

Offshore Enrolment Policy

1. Purpose

UNSW College (the College) offers some of its Award and Non-Award Programs to offshore Students, i.e., those located outside of Australia.

These offshore Programs may be delivered either directly by the College (College delivered Program) or through a Transnational Education (TNE) Provider (TNE Provider delivered Program), both of which operate under the College's academic and operational standards. The TNE Provider, is a third-party provider and TNE refers to the delivery of Programs, Subjects, or services to learners offshore.

This Policy governs the Enrolment of offshore Students in College delivered Programs and TNE Provider delivered Programs.

2. Scope

This Policy applies to:

- (a) Prospective Students seeking to enrol in College Award and Non-Award Programs delivered offshore;
- (a) Enrolled Students undertaking Programs offshore;
- (b) all modes of offshore delivery, including online, face-to-face and Hybrid; and
- (c) all staff, including TNE Provider staff where applicable, involved in the promotion, recruitment, Admission, delivery, support, management or administration of offshore Programs and Students.

3. Policy Statement

- (a) Enrolment is a process by which:
 - i. Students in Award Programs select Subjects, register for classes and commence attending classes within a specific Term or Study Period;
 - ii. Students in Non-Award Programs, after accepting an offer of a place at the College, are assigned Subjects for a specific Term or Study Period based on Program requirements and offerings and subsequently, Students will be registered for classes.
- (b) A Student's academic standing and other factors may impact a Student's eligibility to enrol or remain Enrolled in a Program or Subject.

4. UNSW College and TNE Provider Responsibilities

The College reserves the right to/will ensure it:

- (a) not make an Offer or Withdraw an Offer before it is accepted 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 If a Program has been withdrawn because of insufficient Enrolments, for example, the College may offer those Applicants an alternative Program or mode of study in which to enrol;
- (b) impose a quota on the number of Enrolments in a particular Program, given

capacity constraints and availability of resources.

- (c) complies with all relevant legislation relating to Enrolment, including the Higher Education Standards Framework;
- (d) publishes information for Prospective Students relating to Enrolment, including the terms and conditions for particular Programs, key dates, fees and refunds, payment methods, Deferral and Program Leave and the circumstances in which Enrolment may be amended or cancelled in a College Delivered Program and/or TNE Provider Delivered Program and;
- (e) offers an appeal process whereby Students can appeal decisions made under this Policy.

For programs where the TNE Provider manages the application lifecycle, the TNE Provider reserves the right to/ will ensure it:

- (a) not make an Offer or Withdraw an Offer before it is accepted for a range of reasons. If a Program has been withdrawn because of insufficient Enrolments, for example, the College or TNE Provider may offer those Applicants an alternative Program or mode of study in which to enrol;
- (b) impose a quota on the number of Enrolments in a particular Program, given capacity constraints and availability of resources.
- (c) complies with all relevant legislation relating to Enrolment, including the Higher Education Standards Framework;
- (d) publishes information for Prospective Students relating to Enrolment, including the terms and conditions for particular Programs, key dates, fees and refunds, payment methods, Deferral and Program Leave and the circumstances in which Enrolment may be amended or cancelled.

For programs where the College manages the application lifecycle, the TNE Provider will liaise with the College on the above items as needed.

5. Student Responsibilities

Students are expected to:

- (a) satisfy any Enrolment conditions identified in the Letter of Offer/Contract and pay any requisite fees and charges prior to being permitted to Enrol;
- (b) understand that agreement to the terms and conditions of Enrolment included with the Letter of Offer/Contract form part of the contract between the College, the TNE Provider and the Student, and failure to abide by these may impact a Student's Enrolment in a Program or Course;
- (c) maintain current contact details within the Student Portal and if under 18 years of age, maintain the address and contact details of their parent or guardian;
- (d) seek approval from the College to change their formal name, date of birth, gender or residency status and provide documentation to support the change;
- (e) be responsible for managing their Enrolment, including ensuring the Subjects conform to the approved Program structure;



- (f) attend all scheduled classes and ensure Program attendance does not fall below 80%;
- (g) read all emails sent to their the College email address, or if using an email account other than the centrally provided College account, arrange to redirect the College email to that account;
- (h) read and understand the [Offshore Personal Electronic Device Student Guidelines](#) identifying minimum system and device requirements for maximizing the Student experience and engaging in the offshore learning process;
- (i) notify the College in writing if they are discontinuing their Enrolment and withdrawing from the Program;
- (j) understand that their Enrolment may be discontinued, suspended or cancelled under certain conditions established by the College, TNE Provider or Australian or local government legislation.

