close of business on the Friday of the first week of the Term.
- (c) The process of withdrawing from a Subject should be undertaken on or before the Term's Census Date to avoid any financial penalties and on or before the Term's Academic Withdrawal Date to avoid academic penalty.
- (d) Census Dates and Academic Withdrawal Dates are published on the College website under [Key Dates](#) and in the [Student Handbook](#).
- (e) Further detail is provided in the [Enrolment Procedure: Award Programs \(Diploma\)](#) including Withdrawal from a Subject due to special circumstances after the Census Date.

8. Enrolment Changes (Non-Award Programs)

Detail relating to Enrolment changes in Non-Award Programs is provided in the relevant procedure: [Enrolment Procedure: Foundation and Transitions Programs](#), [Enrolment Procedure: Pre-Masters Program](#) and [Enrolment Procedure: Academic English Programs](#).

9. Deferral

- (a) Deferral is the process of delaying commencement of a Program from the Term originally offered to a later Term.
- (b) If an applicant wishes to defer their offer of a place, they must apply in writing to the College by emailing admissions@unswcollege.edu.au to defer commencement of the offered Program, for a period of no longer than twelve (12) months.
- (c) If the Deferral is approved by the College, the applicant will gain entry into the same Program (subject to Program availability), provided the place is taken up by the agreed Term of commencement. Fees and charges are subject to change depending on the Term the Student commences the Program. For more information on fees or fee refunds refer to the [Student Fees Policy](#), the [Student Fees Procedure](#), the [Student Refund Policy](#) and the [Student Refund Procedure](#).
- (d) If the Program from which the Student has deferred is no longer offered, an alternative Program may be offered to the Student.

10. Program Leave (Award Programs)

- (a) Program Leave is an approved leave of absence from an Award Program for a period of no longer than twelve (12) months after completing at least one Term of study. Approved Program Leave may incur academic and/or financial penalties.
- (b) A commencing Student enrolled in their first Term, on or before the Census Date, would apply for a Deferral rather than Program Leave.
- (c) Domestic Students may apply for Program Leave where Program requirements permit. Applications should be submitted:
 - i. on or before the Census Date in a particular Term to avoid any financial penalties related to Subjects in which a Student is enrolled; and
 - ii. on or before the Academic Withdrawal Date to avoid any academic penalties.
- (d) International Students may only apply for Program Leave due to compassionate or compelling circumstances (see Guidelines for Assessing Compassionate or Compelling Circumstances). In all but exceptional circumstances, International Students granted leave will be required to depart Australia for the period of approved leave.
- (e) During the period of the Program Leave, the Student's Enrolment will be suspended. If the Student does not return to the Program at the end of the Program Leave the Enrolment will be cancelled.
- (f) See the [Enrolment Procedure: Award Programs \(Diploma\)](#) for detail relating to the processes a Student must follow, including Withdrawal from a Subject due to special circumstances after the Census Date.

11. Program Leave (Non-Award Programs)

Students enrolled in Non-Award Programs should refer to the relevant Enrolment Procedure: [Enrolment Procedure: Foundation and Transitions Programs](#), [Enrolment Procedure: Pre-Masters Program](#) and [Enrolment Procedure: Academic English Programs](#) for information related to Program Leave or Leave of Absence.

12. Program Withdrawal

- (a) Students who seek to completely cease their studies may Withdraw from the Program in which they are enrolled. Written advice should be submitted on or before the Census Date in a particular Term to avoid any financial penalties and for Award Programs, on or before the Academic Withdrawal Date to avoid academic penalties.
- (b) After Withdrawal and Enrolment cancellation, if a Student seeks to resume study, they will need to re-apply through the Universities Admissions Centre (UAC) if a Domestic Student, or directly to the College if an International Student.
- (c) International Students who have not yet completed six (6) months of their principal Program will need to apply for release from the College if they transfer to another education provider in Australia (see [International Student Transfer Policy](#)).

- (d) International Students should note that a Withdrawal fee may be applicable, please refer to the Student Refund Procedure for further information.
- (e) See the relevant Enrolment Procedure and the [International Student Transfer Policy](#) for detail relating to processes.

