

Enrolment Procedure

1. Purpose and Scope

- 1.1 The Enrolment Procedure operationalises the Enrolment Policy.
- 1.2 This procedure 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. Definition

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

Cancelled Enrolment – student’s enrolment is cancelled when the student has

- failed to re-enrol or
- an incomplete enrolment, or
- applied for a course withdrawal, or
- been expelled or
- exceeded the maximum course duration or
- failed to pay the prescribed fees by the payment due date or
- failed to comply with international student visa conditions.

Census date - the date prescribed by AIAT in accordance with the Higher Education Support Act 2003 as the date on which a student's enrolment is taken to be finalised. Students cannot enrol or withdraw from subjects after Census Date without significant academic and/or financial penalties.

Enrolment – the process of admitting students to one or more subjects for the current Academic Year.

Exclusion – student is excluded from certain AIAT activities or facilities for a maximum of 24 hours.

Expulsion – student has been expelled from AIAT and cannot reapply for admission

Final date for withdrawal without academic penalty – Normally 50% into the subject delivery period. Specific dates noted on the AIAT Important Dates website.

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 period - the period of time in which a subject is undertaken. Each study period has a designated start and end date, census date, date for withdrawal without academic penalty, and date for release of subject results. The Academic Calendar year is based on study periods with two formal study periods a year.

Suspension – student’s enrolment and/or access to some or all AIAT facilities or services is stopped for a specified period of time.

Withdraw - Student chooses to not complete a subject or course and notifies AIAT accordingly.

3. Procedure

Commencing Student Enrolment

3.1 Commencing students are enrolled in a course on completion of all of the following:

3.1.1 Core items

- a. application for admission;
- b. acceptance of the offer of admission and fulfilment of any conditions attached to the offer;
- c. selection of subjects according to the rules of the course to which an offer of admission has been made;
- d. selection of major or sub-major if a requirement of the course;
- e. submission of the signed Student Declaration;
- f. completion of any compulsory data collection and special requirement information as required by government departments or agencies;
- g. provision of documentation for proof of identity;
- h. payment of compulsory fees by the prescribed date where applicable; and
- i. completion of any other required procedures.

3.1.2 Additional items for domestic students

- a. submission of a Commonwealth Assistance Form (CAF) if they are a domestic fee paying student wishing to access FEE-HELP assistance; and
- b. provision of documentation for proof of Australian citizenship if Commonwealth supported.

3.1.3 Additional items for international students

- a. payment of Overseas Student Health Cover for the duration of the student's visa, in accordance with the Commonwealth Government regulations.

3.2 If a student with a disability or chronic health condition has concerns about meeting the inherent requirements of a course, they should discuss their enrolment plans with a Course Director before enrolling in the course.

Continuing Student Enrolment

3.3 To ensure valid enrolment, continuing students are required to:

- 3.3.1 re-enrol for each academic year;
- 3.3.2 select subjects for each study period of the academic year;
- 3.3.3 select subjects that comply with the structure and rules of their course;
- 3.3.4 pay all compulsory fees and charges by the prescribed date. Failure to pay fees and charges by the prescribed date will lead to cancellation of enrolment; and
- 3.3.5 complete any other required procedures or special requirements.

- 3.4 Continuing students not intending to study in the next study period in the Academic Calendar year must apply for Leave of Absence (Clause 3.21) unless they have completed their course.
- 3.5 Continuing students will be permitted to commence the following study period if results for the current study period are not available by commencement of the study period however their enrolment may change due to the receipt of fail grades including for pre-requisite subjects. AIAT will communicate with impacted students and make changes to enrolment prior to census date in the following study period.
- 3.6 Continuing students are required to ensure that they have a valid subject enrolment by the census date for each study period. If a student does not enrol for two successive study periods and is not on a Leave of Absence, their enrolment may be cancelled.
- 3.7 Students may enrol solely in subjects that form part of the course to which they have been admitted.
- 3.8 A student who has passed a subject is not permitted to re-enrol in that subject within the same course, unless otherwise specified in their course requirements.
- 3.9 Where a student has contravened clause 3.8, and subsequently enrolls in a successfully completed subject in the same course, the second enrolment in the subject will be removed and the associated fees refunded.
- 3.10 A student who wishes to re-enrol in a subject that they have already successfully completed may do so in a different course, if they have not received credit, after having been admitted via the Admission Policy.
- 3.11 Continuing students will be considered to be enrolled from the time the above procedures are completed until the student either:
 - 3.11.1 completes the course;
 - 3.11.2 withdraws from the course;
 - 3.11.3 takes an approved leave of absence;
 - 3.11.4 is excluded or suspended from study;
 - 3.11.5 has enrolment cancelled due to non-payment of compulsory fees; or
 - 3.11.6 fails to re-enrol in the course by the date notified to them by the Student Services Office, in which case the student will be regarded as having withdrawn the course.

