

Enrolment Procedure: Academic English Programs

1. Purpose

This Enrolment Procedure for the Academic English Programs is designed to implement the UNSW College (College) [Enrolment Policy](#) specifically for Academic English Programs. This document should be read in conjunction with that Policy.

2. Scope

This Procedure applies to all Students enrolling at the College in Academic English Programs (AEP) and any staff involved in the Enrolment process.

3. Enrolment Process

- (a) Enrolment is a process by which Students have commenced and remain active in their program and subjects and classes are assigned for a specific teaching period based on program requirements and offerings.
- (b) International Students must comply with Student visa conditions, which include maintaining a full-time Enrolment, satisfactory attendance and academic progress and the confirmation of appropriate welfare arrangements if under eighteen (18) years of age.

4. Enrolment Deadlines

- (a) Orientation day: First day of the class in each Term;
- (b) Commencement date: Orientation Day and first session of the class;
- (c) Late arrival date: Friday of the first week of classes (approval only).

5. Correction or Change of Personal Details

- (a) All College Students are required to maintain current contact details within the College Student Management System (SMS). Students need to ensure records are updated as soon as any changes occur.
- (b) If International Students under the age of 18 reside with a parent or guardian, they must also maintain the address and contact details of the parent or guardian on the Student portal. The College will communicate with the Student's parents and / or guardian on matters related to a Student's academic progress, attendance and wellbeing. (See the College [International Students Under 18 Policy](#) and [International Students Under 18 Procedure](#).)
- (c) Students can request to change or correct the College record of their: Formal Name, Date of Birth, Gender, Contact Details including email address and mailing address and preferred name. The legal name must appear on the Student's birth certificate or passport.
- (d) International Students are required to notify the College of their contact details within seven (7) days of arriving in Australia and within seven (7) days of any subsequent change. Contact details required include: current residential address, mobile number and email address and who to contact in emergency



situations.

- (e) Students are not permitted to change their formal name, date of birth, gender or residency status in the Student portal or the College SMS without prior approval and supporting documents may be required.
- (f) Change of address details can be updated from the following link <https://my.unswcollege.edu.au/> on the Student Portal.
- (g) Supporting documents from overseas must be certified by either:
 - i. a Justice of the Peace, who will sign a copy of the original and add their registration number; or
 - ii. an authorized representative from Student Enquiries at the College.
- (h) Supporting documents (see the list below) from Domestic Students can be verified via the DVS at www.dvs.gov.au:
 - i. Australian Birth Certificate;
 - ii. Australian Passport;
 - iii. Australian Change of Name Certificate;
 - iv. Australian Marriage Certificate;
 - v. Australian Driver License.
- (i) Email is the main mode of formal communication from the College. All Students are required to read emails sent to their College email address, as it may contain vital administrative information or teaching material not provided any other way. If the Students use an email account other than the centrally provided College account, they must arrange to redirect their College email to that account.

6. Enrolment and attendance

6.1 Full-time Study Load

A normal full-time Enrolment is the equivalent of 20 contact hours per week.

6.2 Study Load for International Students

- (a) International Students are required to enrol in a study load that ensures completion of the program within the expected duration of study identified in their Confirmation of Enrolment (CoE).
- (b) It is a Student's responsibility to ensure that they meet a minimum of eighty percent program attendance. Please refer to the [Attendance Monitoring Policy](#) and [Attendance Monitoring Procedure](#).

7. Absence from Classes

7.1 Explanation of Absence: Less than five (5) days

- (a) If a Student misses between one to five (1-5) days of classes, an [Explanation of Absence Form](#) must be completed, in addition to demonstrating



compassionate or compelling grounds for the absence. Further details can be found in the Guidelines for Assessing Compassionate or Compelling Circumstances.

7.2 Leave of Absence

- (a) If a Student misses more than five (5) days of classes, a Leave of Absence form must be completed and lodged together with an official medical certificate, from an approved Australian Health Practitioner Regulation Agency (AHPRA) registered practitioner, or other supporting documentation recognized as Compassionate or Compelling evidence. All supporting documentation must be in English or translated into English by a certified translator. Further details can be found in the Compassionate and Compelling Circumstances Policy.
- (b) A Student is allowed to take up to 28 days leave of absence due to illness, unexpected events, compassionate or compelling circumstances.
- (c) A leave of absence in excess of 28 days is not permitted and will require a Student to withdraw and re-apply for admission.

8. Change of Program and Program Withdrawal

- (a) Students who seek to change their AEP after Commencement, must withdraw from the initial AEP in which they enrolled and re-apply to admission for entry into a different AEP.
- (b) Students who enrol in AEP to meet the English entry requirement of their subsequent pathway program, must apply for withdrawal if they have met the English requirement using other English test scores.
- (c) AEP Students can withdraw from a program, if:
 - i. the Student is returning to their home country (departing Australia and a copy of a return airline ticket is required within 28 days);
 - ii. a release is granted by the College to transfer to another education provider (see the [International Student Transfer Policy](#));
 - iii. the Student did not meet the UNSW Sydney entry requirements.
 - iv. the Student is deemed to have compassionate or compelling reasons, and this is supported by the College (see the Guidelines for Assessing Compassionate or Compelling Circumstances);
 - v. the Student is dissatisfied with the program (a written statement is required).
- (d) To withdraw, a Student is required to submit the [Application to Withdraw Form](#) to the College Enrolment team by email: enrolments@unswcollege.edu.au.