6. Enrolment Eligibility

- (a) Students are eligible for enrolment if they have:
 - i. accepted the Letter of Offer/Contract; and
 - ii. satisfied any Enrolment conditions identified in the Letter of Offer/Contract or resulting from processes applied under the [Offshore Student Misconduct Policy](#), [Offshore Academic Integrity Policy](#) or [Offshore Academic Progression and Exclusion Policy](#); and
 - iii. paid any requisite fees and charges; and
 - iv. have no encumbrances which prevent Enrolment.

7. Enrolled Student

7.1 Award Programs

A Student is Enrolled if, on or before close of business on the Census Date specified in the Letter of Offer or contract, or on the College and / or TNE Provider website under Key Dates, they:

- (a) have attended Orientation (as outlined in the Letter of Offer or contract);
- (b) Enrolled in Subjects for at least one Study Period or Term of the Academic Year;
- (c) satisfied the conditions identified in Section 6 Enrolment Eligibility.

7.2 Non-Award Programs

A Student is Enrolled if by the start date specified in the Letter of Offer or contract and on the College and / or TNE Provider website under Key dates if they:

- (b) have attended Orientation (as outlined in the Letter of Offer or contract);
- (c) have satisfied the conditions identified in Section 6 Enrolment Eligibility;
- (d) have been assigned Subject enrolment for a specific Term or Study Period, based

on Program requirements and offerings.

8. Continuity of Enrolment

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

- (a) completion of all Program requirements and, where applicable, qualified for the award or certificate;
- (b) the Student does not re-enrol on or before the required date and the Student notifies the College in writing that they are discontinuing their Enrolment and withdrawing from the Program;
- (c) approval has been granted by the College to take Program Leave;
- (d) the Student has been suspended or excluded by the College;
- (e) the Student has breached the maximum time allowable for Program completion;
- (f) the Student does not meet the requirements of their Enrolled Program, including attendance and study load requirements.

9. Study Load

9.1 Award Programs: Diploma Programs

- (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 is typically worth 6 UoC.

Note, however, where undertaken, that the *Communication and Academic Literacy (CAL)* Subject, is delivered as a series of three skills-based Subjects across three Terms (CAL 1 – CAL3). The combination of CAL 1-3 is worth 6 UoC.

9.1.1 Full-Time Study Load

- (a) A normal full-time study load across an Academic Year is 48 Units of Credit (UoC) and at least one Subject enrolment in each Term. This equates to 1.0 Equivalent Full-time Student Load (EFTSL).
- (b) The minimum full-time Study Load is 0.75 EFTSL or 36 UoC across an Academic Year.

9.1.2 Part-Time Study Load

- (a) Where possible with a TNE Provider, 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.
- (b) Students undertaking CAL who have had to re-take Part 3 of this Subject, may have a minimum Enrolment load of 1 UoC in their final Term.
- (c) 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 details can be found in the [Offshore Academic Progression and Exclusion Policy](#).

9.1.3 Maximum Study Load

- (a) The maximum Study Load a Student can undertake in a Term is 19 UoC. Approval to study more than 19 UoC in a Term will be considered on a case-by-case basis by the UNSW College Director, Academic Programs, or their delegate.

9.2 Non-Award Programs: Pre-Masters Programs

- (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 required Term or Study Period to complete the Program.
- (b) Successful completion of a Program requires that 18 UoC are completed in one Term or Study Period.

9.2.1 Full-Time Study Load

- (a) A normal full-time study load is 18 Units of Credit (UoC) in the relevant Term or Study Period.