Late Enrolment

- 3.12 Where the student will not be academically disadvantaged by enrolling late, the relevant Course Director may, upon receipt of an application from the student, approve the student's enrolment in the subject after the end of the second week of the study period, but before the census date for that study period. Any outstanding fees and charges must be paid before the enrolment can be processed.

3.13 In exceptional circumstances, the Director, Learning and Teaching, in consultation with the Course Director, may approve a student's enrolment in a course after the census date for that study period and student will be required to pay the appropriate fees before the enrolment will be processed.

Census dates

3.14 The census dates for all study periods will be posted on AIAT's Important Dates website.

Study Loads

3.15 To complete a program in minimum duration students must enrol in a full-time (100%) study load across the year. Study loads are outlined below.

3.16 Each study period

3.16.1 Full time study load is 40 credit points per study period (generally, this means being enrolled in 4 subjects of 10 credit points each).

3.16.2 Part time study load is 30 credit points or fewer per study period.

3.17 International student

3.17.1 Subject to clauses 3.17.2 and 3.17.3 below, international students must enrol in a 100% (full-time) study load to ensure they complete their program within the minimum duration and the duration of their Confirmation of Enrolment (CoE).

3.17.2 Permission may be granted to enrol in less than a 100% (full-time) study load in exceptional circumstances and must be confirmed in writing by Head of Institute.

3.17.3 International students may enrol in a reduced study load without permission in their final study period of study if they have less than a 100% study load remaining within their program. No approval is required in these circumstances.

3.18 Exceeding full time study loads

3.18.1 Students in their first study period at AIAT are not permitted to exceed the full time study load.

3.18.2 Students in their second or subsequent study period at AIAT may be permitted to exceed the full time study loads in a study period, within the conditions or approval requirements outlined in Table 1 – Exceeding Full Time Study Loads:

Table 1: Exceeding Full Time Study Loads

Study load requested by student	Conditions / Approval
50 credit points	Permitted where the student has successfully completed 40 credit points in the previous study period. Course Director approval is required where the student has

	<ol style="list-style-type: none"> 1. undertaken and successfully completed 30 credit points or fewer in the previous study period; or 2. failed or withdrawn from any subjects in the previous study period.
60 credit points	Course Director approval in all cases.

Variation of enrolment

3.19 A student who wishes to vary their enrolment (e.g. deferring their offer, leave of absence, modify study load, adding or withdrawing subjects)

3.19.1 must complete the variation of enrolment processes as described in clauses 3.22-3.25; and

3.19.2 submit documentation to the Student Services Office (if required) by the dates stated on the AIAT Important Dates website.

3.20 Deferment

3.20.1 a person who has received an offer for admission into a course may apply before they have accepted, or after they have accepted, or after the issuance of a Confirmation of Enrolment, in writing to the Admissions Officer to defer his or her enrolment for up to one year.

3.20.2 International students who fail to obtain a visa and/or to arrive before start of the first study period of study may also apply for a deferment.

3.20.3 If deferral is granted the student is entitled to enrol in the course to which the offer of admission was made or if already enrolled is entitled to re-enrol in the original course.

3.21 Leave of Absence

3.21.1 General provision for Leave of Absence

- b. A Leave of Absence provides a means for students to take approved leave from a course, subject to approval.
- c. AIAT courses are continually under review. During a leave of absence, a course may therefore be revised, discontinued, or may cease to be accredited. In these circumstances, AIAT will make every attempt to provide the original course. However, where this is not possible, AIAT reserves the right to offer the student a place in an alternative course.
- d. Applications for leave of absence should be submitted to the Student Services Office who will organise for the Course Director to review and provide a decision.
- e. Students will be advised of the outcome of their application for leave of absence via their student email account.
- f. Students subject to suspension or exclusion from AIAT are not eligible for an approved leave of absence.

