

## **Online University English Entry Course - Enrolment Policy**

### **1. Purpose**

This Policy governs the Enrolment of Students in UNSW College (the College) Online University English Entry Course.

### **2. Scope**

This Policy applies to:

- (a) all Prospective Students seeking to enrol in the Online University English Entry Course (OUEEC);
- (b) all Online University English Entry Course (OUEEC) students; and
- (c) all College staff involved in the promotion, recruitment, Admission, delivery, management or administration of OUEEC students.

### **3. Policy Statement**

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. 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 Responsibilities**

The College is expected to:

- (a) make available to prospective Students, information relating to Enrolment, including the terms and conditions of Enrolment for particular Programs, fees and refunds, payment methods, processes for deferral, leave and the circumstances in which Enrolment may be amended or cancelled;
- (b) reserve the right not to make an Offer, or Withdraw an Offer before it is accepted for a range of reasons;
- (c) offer applicants an alternative Program or mode of study due to insufficient Enrolments;
- (d) reserve the right to impose a quota on the number of Enrolments in OUEEC, given capacity constraints and availability of resources;
- (e) offer an appeal process whereby Students can appeal decisions made under this Policy.

### **5. Student Responsibilities**

Students are expected to:

- (a) understand that all conditions identified in the offer must be satisfied, and applicable fees and charges must be paid prior to being permitted to Enrol;
- (b) understand that agreement to the terms and conditions of Enrolment included with



the offer form part of the contract between the College and the Student, and failure to abide by these may impact a Student's Enrolment in a Program or Subject;

- (c) maintain current contact details within the College Student Portal and if under 18 years of age, maintain the address and contact details of their parent or guardian;
- (d) be responsible for managing their Enrolment,
- (e) attend all scheduled classes and ensure Program attendance does not fall below 80%;
- (f) read all emails sent to their 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;
- (g) read and understand the [OUEEC Personal Electronic Device Student Guidelines](#) identifying minimum system and device requirements for maximizing the Student experience and engaging in the online learning process;
- (h) notify the College in writing if they are discontinuing their Enrolment and withdrawing from the Program.

## 6. Enrolment Deadlines

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

## 7. Absence from Classes

- (a) If missing:
  - i. For any unplanned absence of one (1) day or more of classes, an [Explanation of Absence Form](#) must be completed and submitted, together with supporting documentation;
  - ii. For any planned absence of one (1) day or more of classes, a [Leave of Absence Form](#) must be completed and lodged, together with supporting documentation.
- (b) Documentation supporting absence from class must be accompanied by evidence recognised as Compassionate or Compelling (see [OUEEC Guidelines for Assessing Compassionate or Compelling Circumstances](#)), translated into English.
- (c) A Student is allowed to take up to 28 days leave of absence due to illness, unexpected events, compassionate or compelling circumstances.
- (d) 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 program after Commencement or meet the direct English entry requirement for their subsequent College or UNSW Sydney Program, must apply for withdrawal and re-apply for Admission into any

subsequent Program.

- (b) OUEEC Students can withdraw from their Program if they are:
  - i. deemed to have compassionate or compelling reasons, supported by the College (see [OUEEC Guidelines for Assessing Compassionate or Compelling Circumstances](#));
  - ii. dissatisfied with the Program (a written statement is required).
- (c) To withdraw, a Student is required to submit the [Application to Withdraw Form](#) to the College Enrolment team by email: [enrolments@unswcollege.edu.au](mailto:enrolments@unswcollege.edu.au).

## 9. Change of Class

- (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 [EDU\\_AcademicServices@unswcollege.edu.au](mailto:EDU_AcademicServices@unswcollege.edu.au) for processing.
- (b) Change of Class requests will only be approved based on compelling or compassionate grounds (see [OUEEC 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. Deferral

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

## 11. Enrolment Cancellation

### 11.1 Student Misconduct

- (a) Students are reminded that the College regards academic and non-academic misconduct as a very serious matter and Students who breach the [OUEEC](#)

[Student Code of Conduct](#) may be suspended or 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) Further detail around academic and non-academic misconduct and the possible penalties can be found in the [OUEEC Student Misconduct Policy](#) and the [OUEEC Academic Integrity Policy](#).

### 11.2 Suspension or Exclusion

- (a) Enrolment Suspension is a forced temporary leave from the College with a right to re-enrol after the specified period has elapsed. It is typically related to unsatisfactory academic progress (see [OUEEC Academic Progression and Exclusion Policy](#)) or as a penalty for misconduct.
- (b) Exclusion is a cancellation of a Student's Enrolment permanently or for a specified period of time, typically due to unsatisfactory progress or as a penalty for misconduct. A Student may only recommence studies by seeking re-Admission with special approval after the Exclusion period.

## 12. Appeals

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

## 13. 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 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 <a href="#">OUEEC Enrolment Policy</a> 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.
Commencement	the date on which a Student is due to start their Program, as previously agreed by the provider and the Student.
Enrolment	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.
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.
OUEEC / Online University English Entry Course	UNSW College Program that builds academic and English language skills with all content, communication and distribution of learning resources delivered electronically.
Program	an Academic Board approved set of requirements and Subjects into which a Student is admitted.
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.
Subject	a component of a Program, normally of one Term or Study Period in duration, with a specific credit value.
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.

Related Policy Documents and Supporting Documents	
Policy	<ul style="list-style-type: none"> <li>• <a href="#">OUEEC Attendance Monitoring Policy</a></li> <li>• <a href="#">OUEEC Student Misconduct Policy</a></li> <li>• <a href="#">OUEEC Academic Integrity Policy</a></li> <li>• <a href="#">OUEEC Student Code of Conduct</a></li> <li>• <a href="#">OUEEC Student Appeal Policy</a></li> <li>• <a href="#">OUEEC Academic Progression and Exclusion Policy</a></li> <li>• <a href="#">OUEEC Personal Electronic Device Guidelines</a></li> </ul>



Related Policy Documents and Supporting Documents	
	<ul style="list-style-type: none"> <li>• <a href="#">OUEEC Guidelines for Assessing Compassionate or Compelling Circumstances</a></li> </ul>
Forms	<ul style="list-style-type: none"> <li>• <a href="#">Change of Class Form</a></li> <li>• <a href="#">Explanation of Absence Form</a></li> <li>• <a href="#">Leave of Absence Form</a></li> <li>• <a href="#">Application to Withdraw Form</a></li> </ul>

## 14. Policy Governance

OUEEC Enrolment Policy	
Category/Business Group	Students
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director, Students
Contact Officer	Head of Student and Program Administration
Effective Date	23 May 2024
Next Review Date	23 May 2027
Version	1.0

### Revision History

Version	Approved by	Approval date	Effective date	Sections modified
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](https://unswcollege.edu.au/about/policies)