9.2.2 Part-Time Study Load

- (a) Part-time study load, if approved, is a minimum of 12 UoC per Term or Study Period, with the exception of a Student's final Term, when the study load may be less than 12 UoC.

9.3 Non-Award Programs: Foundation Studies Programs, Transition Programs, English Language Programs

- (a) A Student's study load is measured in the number of contact hours per week. Students are expected to enrol in a study load that ensures completion of the Program within the normal duration.
- (b) A normal full-time Enrolment is the equivalent of 20 contact hours per week.

10. Key Dates

- (a) Each Program has designated Key Dates in each Term or Study Period, all of which are published on the College and / or TNE Provider website.
- (b) Key dates include Orientation Days, Start or Commencement Dates and where applicable, Census Dates.
- (c) These dates are critical to Enrolment changes (see Sections 12 and 13) and the application of financial and academic penalties, with further detail provided in the [Offshore Student Fees Policy](#), [Offshore Student Refund Policy – College Delivered Program](#), and [Offshore Student Refund Policy – TNE Provider Delivered Program](#).

10.1 Award Programs: Census Date

- (b) The Census Date is the last day to finalise Enrolments and also the last day on which a Student can withdraw from a Subject without financial penalty. In the case

that the Program is being delivered by a TNE Provider, please refer to the TNE Provider Offer Letter/Contract for detail on financial penalty.

- (a) Any Student who is Enrolled in a Program or Subject after the Census Date is deemed to be effectively Enrolled and liable for any relevant fees.

10.2 Non-Award Programs

- (a) The Commencement Date is the first day of classes in the Term or teaching period and has relevance for financial penalties associated with withdrawals or Program transfers, with further detail provided in the [Offshore Student Fees Policy](#), [Offshore Student Refund Policy – College Delivered Program](#), and [Offshore Student Refund Policy – TNE Provider Delivered Program](#).
- (b) The enrolment and late arrival/starter deadline is Friday of the first week of teaching, subject to approval.

11. Enrolment Process

11.1 Award Programs

11.1.1 Subject Enrolment

- (a) Students are required to enrol in Subjects on or before the first day of the Term and Subject Enrolments must be finalised on or before close of business on the Census Date identified in the Letter of Offer/Contract or on the College / TNE website.
- (b) For the first Term of study, Students may be automatically Enrolled into their required Subjects.
- (c) For subsequent Terms of study, Students are required to enrol into Subjects through the Student Management System.
- (d) At all times, Students are responsible for checking and managing their Enrolment status and Subject selection, including ensuring their Enrolment:
 - i. conforms to the list of Subjects available in a specific Term;
 - ii. forms part of the approved Program structure;
 - iii. meets any pre-requisite or co-requisite conditions; and
 - iv. does not exceed a maximum of 19 UoC in the Term.

11.1.2 Class Registration

- (a) Students who have Enrolled in Subjects but not registered for classes on or before the Enrolment deadline and have not responded to repeated communication attempts, may be Enrolled directly by the College.

11.1.3 Recognition of Prior Learning (RPL)

- (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 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 Subject Enrolment, they should contact UNSW College.

11.2 Non-Award Programs

- (a) Students will be automatically Enrolled into their required Subjects.
- (b) Where class self-registration options exist, Students will be responsible for selecting their preferred classes by the start date for that teaching period. Failure to do so may result in Students not having any choice in timetabled class times.
- (c) Students are responsible for checking their Enrolment status and Subject selection, including ensuring their Enrolment forms part of the approved Program structure.

12. Enrolment Changes: Award Programs

- (a) Where possible in the case of a TNE Provider delivered Program, Students may change their Enrolment by adding a Subject, withdrawing from a Subject, changing their Program or specialisation or withdrawing from a Program.
- (b) The academic and financial impact of the change will depend on the date the change is made. For further information see Appendix 1 and the [Offshore Student Fees Policy](#), [Offshore Student Refund Policy – College Delivered Program](#), and [Offshore Student Refund Policy – TNE Provider Delivered Program](#).

