

# Enrolment Policy

## 1. Purpose and Scope

- 1.1 The Enrolment Policy purpose is to set out the principles underpinning enrolment at AIAT.
- 1.2 This policy applies to all students enrolling or re-enrolling in all courses and subjects offered by AIAT and all staff involved in enrolment of students.

## 2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy.

**Study load** –either full-time or part-time, depending on the amount of subjects and the number of credit points that a student is enrolled in each study period.

**Study mode** –either online or on campus, depending on the delivery mode that each subject is available for enrolment in each study period.

## 3. Policy Statement

- 3.1 AIAT is committed to ensuring that all practices in relation to enrolments are consistent, fair and transparent, and comply with applicable external regulations and requirements.
- 3.2 In order to participate in classes and other educational activities of AIAT, and to receive a final grade for the work done, a student must be formally enrolled.

## 4. Policy Principles

- 4.1 Enrolled students will have
  - 4.1.1 accepted an offer of admission to a course;
  - 4.1.2 enrolled in one or more subjects that are consistent with the course requirements, and consistent with the specific conditions of the student’s admission including, where specified, study load, study mode, and major area of study;
  - 4.1.3 paid such fees and charges as AIAT may require to be paid as a condition of enrolment;
  - 4.1.4 submitted a signed Student Declaration; and
  - 4.1.5 completed any other procedures which may be required as a condition of enrolment.
- 4.2 Upon enrolment the student becomes subject to the rules, policies, procedures and guidelines of AIAT, and is expected to attend and participate in all scheduled classes and activities including orientation.

- 4.3 Only enrolled students are able to attend relevant classes and assessments, receive academic results, be issued with a student email account and a computer account, receive a student ID card and gain access to academic, student support services as per the Student Support and Welfare Policy and Procedure, and library resources offered by AIAT.
- 4.4 An international student is required to comply with:
  - 4.4.1 the student's visa conditions as determined by the relevant Government department; and
  - 4.4.2 their rights and responsibilities as determined by the Commonwealth Government under the Education Services for Overseas Students (ESOS) Act.
- 4.5 Students are expected to ensure that they have a valid enrolment by the census date for each study period.
- 4.6 Students are expected to enrol each study period as per the agreed study load.
- 4.7 Enrolled students may amend their enrolment for the current academic year in certain circumstances and in accordance with AIAT's course rules and legal compliance requirements. Amendment may include adding subjects, withdrawal from a subject, or requesting a leave of absence.
- 4.8 A student is deemed to be currently enrolled until one of the following events occurs:
  - 4.8.1 the student notifies AIAT that they are withdrawing from the course;
  - 4.8.2 the student has no valid subject enrolments and is not on an approved leave of absence in two successive study periods, in which case the student is deemed to have cancelled their study and will have their course enrolment cancelled by AIAT;
  - 4.8.3 AIAT cancels the student's enrolment or the student is expelled in accordance with the provisions of any policy or requirement of AIAT; or
  - 4.8.4 the student has completed all requirements of a course and is eligible to graduate.
- 4.9 Students are required to apply for re-admission to the course when they
  - 4.9.1 have withdrawn from the course;
  - 4.9.2 had their enrolment cancelled by AIAT; or
  - 4.9.3 have been precluded by AIAT.

## 5. Roles and responsibilities

- 5.1 The Board of Directors is responsible for
  - 5.1.1 providing accredited courses for which students can enrol;
  - 5.1.2 regularly review courses offered and requirements for successful completion of the course; and
  - 5.1.3 providing enrolment and student record systems (both online and in hard copy if necessary) that enable students to enrol, amend their enrolment, and enter their personal information.
- 5.2 The Student Services Office is responsible for

- 5.2.1 providing international students with a written agreement that explains the student’s enrolment and any applicable conditions;
  - 5.2.2 providing the Student Declaration for all students to sign and retaining signed forms;
  - 5.2.3 correcting any administrative errors in the enrolment process or on the student’s record, and ensuring that students are not disadvantaged by errors; and
  - 5.2.4 coordinate the enrolment, variation and cancellation processes.
- 5.3 Course Directors are responsible for approving Late Enrolment, Leave of Absence and withdrawal due to special circumstances requests.
- 5.4 Students are responsible for
- 5.4.1 ensuring that they are correctly enrolled each study period. Students can obtain this information via the Student Services Office;
  - 5.4.2 providing correct and complete information required for enrolment;
  - 5.4.3 checking all enrolment details and advising AIAT in writing of any errors or omissions. Failure to advise AIAT about any incorrect enrolment details by the approved census date/s can result in both academic and financial penalties;
  - 5.4.4 ensuring that they have a valid enrolment by the census date for each study period ensuring;
  - 5.4.5 keeping their contact information current on AIAT systems at all times, including their home and postal address, phone number, personal email account, and emergency contact details. International students must provide their overseas residential address to AIAT and keep this current throughout their enrolment, as well as maintain and update their Australian address and contact details within 7 days of any change, and they must also notify AIAT of any changes to their visa or visa conditions immediately;
  - 5.4.6 payment and/or deferral (where eligible) of all tuition and non-tuition fees;
  - 5.4.7 ensuring they meet the prerequisite subject requirements and assumed knowledge stated in the course rules for each subject in which they enrol;
  - 5.4.8 meeting any study load requirements, such as international students who must maintain full-time enrolment in each study period; and
  - 5.4.9 maintaining their enrolment in line with personal priorities and responsibilities, including reducing enrolment, when necessary, prior to the census date, where eligible.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Enrolment Policy
Policy Reference No.	POL – 39
Policy Approval	Board of Directors in consultation with Academic Board for academic matters
Policy Authority	Executive Management Group

Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021: 1.1.2, 7.2.2.c, 7.2.2.d
Related Documents	Enrolment Procedure Student Declaration Student Support and Welfare Policy Student Support and Welfare Procedure
Related Legislation	Commonwealth Higher Education Support Act 2003 (HESA) Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Standards Framework (Threshold Standards) 2021 (HESF) National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Charles Sturt University (unknown) Enrolment Policy, <i>retrieved 28/12/2021</i> Flinders University (2018) Enrolment Policy Melbourne Institute of Technology (2020) Enrolment Policy and Procedure University of the Sunshine Coast (2021) Admissions, Enrolments, and graduation – Academic Policy University of Southern Queensland (2014) Enrolment Policy
Date of approval	2 March 2022
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Policy Category	Operational

## 6. Document Version Control

Document No	POL - 39	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
Created Date	March 2022		