

Enrolment Procedure: Award Programs (Diploma)

1. Purpose

The Enrolment Procedure for Award Programs is designed to implement the UNSW College (College) [Enrolment Policy](#) and is specific to the College's Award Programs. This document should be read in conjunction with that Policy.

2. Scope

This Procedure applies to all students enrolling at the College in Award Programs and any staff involved in the Enrolment process.

3. Enrolment

- (a) Enrolment is a process by which students remain active in their program, select subjects for a specific Study Period based on program requirements and offerings and subsequently, register for classes.
- (b) Following an offer and acceptance of a place at the College, students must select subjects and classes for their approved program of study. Registration for specific classes may occur several weeks prior to the Commencement of each Term.
- (c) A student is enrolled if they have, by the start date as specified in the Letter of Offer or as specified on the College website under [Key Dates](#), they have:
 - i. enrolled in units of study for at least one Study Period or Term of the Academic Year; and
 - ii. satisfied any Enrolment conditions identified in the Letter of Offer, or resulting from processes applied through the [Academic Progression and Exclusion Policy](#), [Student Misconduct Policy](#) and / or [Academic Misconduct Policy](#);
 - iii. an appropriate student visa, if an International Student; and
 - iv. paid any requisite fees and charges.
- (d) 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. Student Study Load

4.1 Units of Credit

- (a) A student's study load and whether it is considered full-time or part-time, is determined by the total Units of Credit (UoC) value undertaken by a student across the three Terms that form an Academic Year.
- (b) Each subject within a College Diploma is worth 6 UoC. Note that the Communication and Academic Literacy (CAL) subject is offered as a series of three (3) skills-based subjects across three Terms (CAL 1 – CAL 3) or as a single



subject (CAL 4) across one Term. CAL 1-3 and CAL 4 are both worth 6 UoCs. Eligibility to enrol in either CAL 1-3 or CAL 4 depend on several factors. Please refer to the [UNSW College Diploma Student Handbook](#) for further information on Enrolment eligibility.

4.2 Full-time study load for Diplomas

- (a) A normal full-time study load across an Academic Year is 48 Units of Credit (UoC) and at least one Enrolment in each Term. This equates to 1.0 Equivalent Full-time Student Load (EFTSL).
- (b) The minimum full-time student load is 0.75 EFTSL or 36 UoC across an Academic Year.
- (c) Students undertaking less than 0.75 EFTSL across three standard Terms in an Academic Year or less than 12 UoC per Term are part-time students.
- (d) Students enrolled in the Diploma of Business undertake 54 UoC across an Academic Year which equates to 1.125 EFTSL.
- (e) The maximum study load a student can undertake in a Term is 19 UoC. Approval to study more than 19 UoC will be considered by an Academic Director on a case-by-case basis.
- (f) Students undertaking the *Communication and Academic Literacy* subject within the Diplomas, who have had to re-take the Communication and Academic Literacy 3 subject, may have a minimum Enrolment load of 1 UoC in their final Term.

4.3 Students at risk of poor academic performance

Students at risk of poor academic performance may have Enrolment conditions imposed as part of an intervention strategy, which may result in less than a full-time load. More detail is in the [Academic Progression and Exclusion Policy](#) and the [Academic Progression and Exclusion Procedure](#).

4.4 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) International Students can apply for a reduced study load without academic penalty, up until the Term's Census Date, and have their CoE extended if:
 - i. it has been determined that there are 'compassionate or compelling' circumstances with evidence to support this assessment;
 - ii. an intervention strategy has been implemented as a result of not meeting academic progress requirements (see [Academic Progression and Exclusion Policy](#));
 - iii. an approved Deferral or suspension of the student's Enrolment has occurred; and / or
 - iv. the student does not meet pre-requisite subject requirements or subjects are not available.