12.1 Academic Withdrawal Dates

- (a) The Academic Withdrawal Date is:
 - i. the last day on 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 and/or Provider); and
 - ii. typically week seven of the relevant teaching period (see specific teaching period dates under [Key Dates](#)).
- (b) The timing of withdrawals after the Academic Withdrawal Date has implications to a Student's Weighted Average Mark (WAM), transcript and academic risk level in accordance with the [Offshore Academic Progression and Exclusion Policy](#). Further details are provided in [Appendix 1](#) of this policy.

12.2 Adding a Subject

- (a) Where possible in the case of TNE Provider delivered Program, Students can add a Subject up until close of business on the Friday of the first week of a Term, via online Enrolment.
- (b) To add a Subject after week 1 of a Term, a Student must complete a [Subject Variation Form](#).

12.3 Withdrawing from a Subject

- (a) Students can Withdraw from a Subject up until close of business on the Friday of the first week of a Term via online Enrolment.
- (b) To Withdraw from a Subject after week 1 of a Term, a Student must complete a Subject Variation Form.
- (c) Students may apply for Subject Withdrawal at any time during a teaching period. However, different academic and financial penalties may apply, depending on the Withdrawal timing. See Appendix 1 for further detail.

12.4 Subject Withdrawal after Census Date without financial penalty (Fee Remission)

- (a) A Student may apply for Subject withdrawal after Census Date or the Academic Withdrawal Date without financial penalty by applying for Fee Remission. In the case that the Program is being delivered by a TNE Provider, please refer to the Provider Offer Letter/Contract for detail on financial penalty.
- (b) Fee Remission is considered where a Student is, or has been, unable to complete Subject requirements owing to Special Circumstances, which are those that:
 - i. are beyond the Student's control; and
 - ii. did not make their full impact on the Student until on or after the Census Date for the Subject from which the Student is requesting Withdrawal; and
 - iii. make it impracticable for the Student to complete the requirements for the Subject.
- (c) Circumstances that present their full impact on or after the Census Date include circumstances that:
 - i. occur on or before the Census Date but worsen after the Census Date; or
 - ii. occur on or before the Census Date but the full effect does not become apparent until after the Census Date; or
 - iii. occur only after the Census Date.
- (d) Applications for Fee Remission must be submitted on a Fee Remission Form with supporting documentation, within twelve months of the Withdrawal date, or if the person has not withdrawn, within twelve months after conclusion of the Study Period in which the Subject was, or was to be, undertaken.
- (e) Discretion may be exercised to waive the twelve (12) month requirement if, in the opinion of the College and/or TNE Provider, it was not possible for the application to be made before the end of the twelve (12) month period.

12.4.1 Fee Remission Application Outcome

- (a) Students may be notified in writing of the outcome of their application within 28 days of submission of their completed application.
- (b) If the application is successful and it is determined that the criteria and provisions of Special Circumstances are satisfied:



- i. tuition fees paid for the Subject(s) will be reimbursed in full; and
- ii. a grade of PW (Permitted Withdrawal) will be recorded against the Subject/s in the Student System.

12.4.2 Internal Review of Fee Remission Decision

- (a) If a Fee Remission application has been deemed unsuccessful by the relevant Provider, a review of the decision can be made within 28 days following notification of the decision outcome of the initial application, stating the reasons the review is sought, process to follow is as per [Offshore Student Appeal Policy](#).
- (b) The review application will be acknowledged in writing within five (5) working days of receipt and the Student will be notified in writing of the review outcome within twenty (20) days of submission.

12.4.3 External Review of Fee Remission Decision

- (a) If a Student remains dissatisfied with a decision received, an external review can be made with relevant governing body.

12.5 Program Withdrawal

- (a) Students wishing to Withdraw from their Program should submit a [Withdrawal Request Form to UNSW College](#).
- (b) The academic and financial impact of the withdrawal will depend on the date the Withdrawal request is received by the College. In the case that the Program is being delivered by a TNE Provider, please refer to the Provider Offer Letter/Contract for detail on financial penalty. Further detail is published in the [Offshore Student Fees Policy](#), [Offshore Student Refund Policy – College Delivered Program](#), and [Offshore Student Refund Policy – TNE Provider Delivered Program](#).
- (c) If withdrawing from a Program and related Subjects after the Census Date due to Special Circumstances, refer to Section 12.4 of this policy.
- (d) After Program Withdrawal, a Student's Enrolment is cancelled. If the Student wishes to resume studies at a future date, an application for re-Admission will need to be submitted.