9. AEP Program Change of Class

- (a) Students may submit a Change of Class request at any time during their program, by completing Change of Class form on the Forms page of the Current Student Hub website: <https://my.unswcollege.edu.au/forms> and



emailing this to: EDU_AcademicServices@unswcollege.edu.au for processing.

- (b) Change of Class requests will only be approved based on Compelling or Compassionate grounds. Further details can be found in the Guidelines for Assessing Compassionate or Compelling Circumstances.
- (c) Students are expected to remain in their original class group until they have been notified that their request has been approved.

10. Enrolment Cancellation

10.1 Unsatisfactory Attendance

- (a) It is a condition of a Student's Enrolment that they attend all scheduled classes.
- (b) International Students whose attendance falls below 80% will be reported to the Department of Home Affairs.
- (c) Please refer to Attendance Policy for further information.

10.2 Academic and Non-Academic Misconduct

- (a) Students are reminded that the College regards academic misconduct as a very serious matter and Students found guilty of serious academic misconduct in a Foundation or Transition program may be excluded from the program.
- (b) Students who are excluded will not be issued with a Statement of Results or Certificate and no fees will be refunded.
- (c) What constitutes academic misconduct and the possible penalties that can be imposed on Foundation or Transition program Students found guilty of academic misconduct can be found in the College's [Student Misconduct Policy](#) and [Student Misconduct Procedure](#) and [Academic Integrity Policy](#) and [Academic Integrity Procedure](#).

11. Change of personal details or Residency status

- (a) Students who have been admitted or have applied as an International Student and subsequently achieve Australian Permanent Residency must notify the College within seven days of receiving formal confirmation from the Department of Home Affairs.
- (b) Students are not permitted to change their visa status or official name in the College Student Management System (SMS).
- (c) In order to change a visa status or official name, Students must lodge a [Residency Change Form](#) or a [Change of Name Form](#) to the Enrolment team and provide relevant supporting documents.



12. Roles and responsibilities

Role	Responsibility
UNSW College Board of Directors	Has the ultimate responsibility of compliance with Higher Education Standards Framework and Higher Education Support Act 2003 (Cth).
UNSW College	Must provide prospective and enrolled Students with accurate information regarding course requirements, relevant policies and procedures, any course fees, and Census Dates.
Admissions Team	Must ensure the Admissions processes are equitable and transparent.
Enrolment Team	Must ensure the Enrolments processes are equitable and transparent.
Enrolled Students wishing to vary their program	Are responsible for following procedures such as withdrawal and change of program.
Enrolled Students	Must ensure their Enrolment record is accurate and up to date.
All staff involved in Student Enrolment	Must comply with the Enrolment Policy , this Procedure and associated policies and procedures.
Assessment and Integrity Committee	Responsible for ratification of final results and academic progression.

13. Definitions

Definitions and Acronyms	
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 course of study following an offer and acceptance of that offer.
Australian Permanent Residency	An Australian permanent resident is someone who holds a permanent visa but is not a citizen. A permanent resident can live, work and study without restriction in Australia.
Census Date	This is the date within each study period when a student's enrolment must be finalised and the last day a student can withdraw from a course without financial penalty.
Commencement	The Date on which a Student is due to start their Course or Program, as set out in their Confirmation of Enrolment (CoE) or as previously agreed by the provider and Student.
Confirmation of Enrolment (CoE)	A document, which is issued by UNSW College to intending overseas Students and which must accompany their application for a Student Visa. It confirms the overseas Student's eligibility to enrol in the particular Program.

Department of Home Affairs	The Australian Government department with responsibilities for national security, law enforcement, border control, immigration, refugees, citizenship, transport, security and multicultural affairs.
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 remain active in their program, subjects are assigned for a specific teaching period based on program requirements and offerings and subsequently Students will be registered for classes.
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.
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.
Recognition of Prior Learning	The process of assessing an individual's relevant prior learning (including formal, non-formal learning and informal / workplace learning) for equivalence to: the learning outcomes of the qualification specified as a requirement for admission to the program, or courses in the program to which a student has been admitted to determine the credit value to be granted as advanced standing or exemptions.
Student	Is a person enrolled in an approved course of study at UNSW College whose enrolment has not lapsed or been cancelled.
Study Period	Each study period has a designated start and end date, census date, last date by which students can add or substitute units of study, date for withdrawal with or without academic penalty (if applicable), and date for release of subject results.
Term	The administrative time period in which Teaching Periods are defined, students enrol and for which students are charged fees or student contributions.

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"> • Academic Integrity Policy



	<ul style="list-style-type: none"> • Admissions Policy • Enrolment Policy • Student Grievances and Complaints Policy • Recognition of Prior Learning and Credit Transfer Policy • Student Code of Conduct • Student Misconduct Policy • Student Fees Policy • Student Refund Policy • Academic Progression and Exclusion Policy • International Students Under 18 Policy • Attendance Monitoring Policy • International Student Transfer Policy
Procedures	<ul style="list-style-type: none"> • Academic Integrity Procedure • Admissions Procedure • Student Misconduct Procedure • Student Fees Procedure • Student Refund Procedure • International Students Under 18 Procedure • Attendance Monitoring Procedure
Guidelines	<ul style="list-style-type: none"> • Guidelines for Assessing Compassionate or Compelling Circumstances

Procedure Governance

Enrolment Procedure: Academic English Programs	
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Approver	Executive Director, Students
Responsible Officer	Head of Student and Program Administration
Contact Officer	Head of Student and Program Administration
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	Sally Chatterjee			Department of Education.
1	Executive Director, Students – Jacqueline Clements	15 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Procedure. Policies and procedures are available at: unswcollege.edu.au/about/policies