- g. Students may lodge an appeal within five (5) South Australian working days of notice of the determination of the application for leave of absence as per the Student Appeal Procedure.

3.21.2 A domestic student is eligible for a leave of absence for up to one academic year provided that:

- a. they have completed a minimum of twenty (20) credit points of study;
- b. taking a leave of absence will not impact on the students' ability to complete their studies within the maximum time for completion as outlined in the course rules; and
- c. the student is enrolled in an active course.

3.21.3 Leave of Absence for International Students

- a. An international on-shore student may be eligible for a leave of absence provided that they:
 - i. have completed a minimum of twenty (20) credit points of study; and
 - ii. have demonstrated compassionate or compelling circumstances.
- b. Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's academic progress or wellbeing.
- c. Applications for leave of absence made by international students will only be approved where the student has demonstrated grounds that comply with the compassionate/compelling circumstances as per clause 3.21.3.b and where the leave is deemed to be in the best interest of the student's welfare.

3.22 Modifying study load

3.22.1 Students seeking to modify their study load (from full-time to part-time or vice versa) may do so by completing and lodging an Enrolment Variation Form with the Student Services Office.

3.22.2 The closing date for adding a subject is published on the AIAT's Important Dates website.

3.23 Adding subjects

3.23.1 Students seeking to add a subject may do so by completing and lodging an Enrolment Variation Form with the Student Services Office.

3.23.2 The closing date for adding a subject is published on the AIAT's Important Dates website.

3.24 Withdrawal from a Subject

3.24.1 A student may withdraw from a subject at any time. The effect of such withdrawal on the student's academic record depends on the time within the study period that the withdrawal is requested:

- a. up to the census date: the record of the student's enrolment in the subject is removed from their academic record.

- b. after the census date and up to the final date for withdrawal without academic penalty: the subject is included on the student's academic record with a grade as per the Grades and Results Policy; and
 - c. after the final date for withdrawal without academic penalty and up to the last day of teaching (as published on AIAT's Important Dates website): the subject is included on the student's academic record with a grade as per the Grades and Results Policy.
- 3.24.2 A student may not withdraw from a subject after the last day of the teaching for that subject, except upon submission and approval of an application for withdrawal due to special circumstances. The Course Director determines the outcome for withdrawal due to special circumstances.
- 3.24.3 Students who withdraw from a subject where they have failed elements of the subject due to academic misconduct or for professional conduct in accordance with the provisions of this or other policies of AIAT, may have the withdrawal amended to a Fail on their student Academic Record.
- 3.25 Withdrawal from a course
- 3.25.1 A student who wishes to withdraw from a course must lodge an application for withdrawal and submit it to the Student Services Office.
- 3.25.2 An application for withdrawal from a course will be treated as an application for withdrawal from all subjects.
- 3.26 Cancelled enrolment
- 3.26.1 A student will have their enrolment cancelled from their course by the Student Services Office if they have not:
- a. enrolled in any subjects for two successive study periods and have not applied for and had a period of leave of absence approved in accordance with Clause 3.21; or
 - b. re-enrolled as required after a period of approved leave of absence.
- 3.26.2 International students who have their enrolment cancelled for any reason will be
- a. informed in writing that their enrolment is being cancelled and why, provided copies of the Student Complaints and Appeals Policy and the Student Appeals Procedure and advised that if they wish to appeal, they must do so within 20 days if not already advised via another procedure (e.g. Academic Progression);
 - b. informed of the need to seek advice from Immigration on the potential impact on their student visa; and
 - c. reported to the relevant Commonwealth government departments in accordance with Education Services for Overseas Students Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 requirements.
- 3.26.3 Students whose enrolment has been cancelled will be required to re-apply for admission to the same or alternative course as per the Admissions Policy should they wish to return to study at AIAT.

3.27 Re-enrolment

3.27.1 Students returning after withdrawing from course

- a. Students cannot re-enrol after withdrawing from a course. They need to re-apply for admission (refer to Admissions Policy for information on re-admission).