12.6 Program Leave

- (a) Subject to approval from UNSW College and/or where possible in the case of a Provider delivered Program, Students can take Program Leave of up to maximum period of twelve months.
- (b) A commencing Student Enrolled in their first Term, on or before Census Date, would apply for a Deferral rather than Program Leave.
- (c) A commencing Student still Enrolled in their first Term after the Census Date who no longer wants to continue studying, does not need to apply for Program Leave for the Term. They can Withdraw from Subjects up until the end of the teaching period, with implications for their enrolment status, academic and/or fee liability dependent upon the timing (see Sections 12.3 and 12.4).

- (d) Program Leave may be approved where there are Compassionate or Compelling Circumstances (please refer to the [Offshore Guidelines to Assessing Compassionate or Compelling Circumstances](#)).
- (e) Program Leave approval will specify the date on which a Student must resume their studies. If studies are not resumed on the specified date, Enrolment will be cancelled and the Student will have to re-apply for Admission.
- (f) If a Program from which a Student has taken Approved Program Leave is discontinued during the period of leave, every effort will be made to ensure the Student is offered the same or a near-equivalent Program.
- (g) 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) Students who have applied for, and been granted, Program Leave for less than twelve months, can make a subsequent application to extend their Program Leave up to the maximum allowable period of twelve months.

13. Enrolment Changes: Non-Award Programs

13.1 Program Withdrawal

13.1.1 Pre-Masters Programs

- (a) A Student may apply to withdraw at any time during a teaching period. However, different academic and financial outcomes will apply depending on the timing of the withdrawal. In the case that the Program is being delivered by a TNE Provider, please refer to the Provider Offer Letter/Contract for detail on financial penalty.
- (b) Students can withdraw from a Program at any time without financial or academic implications if the Student is deemed to have compassionate or compelling reasons and this is supported by the College. Further details can be found in the [Offshore Guidelines to Assessing Compassionate or Compelling Circumstances](#). In the case that the Program is being delivered by a TNE Provider, please refer to the Provider Offer Letter/Contract for detail on financial penalty.

13.1.2 Foundation Studies Programs, Transition Programs, English Language Programs

- (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 if Enrolled in Foundation Studies or Transition Programs, is if a Student wishes to repeat the same Program, in which case, see Section 13.5 for Program Repeats.
- (c) Students can withdraw from a Program at any time without financial or academic implications, if the Student is deemed to have compassionate or compelling reasons and this is supported by the College. Further details can be found in the [Offshore Guidelines to Assessing Compassionate or](#)

[Compelling Circumstances.](#)

- (d) To withdraw, a Student is required to submit the [Application to Withdraw Form](#).
- (e) For further detail on financial implications of withdrawal, see the [Offshore Student Fees Policy](#), [Offshore Student Refund Policy – College Delivered Program](#), and [Offshore Student Refund Policy – TNE Provider Delivered Program](#).

13.2 Class Absences (excluding Pre-Masters Programs)

- (a) If missing between one to five (1-5) days of classes, an [Explanation of Absence Form](#) must be completed and submitted, together with supporting documentation related to compassionate or compelling grounds.
- (b) Further details can be found in the [Offshore Guidelines for Compassionate or Compelling Circumstances](#)

13.3 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 to UNSW College as indicated on the Form, together with an official medical certificate or other supporting documentation recognised as compassionate or compelling evidence.
- (b) Further details can be found in the [Offshore Guidelines for Compassionate or Compelling Circumstances](#).
- (c) All supporting documentation must be in English or translated into English by a certified translator.
- (d) A Student is allowed to take up to 28 days leave of absence due to illness, unexpected events, compassionate or compelling circumstances.
- (e) A leave of absence in excess of 28 days is not permitted and will require a Student to withdraw and re-apply for Admission.