- (c) All applications for a reduced study load must be submitted on a Reduced Study Load form, prior to the Term's Census Date.
- (d) Students are not required to apply for a reduced study load if they are in the final Term of study and can complete their program by the end date of the CoE.
- (e) International Students who need to extend their Enrolment in order to complete the program, due to implement intervention strategy or evidence of the compassionate and compelling circumstances:
 - i. will be provided with an extended CoE to reflect the revised Study Period upon their Enrolment in the new Study Period;
 - ii. are responsible for checking with the Department of Home Affairs to determine whether the revised CoE will have any impact on their current student visa status;
 - iii. will receive a deferred CoE for the UNSW Sydney program, if holding a Package Offer to a UNSW Sydney degree.

4.5 Study load required for Centrelink benefits

Domestic Students on reduced study loads may not be eligible for Centrelink benefits.

5. Census Dates

- (a) Each academic program has designated Census Dates in each Term or teaching period which are published on the website under [Key Dates](#).
- (b) Census Dates are typically the Sunday of week four of the teaching period.
- (c) The Census Date each Term is the last day a Student can withdraw from a subject without financial penalty or apply for FEE-HELP if an eligible Student. See Section 6 for academic penalties related to subject withdrawal.
- (d) If a Student's FEE-HELP arrangements are not submitted by the relevant teaching period Census Date, their Enrolment will be cancelled.
- (e) For details relating to Student Fees and Refunds, see the [Student Fees Policy](#) and [Student Fees Procedure](#) and the [Student Refund Policy](#) and the [Student Refund Procedure](#).
- (f) Any Student who is enrolled in a subject on the Census Date is deemed to be effectively enrolled and liable for any relevant fees and charges for the subjects in which they are enrolled.

6. Academic Withdrawal Dates

- (a) Each academic program has a designated Academic Withdrawal Date which is typically week seven of the relevant teaching period. Specific dates for each teaching period are published on the College website under [Key Dates](#) and in the [Student Handbook](#).



- (b) The Academic Withdrawal Date is the date by which Students may drop a subject without academic penalty even though they may still be financially liable (depending on the timing of the withdrawal in relation to the Census Date).
- (c) Each academic program also has a designated Late Academic Withdrawal Date which is typically the last day of teaching. Specific dates for each teaching period are published on the website under [Key Dates](#) and in the [Student Handbook](#).
- (d) If a Student wishes to withdraw without academic penalty after the Academic Withdrawal Date, they must complete a [Subject Variation Form](#) application form.
- (e) Withdrawing after the Academic Withdrawal Date but before the last day of teaching will have an academic impact on a Student's transcript and academic risk level in accordance with the [Academic Progression and Exclusion Policy](#), but will not impact on a Student's Weighted Average Mark (WAM).
- (f) Any withdrawal from a subject after the Sunday of week twelve of the teaching period will affect a Student's WAM.
- (g) Appendix 1 provides details of academic and financial penalties which apply at different times for Enrolment changes.

7. Current contact details for Students

- (a) All College Students are required to maintain current contact details within the College Student Management System (SMS).
- (b) 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 name and details of a contact in the event of any emergency situations.

8. Change of personal details and/or visa status

- (a) 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.
- (b) Students are not permitted to change their personal details or visa status in the College SMS.
- (c) In order to change a Student's personal details or visa status, Students must lodge a [Change of Personal Details](#) request via the [Student Portal](#) with the Enrolments team and provide relevant supporting documents.
- (d) Students who have been admitted or have applied as an international Student and subsequently achieve Australian Permanent Residency must notify the College within seven (7) days of receiving formal confirmation from the Department of Home Affairs by submitting the [Residency Change Form](#).



9. Enrolment process

9.1 Enrolment process

Students are required to enrol by the start date as specified in the Letter of Offer or as specified on the College website under [Key Dates](#).

9.2 Subject selection

- (a) For the first Term of study, Students may be automatically enrolled by the College into their required subjects.
- (b) For subsequent Terms of study, Students are required to enrol into subjects through the Student Management System (SMS).
- (c) At all times, Students are responsible for checking and managing their Enrolment status and subject selection in the SMS, including ensuring their Enrolment:
 - i. conforms to the list of subjects available in the specific teaching period in which they are enrolling;
 - ii. forms part of the approved structure for the program in which they are enrolled;
 - iii. meets any pre-requisite or co-requisite conditions; and
 - iv. does not in total exceed a maximum of nineteen (19) Units of Credit in the teaching period.