3.27.2 Students returning to Study from Leave of Absence

- a. A student who resumes study after a period of leave of absence does so under the course rules that are in force at the time of resumption of study.
- b. To resume studies, students must enrol in subjects for the upcoming study period as an indication that they are returning from leave of absence. By enrolling in subjects for the upcoming study period, a student signals their intention to return from leave of absence.
- c. Students returning to studies must enrol in subjects by the same date as continuing students are required to finalise their subject enrolment.
- d. International students returning from leave of absence must contact the Student Services Office and obtain a new CoE.

3.27.3 Students returning following cancellation of enrolment for non-payment of fees

- a. A student whose enrolment is cancelled for non-payment of compulsory fees may apply for reinstatement of their enrolment, which is at the discretion of the Campus Manager.
- b. International students whose enrolment has been cancelled will be reported to the Commonwealth Government. They may apply for reinstatement of their enrolment in the current study period, which is at the discretion of the Campus Manager.

3.27.4 Students returning following Suspension

- a. A student who has been suspended from study at AIAT has an automatic right of resumption of study in the same course (or a course deemed by AIAT to be equivalent) they were studying at the time they were suspended, subject to the availability of the course (or its equivalent) at the time of re-enrolment.
- b. To recommence studies after suspension, students need to enrol in the required subjects for the upcoming study period by the advertised due date for enrolment.
- c. International students returning after a period of suspension must contact the Student Services Office and obtain a new CoE.

4. Roles and responsibilities

4.1 Board of Directors is responsible for

- 4.1.1 providing accredited courses for which students can enrol;
- 4.1.2 regularly review courses offered and requirements for successful completion of the course; and

- 4.1.3 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.
- 4.2 The Student Services Office is responsible for
 - 4.2.1 providing international students with a written agreement that explains the student's enrolment and any applicable conditions;
 - 4.2.2 providing the Student Declaration for all students to sign;
 - 4.2.3 correcting any administrative errors in the enrolment process or on the student's record, and ensuring that students are not disadvantaged by errors; and
 - 4.2.4 coordinate the enrolment, variation and cancellation processes.
- 4.3 Course Directors are responsible for
 - 4.3.1 approving Late Enrolment, Leave of Absence and withdrawal due to special circumstances requests; and
 - 4.3.2 providing annual reports to the Learning and Teaching Committee on these activities.
- 4.4 Students are responsible for
 - 4.4.1 ensuring that they are correctly enrolled each study period. Students can obtain this information via the Student Services Office;
 - 4.4.2 providing correct and complete information required for enrolment;
 - 4.4.3 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;
 - 4.4.4 ensuring that they have a valid enrolment by the census date for each study period;
 - 4.4.5 keeping their contact information current and up to date 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;
 - 4.4.6 payment and/or deferral (where eligible) of all tuition and non-tuition fees;
 - 4.4.7 ensuring they meet the prerequisite subject requirements and assumed knowledge stated in the course rules for each subject in which they enrol;
 - 4.4.8 meeting any study load requirements, such as international students who must maintain full-time enrolment in each study period; and
 - 4.4.9 maintaining their enrolment in line with personal priorities and responsibilities, including reducing enrolment, when necessary, prior to the census date, where eligible.

5. Procedure Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Procedure name	Enrolment Procedure
Procedure Reference No.	PROC – 39
Procedure Approval	Board of Directors in consultation with Academic Board for academic matters
Procedure 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	Academic Progression Policy Academic Progression Procedure Admissions Policy Enrolment Policy Enrolment Variation Form Grades and Results Policy Student Appeals Procedure Student Complaints and Appeals Policy Student Declaration
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> Melbourne Institute of Technology (2020) Enrolment Policy and Procedure Western Sydney University (2017) Enrolment Policy University of Newcastle (2017) Enrolment Procedure Manual University of Southern Queensland (2021) Enrolment Procedure University of Technology, Sydney (2021) UTS Student Rules Section 7 – Enrolment University of the Sunshine Coast (2021) Enrolments and Graduation – Procedures
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Operational

6. Document Version Control

Document No	PROC - 39	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	8/4/2022	Modified policy number
Created Date	March 2022		