13.4 Change of Class (excluding Pre-Masters Programs):

- (a) Students may submit a Change of Class request at any time during their Program, by completing a [Change of Class Form](#) on the Forms page of the College website: <https://my.unswcollege.edu.au/forms> and emailing this to the following for processing:
 - i. For Online University English Entry Course (OUEEC) Students: EDU_AcademicServices@unswcollege.edu.au;
 - ii. For other offshore Programs, and where possible in the case of a TNE Provider delivered Program, to the TNE Provider's nominated contact.
- (b) Where possible, change of Class requests will only be approved based on compelling or compassionate grounds (see [Offshore 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.

13.5 Program Repeats (Foundation Studies and Transition Programs)

- (a) Students may be eligible to repeat a Foundation Studies or Transition Program if:
 - i. during their studies, or at the time of completion, they do not meet the entry requirements to their nominated institution; or
 - ii. Students have been referred to repeat their Programs due to compassionate and compelling reasons.
- (b) Students may not be eligible to repeat if any of the following conditions apply:
 - i. Students have a prior poor attendance record;
 - ii. Students have already repeated or restarted the Program;
 - iii. A Foundation Studies student's GPA was less than 3.0;
 - iv. Students want to repeat a different stream.
 - v. Students have not completed Term 1 of study with a Term 1 GPA
- (c) Students can only repeat the same Program in the next available teaching period.
- (d) Students will be invited to apply to repeat by submitting the Request to Repeat Form and this will be subject to approval:

Program	GPA	Detail
Foundation Program Standard & Standard Plus	Final or Term 1 GPA < 5.0	Students will need to repeat the full Program.
	Final GPA ≥ 5.0	Students may be able to repeat Semester 2 only.
Transition Program	Final GPA < 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 ≥ 5.0	Students may apply to repeat the full Transition Program.

14. Cancellation of Enrolment by the College: All Programs

- (a) Cancellation of Enrolment by the College may occur for:
 - i. breach in accordance with the [Offshore Academic Progression and Exclusion Policy](#), the [Offshore Academic Integrity Policy](#) or the [Offshore Student Misconduct Policy](#);
 - ii. non-payment of fees by the date specified;
 - iii. consistent failure to make Satisfactory Academic Progress;
 - iv. failure to return to study from Program Leave;

- v. unsatisfactory attendance;
 - vi. Suspension; or
 - vii. Exclusion.
- (b) Where cancellation of enrolment by the College occurs, the Student will be informed in writing stating the reason for the cancellation; and advised of their right of appeal under the [Offshore Student Appeal Policy](#).
- (c) If the Student appeals the decision to cancel their Enrolment, the Cancellation of Enrolment will be suspended until the appeals process is completed.

15. Deferral of Studies: All Programs

- (a) Applicants who have received an offer of a place in a College Program, may apply for a Deferral of Studies.
- (b) Further details are published in the [Offshore Admissions Policy](#).

16. Appeals

- Students have the right to appeal a decision made in relation to their Enrolment, in accordance with the [Offshore Student Appeal Policy](#).

17. Roles, responsibilities and delegations

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 and Program fees.
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 Deferral.
Enrolled Students	Must ensure their Enrolment record is accurate and up to date.
All staff involved in Student Enrolment	Must comply with this Offshore Enrolment Policy and any associated policies or procedures.