9.3 Reporting of international Students who fail to re-enrol

International Students who fail to re-enrol will be reported to the Department of Home Affairs within thirty-one (31) days after the Commencement of the relevant teaching period.

9.4 Registration for classes

Students who have enrolled in subjects but not registered for classes by the Program start date and have not responded to repeated communication attempts from the College, may be dropped from the subject to allow others in a wait list to proceed with their Enrolment and registration.

9.5 Recognition of Prior Learning (RPL) for Award Programs

- (a) Before commencing, a Student may have applied for credit towards the Award Program on the basis of completed prior studies. Any applications for credit must be submitted prior to Commencement of Enrolment and the outcome of the application will guide the Student's Enrolment in the Award Program.
- (b) Credit may take the form of specified credit for particular subjects or unspecified credit towards elective subjects, with further detail provided in the [Recognition of Prior Learning and Credit Transfer Policy](#).
- (c) If Students have received credit towards the Award Program and need assistance in selecting subjects for their Enrolment, they should contact the Student Services team by emailing student.support@unswcollege.edu.au.



10. Change of Enrolment

10.1 Withdrawal from a subject

- (a) A Student may apply to withdraw from a subject at any time during a teaching period. However, different academic and financial outcomes will apply depending on the timing of the withdrawal.
- (b) Detailed information relating to the outcome of withdrawals at different times can be viewed in Appendix 1 attached to this Procedure.

10.2 Withdrawal from a subject due to special circumstances

- (a) A Student may withdraw from a subject after Census Date or an Academic Withdrawal Date without the associated academic or financial penalty, if the reasons for the withdrawal fall within the limits of compassionate and compelling circumstances. The Student is required to complete the Subject Variation Form.
- (b) Further details can be found in the [Compassionate and Compelling Circumstances Policy](#).

10.3 Financial impact of withdrawal from a subject

- (a) The financial impact of withdrawing from a subject can be found summarised in Appendix 1 of this Procedure, in accordance with the [Student Fees Policy](#) and [Student Refund Policy](#).

11. Change of program or specialisation

- (a) Students who wish to change Award Programs will need to:
 - i. meet the relevant entry requirements for the program into which they are seeking admission, in accordance with the [Admissions Policy](#); and
 - ii. meet the academic progression requirements of their current program.
- (b) Students who wish to change their Award Program or their specialisation within an Award Program should email enrolments@unswcollege.edu.au and may be required to withdraw from their current program before the start date.

12. Cancellation of Enrolment by the College

- (a) A Student's Enrolment may be cancelled by the College:
 - i. for breach of and in accordance with the [Academic Progression and Exclusion Policy](#), the [Academic Misconduct Policy](#) or the [Student Misconduct Policy](#);
 - ii. for non-payment of fees by the due date;
 - iii. for consistent failure to make Satisfactory Academic Progress;
 - iv. if an international Student, for a breach of Student visa conditions, including failure of the Student to enrol;



- v. for failure to return to study from Program Leave or suspension.
- (b) If the College cancels a Student's Enrolment, the Student will be:
 - i. informed in writing of the cancellation and the reason for the cancellation;
 - ii. advised of their right of appeal under the [Student Review and Appeal Policy](#);
 - iii. if an international Student, advised of the need to seek advice about visa implications and the steps that will be undertaken by the College and those that must be undertaken by the Student.
- (c) If the Student appeals the decision to cancel their Enrolment, the Enrolment cancellation will be suspended until the appeals process is completed.
- (d) The College will securely store all documents and evidence relating to the cancellation.

