

Enrolment Procedure: Foundation and Transition Programs

1. Purpose

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

2. Scope

This Procedure applies to all Students enrolling at the College in Foundation and Transition Programs and any staff involved in the Enrolment process.

3. Enrolment

- (a) Enrolment is a process by which Students remain active in their program and have subjects and classes assigned for a specific Study 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 Days: as outlined in the Student Offer Letter;
- (b) Commencement date: the first day of classes in the teaching period;
- (c) Enrolment deadline: Friday of the first week of the teaching period, subject to approval; and
- (d) 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.
- 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. Refer to the College [International Students Under 18 Policy](#) and [International Students Under 18 Procedure](#) for further detail.
- (b) 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.
 - (c) 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.

- (d) Students are not permitted to change their formal name, date of birth, gender or residency status in the Student portal or the College Student Management System (SMS) without prior approval and supporting documents may be required.
- (e) Change of address details can be updated on the Student Portal.
- (f) 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 authorised representative from Student Enquiries at the College.
- (g) 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.
- (h) 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 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 criteria

6.1 Full-time Enrolment

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

6.2 Enrolment criteria for International Students

- (a) International Students are required to enroll in a full-time capacity, ensuring that they complete 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.
- (c) If a Student is unable to complete the Program within the original duration of the CoE, the Student will need to apply to repeat the program and for a new CoE to be issued.

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 recognised 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 Guidelines for Assessing Compassionate or Compelling Circumstances.
- (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. Program Withdrawal

- (a) Students who seek to change their program after Commencement, must withdraw from the initial program in which they enrolled and re-apply to Admission for an alternative program.
- (b) The exception to (a) above, is if a Student wishes to repeat the same program, in which case, see Section 10 for Program Repeat.
- (c) 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. Change of Stream and Change of Class

9.1 Change of Stream:

- (a) Students may submit a Change of Stream request form by Friday, Week 1 in the first Term via email to enrolments@unswcollege.edu.au. A copy of the Change of Stream form can be located on the Forms page of the Current Student Hub website: <https://my.unswcollege.edu.au/forms>
- (b) New Stream eligibility is based on the College Admissions team's assessment and is subject to approval.
- (c) Once the outcome is available, the Student's Enrolment will be changed to the new stream and the UNSW Sydney degree program offer will be revised.
- (d) Students are expected to remain in their current stream and class until they have been notified that their request has been approved.

9.2 Change of Class:

- (a) Students who wish to change class must submit a change request by Friday, Week 1 in the first Term.

Students with compassionate and compelling reasons may submit a change of class request at any time during the teaching period. Further details can be found in the Guidelines for Assessing Compassionate or Compelling Circumstances.

- (b) A copy of the Change of Class form can be located on the Forms page of the Current Student Hub website: <https://my.unswcollege.edu.au/forms>
- (c) All Change of Class request forms are to be submitted via email to: EDU_AcademicServices@unswcollege.edu.au for processing.
- (d) Change of Class requests outside of the initial period outlined above in point (a), will only be approved based on Compelling or Compassionate grounds. Further details can be found in the Guidelines for Assessing Compassionate or Compelling Circumstances.
- (e) Students are expected to remain in their original class group until they have been notified that their request has been approved.

9.3 Change of UNSW Sydney Undergraduate Degree Preferences

Students can change their undergraduate program preferences before completion of their Foundation and Transition Program studies.

10. Program Repeats

- (a) Students may be eligible to repeat a College Foundation or Transition Program if:
 - i. during their studies, or at the time of completion, they do not meet the entry requirements to their pathway UNSW Sydney Program and therefore will receive an invitation to repeat the Program; or
 - ii. Students who have been referred to repeat their programs due to

compassionate and compelling reasons.

- (b) Students may not be eligible to repeat a College Foundation or Transition program if any of the following conditions apply:
- i. Students have a record of poor attendance resulting in the issuance during previous studies, of attendance warning letters or in the issuance of a letter of an intention to report to the Department of Home Affairs;
 - ii. Students have already repeated or restarted a Foundation or Transition Program twice;
 - iii. Students are in breach of their Student visa conditions or any College Foundation or Transition Program conditions of Enrolment;
 - iv. a Foundation Program Student's GPA was less than 3.0, in which case an interview with a senior academic staff member is required to consider the request to repeat;
 - v. Students want to repeat a different stream within the Foundation or Transition Programs.
- (c) Students can only repeat the same program in the next available teaching period. Students will be invited to apply to repeat by submitting the Request to Repeat Form to the Enrolments team and this will be subject to approval by the College.

Foundation Program - Standard & Standard Plus	Final GPA less than 5.0	Students will need to repeat the full program
	Final GPA more than 5.0	Students may be able to repeat Semester 2 only
Transition Program	Final GPA less than 5.0	Students will not be able to repeat the Transition program. Students may be eligible to apply for the full Standard Foundation Program through Admissions.
	Final GPA more than 5.0	Students may apply to repeat the full Transition program.

11. Program Change

- (a) Students wishing to change their College Program need to apply for admission to the relevant Program through the College Admissions team.
- (b) Students will need to accept the offer and withdraw from the current Program. A new CoE will be issued on acceptance.

12. Enrolment Cancellation



12.1 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 Monitoring Policy and Attendance Monitoring Procedure for further information.

12.2 Non-payment of fees (ITR)

- (a) Students must pay fees by the relevant payment deadline.
- (b) Students who fail to pay fees by the relevant payment deadlines may have their Enrolment cancelled. International Students may have their CoE cancelled and be reported to the Department of Home Affairs.
- (c) Students may request for Enrolment reinstatement within 5 working days from the date of cancellation. Requests will be considered in case-by-case basis.

12.3 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 can 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](#).

13. 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 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 with the Enrolments team and provide relevant supporting documents as evidence.

14. Roles and responsibilities

Role	Responsibility
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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.

15. Definitions

Definitions and Acronyms	
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.
Package Offer	An offer where more than one program delivered by UNSW College or UNSW is covered by the same student visa
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.
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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> • <u>Education Services for Overseas Students Act 2000 (Cth)</u> • <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</u>
Policy	<ul style="list-style-type: none"> • <u>Academic Integrity Policy</u> • <u>Academic Progression and Exclusion Policy</u> • <u>Admissions Policy</u> • <u>Enrolment Policy</u> • <u>Student Grievances and Complaints Policy</u> • <u>Recognition of Prior Learning and Credit Transfer Policy</u> • <u>Student Code of Conduct</u> • <u>Student Misconduct Policy</u> • <u>Student Fees Policy</u> • <u>Student Refund Policy</u> • <u>Attendance Monitoring Policy</u> • <u>International Students Under 18 Policy</u> • <u>International Student Transfer Policy</u>
Procedures	<ul style="list-style-type: none"> • <u>Academic Integrity Procedure</u> • <u>Admissions Procedure</u> • <u>Student Misconduct Procedure</u> • <u>Student Fees Procedure</u> • <u>Student Refund Procedure</u> • <u>Attendance Monitoring Procedure</u> • <u>International Students Under 18 Procedure</u>
Guidelines	<ul style="list-style-type: none"> • <u>Guidelines for Assessing Compassionate or Compelling Circumstances</u>

Procedure Governance

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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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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