13. Enrolment responsibility

- (a) Students are responsible for managing their Enrolment. This includes for Diploma Programs, ensuring any pre-requisite or co-requisite conditions are met and only enrolling in Subjects that form part of the prescribed Program structure published by the College. Students should refer to the [Enrolment Procedure: Award Programs \(Diploma\)](#) for more information.
- (b) Students who have lodged an external appeal under the [Student Appeal Policy](#), are required to notify the College to ensure their Enrolment is maintained until a resolution is reached.

14. Enrolment Suspension or Exclusion

- (a) Enrolment Suspension is a forced, temporary leave from the College with a right to re-enrol after the specified period has elapsed. It is typically related to unsatisfactory academic progress or as a penalty for misconduct. A Student's Enrolment is cancelled for the period of the Suspension. Students have the right to appeal Suspension from a Program.
- (b) Exclusion is a cancellation of a Student's Enrolment, permanently or for a specified period, typically due to unsatisfactory academic progress or as a penalty for misconduct. A Student may only recommence studies by seeking re-admission with special approval to the College after the Exclusion period. Students have the right to appeal Exclusion.
- (c) A Student has the right to appeal a decision made in relation to their Enrolment in accordance with the [Student Appeal Policy](#) and the [Student Appeal Procedure](#).
- (d) In the event that a Student's health or wellbeing, or the wellbeing of others, are at risk, the College may suspend the Student, if it is determined that the threat is serious, without providing the advanced opportunity to the Student to access their appeal rights in accordance with the [Student Misconduct Procedure](#).
- (e) More detail in relation to Enrolment Suspension or Exclusion can be found in the [Academic Progression and Exclusion Policy](#), the [Academic Progression and Exclusion Procedure](#), the [Academic Misconduct Policy](#), the [Academic Misconduct Procedure](#), the [Student Misconduct Policy](#) and the [Student Misconduct Procedure](#).

15. Compassionate or compelling circumstances

Compassionate or compelling circumstances are matters which, in most cases, are beyond the control of the Student and will impact the Student's capacity to progress with their planned Program of study. For further information, refer to the [Guidelines for Assessing Compassionate or Compelling Circumstances](#).

16. Appeal or Reviews

- (a) The College provides Students with an appeals process ([Student Appeal Policy](#) and/or [Student Appeal Procedure](#)) whereby they can appeal decisions made under this Policy and the related Procedures.
- (b) Student who wish to seek a review of decisions relating to Fee Remission should refer to the Enrolment Procedure: Award Programs (Diploma) for the process which applies.

17. Roles, responsibilities and delegations

Role	Responsibility
UNSW College Board of Directors	Have the ultimate responsibility of compliance with HESF and HES Act.
UNSW College	<ol style="list-style-type: none"> (a) Must provide prospective and enrolled Students with accurate information regarding Subject requirements, relevant policies and procedures, any Subject fees, and Census Dates. (b) Must ensure the Admissions and Enrolment processes are equitable and transparent.
Prospective Students	Must ensure all application material is complete and accurate.
Enrolled Students	Must ensure their Enrolment record is accurate and up to date.
All staff involved in Student Admissions and Enrolment	Must comply with this Policy and related Procedures.
Appeals Committee	A committee of UNSW College tasked with hearing Student Appeals according to the Student Appeal Policy and the Student Appeal Procedure .

18. Definitions

Definitions and Acronyms	
Academic Withdrawal Date	The last date a Student can Withdraw from a Subject, where the Subject will not appear on an academic transcript.
Academic Year	This begins on the first day of the first Study Period in a calendar year and ends on the last day of the last Study Period in the same calendar year.
Admissions	This is the process whereby an applicant is formally admitted into their chosen Program of study following an offer and acceptance of that offer.
Appeals Committee	A committee of UNSW College tasked with hearing Student Appeals according to the Student Appeal Policy and the Student Appeal Procedure.