13. Deferral of studies

- (a) Applicants who have received an offer of a place in a program at the College, may apply for a Deferral of studies.
- (b) The Deferral request must:
 - i. be in writing, addressed to admissions@unswcollege.edu.au explaining the reason for the Deferral request;
 - ii. be submitted to the College prior to the Commencement of studies in the offered program;
 - iii. specify the duration of the Deferral sought, which can be no longer than twelve (12) months.
- (c) Applicants will be notified in writing of the outcome of their request within five (5) working days of receipt. If approved, the College will specify the teaching period in which the applicant will take up their deferred place and enrol. If an applicant does not enrol in the specified teaching period, the offer of a place will lapse.
- (d) Deferral may not be available if a program is being withdrawn and a teach out of that program is planned.
- (e) Fees and charges that are applied are those current at the time the applicant takes up their place and enrolls.
- (f) International Students will:
 - i. only be granted a Deferral if the College is satisfied there are compassionate or compelling circumstances (please refer to the [Compassionate and Compelling Circumstances Policy](#));
 - ii. be advised that a Deferral may affect their visa status and that they should seek advice from the Department of Home Affairs.



14. Program Leave

- (a) Subject to approval, Students can take Program Leave from their program of study of up to twelve (12) months.
- (b) Domestic Students:
 - i. can apply for Program Leave provided they are enrolled in their second or later teaching period;
 - ii. can apply no later than the relevant Census Date in the teaching period in which they are enrolled;
 - iii. should be aware that any Program Leave sought after Census Date will be subject to the College rules for withdrawal and may result in academic and / or financial penalties.
- (c) International Students can apply for Program Leave from their program of study. However, Students should note:
 - i. the College is required to notify the Australian Government of changes in the Enrolment of Student visa holders;
 - ii. an application for Program Leave can only be submitted provided the Student is enrolled in their second or later teaching period;
 - iii. Program Leave may lead to the suspension of the Student's CoE and may have an impact on their Student visa if the Student is onshore during the Program Leave period;
 - iv. in all but exceptional circumstances such as serious personal or health problems, Students will be required to depart Australia for the duration of the Program Leave;
 - v. in all cases, Students granted leave by the College must report to the Department of Home Affairs to clarify their visa status.
- (d) Students with approved Program Leave will be provided with written notification upon their return and international Students will be provided with an amended CoE to reflect the revised Study Period.
- (e) If Program Leave is approved by the College and the program in which the Student was enrolled is discontinued during the period of leave, the College will make every effort to ensure the Student is offered the same or a near-equivalent program.
- (f) If a Student is excluded or suspended under College policies or rules, no Program Leave will be granted.
- (g) The fees and charges that apply in the teaching period in which the Student returns to study, will be applicable when the Student re-enrols.
- (h) The Enrolment of Students who do not re-enrol in the teaching period specified in the approved Program Leave, will be cancelled and the Student will then have to re-apply for admission.

15. Program withdrawal

- (a) Students wishing to withdraw their Enrolment with the College should submit a [Withdrawal Request Form](#) to Enrolments@unswcollege.edu.au.
- (b) The academic and financial impact of the withdrawal will depend on the date the withdrawal request is received by the College. Further detail is contained in the [Student Refund Policy](#) and [Student Refund Procedure](#).
- (c) After program withdrawal, a Student's Enrolment is cancelled and if wishing to resume studies at a future date, an application for re-admission will need to be submitted.
- (d) For international Students who withdraw their Enrolment with the College:
 - i. the College will cancel the Student's CoE and notify the Department of Home Affairs of the program withdrawal;
 - ii. the Student is required to notify the Department of Home Affairs of the program withdrawal to arrange an alternate visa or depart Australia within twenty-eight (28) days;
 - iii. Students who wish to transfer to another provider prior to completing the first six (6) months of their principal program will need to apply for a release under the [International Student Transfer Policy](#).

16. 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 program requirements, relevant policies and procedures, any program fees, and census dates.
Admissions	Must ensure the admissions and Enrolment processes are equitable and transparent.
Enrolled Students varying 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 <u>Enrolment Policy</u> , this Procedure and associated policies and procedures.
Assessment and Integrity Committee	Responsible for ratification of final results and Enrolments.