13 Definitions

Definitions and Acronyms	
Admission	The process whereby an Applicant is formally admitted into their chosen Program of study following an offer and acceptance of that offer.
Award Programs	Has the meaning as defined in the TEQSA Act (see higher education award) and includes Diplomas, Advanced Diplomas, Associate Degrees and undergraduate Degrees.
Census Date	This is the last day within each Term or Study Period in which an Award Program Student can finalise their Enrolment, withdraw from a Subject or Program without financial penalty.
Commencement	The date on which a Student is due to start their Program, as previously agreed by the Provider and the Student.
Subject	A planned and structured sequence of learning and teaching that allows a Student to gain knowledge, skills and understanding in relation to an agreed set of learning outcomes. It is normally of one Term or Study Period in duration, with a specific credit value.
Deferral	Taking an authorized gap between being offered a place at the College and commencing studies in the offered Program.
Enrolled	A status where a Student has already accepted the conditions of enrolment and paid the required amount to secure their place in the Program.
Exclusion	A cancellation of a Student's Enrolment permanently or for a specified period of time. Re-Admission is not automatic and needs special approval.
Fee Remission	Remission of tuition fees after the relevant Census Date, if a Student can demonstrate Special Circumstances.
Non-Award Programs	An approved Program of study that does not lead to a higher education award but leads to a College qualification. This can include a tertiary / degree preparation Program, Pre-Masters Programs, Foundation and Transition Programs, English Language Programs.
Offer / Letter of Offer	A formal invitation for Admission to a place at the College made to a Prospective Student.
Program	An Academic Board approved set of requirements and Subjects into which a Student is admitted.
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.
Prospective Student	A person outside Australia who intends to become or has taken any steps towards enrolling in a TNE Program.

Definitions and Acronyms	
Student	A person Enrolled in an approved Program of study at the 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.
Suspension	a forced, temporary leave from the College with an automatic right of re-entry for the first available intake commencing six months from the conclusion of the Suspension.
Term	The administrative time period in which teaching periods are defined, Students enrol and for which Students are charged fees or Student contributions.
Transnational Education (TNE)	Education Programs, courses or services where learners are located in a country different from the one in which the College is based.
TNE Provider	An approved entity that is licensed to deliver Programs on behalf of UNSW College.

Related Policy Documents and Supporting Documents	
Policy	• Offshore Admissions Policy • Offshore Attendance Monitoring Policy • Offshore Student Misconduct Policy • Offshore Academic Integrity Policy • Offshore Student Code of Conduct • Offshore Student Appeal Policy • Offshore Academic Progression and Exclusion Policy • Offshore Personal Electronic Device Guidelines • Offshore Guidelines for Assessing Compassionate or Compelling Circumstances • Offshore Student Fees Policy • Offshore Student Refund Policy – College Delivered Program • Offshore Student Refund Policy – TNE Provider Delivered Program
Forms	• Change of Class Form • Explanation of Absence Form • Leave of Absence Form • Application to Withdraw Form

18. Policy Governance

Offshore 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	22 May 2025
Next Review Date	22 May 2028
Version	2.0

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
2	Academic Board	22 May 2025	22 May 2025	Updates to document to include TNE Award Program for offshore Students.
1	Academic Board	23 May 2024	23 May 2024	N/A

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

APPENDIX 1: IMPLICATIONS OF ENROLMENT CHANGES IN AWARD PROGRAMS

#	Deadline	Explanation	Grade	WAM	Academic Standing	Academic Transcript	Fees
1.	On or before the Census Date (normally COB Friday 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)	For College delivered Programs: Refunded in full. *Note: Students should refer to the Student Fees and Refund Policy as a Withdrawal fee may apply. For TNE Provider delivered Programs: Please refer to the Provider Offer Letter/Contract for Student refund detail.
2.	After Census Date but before Academic Withdrawal Date	Academic Withdrawal without permission – no academic impact.	NF grade (No Fail)	Not included	Not included	No grade shown (Subject not included on Transcript)	For College delivered Programs:

	(Sunday of week 7)						Students are liable for fees. For TNE Provider delivered Programs: Please refer to the Provider Offer Letter/Contract for Student refund detail.
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)	For College delivered Programs: Students are liable for fees. For TNE Provider delivered Programs: Please refer to the Provider Offer Letter/Contract for Student refund detail.
4.	After the last day of teaching of the relevant Teaching	Academic record impact. Student may not apply	Finalised grade confirmed by	Included	Included	Final Grade and mark shown (Subject included on	For College delivered Programs:

	Period (after Sunday of week 12)	for Academic Withdrawal (AW grade).	Program Authority.			Transcript)	Students are liable for fees. For TNE Provider delivered Programs: Please refer to the Provider Offer Letter/Contract for Student refund detail.
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