Definitions and Acronyms	
Australian Qualifications Framework (AQF)	The AQF is the national policy for regulated qualifications in Australian education and training.
Award Program	(Award Program) has the meaning as defined in the TEQSA Act (see higher education award) and include Diplomas, advanced diplomas and undergraduate degrees.
Census Date	This is the last day within each Study Period to: finalise a Student's Enrolment, Withdraw from a Subject or Program without financial penalty and submit a Request for FEE-HELP Form.
Deferral	Delaying commencement for an approved amount of time.
Diploma	Diploma is a qualification located at level 5 of the Australian Qualifications Framework.
Domestic Student	A Student enrolled at an Australian location who is an Australian or New Zealand citizen or who holds an Australian permanent resident visa or Australian permanent humanitarian visa.
Enrolment	Enrolment is a process by which Students select Subjects, register for classes and commence attending classes within a specific Term or Study Period.
ESOS National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth).
Exclusion	A Student may be excluded from UNSW College under UNSW College's relevant Policies. An excluded Student may not re-enrol until the approved period of Exclusion has passed. Students may be excluded for reasons such as non-payment of fees or breaches of the Student Code of Conduct .
FEE-HELP	An Australian Government loan scheme that assists eligible full fee-paying Students pay their tuition fees at university and other higher education providers.
Fee Remission	Remission of HELP debt, FEE-HELP and/or tuition fees after the relevant Census Date, if a Student can demonstrate special circumstances.
HES Act	Higher Education Support Act 2003 (Cth)
Higher Education Standards Framework	Higher Education Standards Framework (Threshold Standards) 2021 (Cth)
International Student	A Student who is not a citizen or permanent resident of Australia or holder of a humanitarian visa, or citizens of New Zealand who are not eligible to be a Commonwealth supported Student.
Non-Award Program	An approved Program of study that does not lead to an AQF award but leads to a College qualification. This can include a tertiary preparation Program, an English Language Intensive Program for Overseas Students (ELICOS), a Foundation Program and Pre-Masters Program.
Program	An Academic Board approved set of requirements and Subjects into which a Student is admitted. In some cases, this will lead to

Definitions and Acronyms	
	an UNSW College qualification and others, to an Australian Qualifications Framework award.
Program Leave	An approved leave of absence from an Award Program for a period of no longer than twelve (12) months after completing at least one Term of study. Approved Program Leave may incur academic and/or financial penalties.
Student	Is a person enrolled in an approved Program of study at UNSW College whose Enrolment has not lapsed or been cancelled.
Study Period	A defined teaching and study period for the completion of Subjects for a particular Program.
Subject	A component of an Academic Program, normally of one Term or Study Period in duration, with a specific credit value.
Suspension	Suspension is forced, temporary leave from the College with an automatic right of re-entry for the first available intake commencing after six months from the conclusion of the Suspension have elapsed. A Student's Enrolment will be cancelled if a Student does not re-enrol in that timeframe.
Term	A teaching period in which Subjects and their related classes are taught and timetabled.
Withdraw / Withdrawal	The termination of a Student's Enrolment(s) with the College

19. Related Policy Documents and Supporting Documents

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 (Cth) • Higher Education Support Act 2003 (Cth) • Education Services for Overseas Students Act 2000 (Cth) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)
Policy	<ul style="list-style-type: none"> • Admissions Policy • Academic Progression and Exclusion Policy • Guidelines for Assessing Compassionate or Compelling Circumstances • Student Fees Policy • Student Grievances and Complaints Policy • Student Appeal Policy • Student Refund Policy
Procedures	<ul style="list-style-type: none"> • Enrolment Procedure: Award Programs (Diploma) • Enrolment Procedure: Foundation and Transitions Programs • Enrolment Procedure: Pre-Masters Program • Enrolment Procedure: Academic English Programs

Related Policy Documents and Supporting Documents	
	<ul style="list-style-type: none"> • Student Grievances and Complaints Procedure • Student Fees Procedure • Student Refund Procedure • Student Appeal Procedure

20. Policy Governance

Enrolment Policy	
Category/Business Group	Student and Program Administration
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director, Students
Contact Officer	Head of Student and Program Administration
Effective Date	14 March 2024
Next Review Date	14 March 2027
Version	3.0

21. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
3.0	Academic Board	14 March 2024	14 March 2024	Changes made to accommodate feedback received from Department of Education specifically updates made to sections 3, 4.2, 4.4, 7, 10, 12, 18 and the addition of section 4.3 and section 8. References updated for Student Complaints and Review Policy / Procedure and Guidelines for Assessing Compassionate or Compelling Circumstances.

2.0	Academic Board	15/01/2024	15/01/2024	Updates made to sections 2, 3, 4, 5, 9, 11 and 12 including reference to new individual Enrolment Procedures. Inserted Definition of 'Program Leave'. Updated to remove compassionate and compelling circumstances content and include references to Compassionate and Compelling Circumstances Policy.
1.0	Academic Board	08 August 2023	17 August 2023	N/A

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