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • <u>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</u> • <u>Higher Education Support Act 2003 (Cth)</u>



	<ul style="list-style-type: none"> • 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 • Enrolment Policy • Student Grievances and Complaints Policy • Recognition of Prior Learning and Credit Transfer Policy • Student Code of Conduct • Student Misconduct Policy • Student Refund Policy • Student Fees Policy • Compassionate and Compelling Circumstances Policy • International Student Transfer Policy • Academic Progression and Exclusion Policy • Bring Your Own Device Policy • Student Review and Appeal Policy • Academic Misconduct Policy
Procedures	<ul style="list-style-type: none"> • Admissions Procedure • Student Misconduct Procedure • Student Refund Procedure • Student Fees Procedure • Academic Progression and Exclusion Procedure

17. Definitions

Definitions and Acronyms	
Academic Program	An Academic Board approved set of requirements, Courses and/or supervised research into which a Student is admitted. In some cases, this will lead to an award of UNSW College.
Academic Withdrawal Date	The last date a student can withdraw from a course, where the course 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 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.
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 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.
Deferral	Delaying enrolment for an approved amount of time.
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.
Package Offer	An offer where more than one program delivered by UNSW College or UNSW Sydney is covered by the same student visa
Program Leave	An approved leave of absence from a 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.
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.
Satisfactory Academic Progress	A level of performance and engagement which meets the academic and administrative requirements of the program in which a student is enrolled.
Student	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.
Unit of Credit	The value assigned to Programs and subjects indicating duration and workload. For a subject, UOC indicates the Student workload



	expectations and the contribution of the subject to meeting Program requirements
Weighted Average Mark (WAM)	Calculated by multiplying the mark obtained for each relevant result by the units of credit of the particular program, adding up the products and dividing by the total number of units of credit for the relevant subjects. Only results that produce a mark are considered to be relevant. A 'Term WAM' is calculated for relevant results in a term, and a separate cumulative WAM is calculated for relevant results over a Student's entire program.

Procedure Governance

Enrolment Procedure: Award Programs (Diploma)	
Category/Business Group	Student and Program Administration
Published Externally (Yes/No)	Yes
Approver	Executive Director, Students
Responsible Officer	Head of Student and Program Administration
Contact Officer	Head of Student and Program Administration
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Revision History

Version	Approved by	Approval date	Effective date	Sections modified
2.0	Executive Director, Students – David West (Acting)	11 January 2024	11 January 2024	Sections 3, 4, 6, 10 and 17 including addition of hyperlinks.
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

Appendix 1: Withdrawal from a subject (dropping a subject) – Academic and fee implications

	Deadline	Explanation	Grade	WAM	Academic Standing	Academic Transcript	Fees
1	Census Date (Sunday of week 4)	No academic record impact. Student may withdraw without Financial Liability.	None	Not included	Not included	No grade shown (Subject not included on Transcript)	Refunded in full, less any money owed to UNSW
2	After Census Date but before Academic Withdrawal Date (Sunday of week 7)	Academic Withdrawal without permission – no academic impact.	NF grade (no fail)	Not included	Not included	No grade shown (Subject not included on Transcript)	Student is liable for fees
3	After Academic Withdrawal Date, on or before the Late Academic Withdrawal Date (last official day of teaching in the relevant Teaching Period, i.e. Friday of week 12)	Academic record impact. Grade is shown on transcript. Student may withdraw without permission	AW grade (academic withdrawal)	Not included	Included	AW grade shown (Subject included on transcript)	Student is liable for fees
4	After the last day of teaching of the relevant Teaching Period (after Sunday of week 12)	Academic record impact. Student may not apply for Academic Withdrawal (AW grade).	Finalised grade confirmed by Program Authority	Included	Included	Final Grade and mark shown (Subject included on Transcript)	Student is liable for fees
5	After Census Date and up to one year after the Term or semester in which the student was enrolled	Academic record impact. Student may apply to withdraw without Financial Liability (and, by extension, Academic Withdrawal). Must satisfy HESA criteria.	PW (permitted withdrawal)	Not included	Included	PW grade will not be shown on an academic transcript. It will remain on an academic statement.	Student is not liable for fees