

Enrolment (HE) Policy

Section 1 - Purpose

(1) The purpose of this Enrolment Policy is to provide a framework for the enrolment of students into Melbourne Polytechnic higher education courses.

Section 2 - Principles

(2) This policy will adhere to the following principles:

- a. There are clearly defined processes regarding enrolment available to students and staff
- b. Academic and student support services are accessible to students to fulfil enrolment requirements
- c. Enrolment practices are fair, consistent and transparent
- d. Enrolment practices comply with government and regulatory requirements.

Section 3 - Scope

(3) This policy applies to

- a. all students enrolling in Melbourne Polytechnic higher education courses
- b. staff involved in the enrolment of students in higher education.

Section 4 - Enrolment Requirements

Conditions of Enrolment

(4) All students commencing studies at the beginning of the year will be enrolled for the full year. This includes students who have deferred or taken a leave of absence. Students who commence studies mid-year will be enrolled for the second semester only. When these students re-enrol for the following year, they will be enrolled for the full year.

(5) The following conditions must be met to successfully complete an enrolment:

- a. Accurate and complete information provided to Melbourne Polytechnic by the required timeframe
- b. Completion of the required enrolment and statistical information and statutory requirements
- c. Payment of all fees and / or FEE HELP submission for the Request for HECS-HELP or FEE-HELP Assistance form by the Census date.

(6) Students are normally required to enrol prior to the commencement of semester. Late enrolments up to the end of the second week of semester are possible with approval of the Head of School.

(7) Students intending to continue with studies in the following year are required to re-enrol by the due date.

Cancellation of Enrolment

(8) A student's enrolment may be cancelled, suspended or discontinued under certain conditions:

- a. enrolment has not been completed by the due date
- b. the required tuition fees have not been paid by the specified date
- c. A Tax File Number (TFN) has not been provided by the census date for HECS-HELP or FEE-HELP loans
- d. the student has been involved in any form of academic misconduct associated with the course
- e. failure to comply with visa conditions.

Amendment to Enrolment

(9) Students can amend their enrolment (add a subject or replace a subject with another subject) up to the end of the second week of each semester. Any subject changes need to fulfil the course requirements and be consistent with the approved course structure. Exceptions may be possible with approval of the Head of School.

Subject Withdrawals

(10) Students can withdraw from subjects up to the end of Week 9 of the teaching semester without academic penalty. After this time, a fail grade will be recorded for the subject. Withdrawals prior to the census date will not incur fees. Any subject withdrawn after the census date will incur fees unless an administrative error has occurred.

Course Withdrawal

(11) Students seeking to discontinue study in a course should discuss their intention with the Head of Program/Senior Lecturer of the course. This will provide an opportunity to discuss any issues and explore other course options. Students who withdraw from a course after the census date will remain liable for all fees for the subjects.

(12) International students seeking to withdraw should discuss their intention with the International Office regarding possible visa implications. Refer to [International Students Withdrawal Transfer and Refund Procedure](#).

Section 5 - Study Load

Standard Study load

(13) Domestic students can enrol at Melbourne Polytechnic on a full-time basis normally 48-credit points (at least 36 credit points each semester) or a part time basis normally 24 credit points (or less than 24 credit points each semester) each semester.

(14) International students are required to study 48 credit points each semester to enable them to complete studies within the original expected duration as stated on the Confirmation of Enrolment (CoE).

(15) Exceptions to this include:

- a. Where credit has been granted, resulting in a reduced number of subjects to complete
- b. A reduced study load is stipulated as part of an academic progress intervention strategy
- c. Where the subjects required for completion result in a reduced enrolment load in the final semester
- d. Compassionate or compelling circumstances exist.

(16) The School is responsible for informing the International Office of any reductions in the study load of international students. Refer to International Students Completion of Studies within Expected Duration Policy and Application for

Study Overload

(17) A student may apply to enrol in more than 48 credit points in a semester normally where they have achieved a Credit average or above in the last 12 months of study. Students may take up to 12 additional credit points across the whole year. The Head of School is responsible for approving enrolment overloads in consultation with the Senior Lecturer/Head of Program for the course and advising the International Office of amended anticipated end date and additional fees to be collected.

Section 6 - Leave of Absence

(18) Enrolled students can lodge an application to suspend their studies for a period of time up to 12 months, following one semester of study. Subsequent applications beyond the maximum period will only be considered in extenuating circumstances. A student seeking a leave of absence should consult the relevant Head of Program (HOP) or Senior Lecturer before applying for leave.

(19) International students may only be granted a leave of absence where there are compassionate or compelling circumstances. Refer to International Students Deferral and Leave of Absence Policy.

(20) Students are expected to re-enrol in their course of study by the dates specified within the leave of absence approval. Failure to do so may result in cancellation of enrolment.

Section 7 - Concurrent Enrolment

(21) Students may be enrolled concurrently in more than one course at Melbourne Polytechnic or another provider with approval from the Head of School. Such studies may include an approved academic exchange program, cross-institutional or non-award studies. The same study load rules will apply to concurrent enrolments.

Section 8 - Communicating with students

(22) All students are provided with an email account and address to access Melbourne Polytechnic systems. Staff are required to use the Melbourne Polytechnic protected account to communicate with students regarding their studies.

Section 9 - Complaints and appeals

(23) If a student is not satisfied with an enrolment decision, a complaint can be lodged using the [Student Complaints and Appeals Policy](#).

Section 10 - Definitions

(24) For the purpose of this policy, the following definitions apply:

- a. Concurrent enrolment: Enrolment in more than one course at a time such as non-award study or cross-institutional study.
- b. Course: A program of study, which leads to a higher education award.
- c. Course Withdrawal: The process by which a currently enrolled student cancels their enrolment in a course.
- d. Cross-institutional study: Where a student enrolls in a subject at another institution, which will count towards

Melbourne Polytechnic studies.

- e. Enrolment: The process by which a student registers for subjects in a course.
- f. Leave of Absence: The process by which enrolled students can request formal approval to suspend their studies for a maximum period of 12 months, following one semester of study.
- g. Non-award study: Where a student enrolls in a subject/s without being admitted to the course or leading to the award.
- h. Standard Study load: The number of credit points a student enrolls in for the semester of study on a full time (48 credit points) or part time basis (24 credit points).
- i. Study overload: Where a student enrolls above the standard study load for the semester of study.
- j. Subject amendment: The addition or removal of a subject enrolment for the semester of study.
- k. Subject withdrawal: The process by which a student removes a subject from their enrolment.

Section 11 - Responsibility and Accountability

Task	Responsibility	Notes
Complete all required enrolment information and payment of fees	Student	
Advise International Office of reduced or increased study load for international students	Head of Program	
Approve enrolment overload requests	Head of School	
Approve concurrent study requests	Head of School	
Approve leave of absence requests	Head of Program/Senior lecturer	
Discuss course withdrawal and alternative course options with student	Head of Program/Senior lecturer	
Discuss and approve subject amendment or withdrawal options with student	Head of Program/Senior lecturer	

Section 12 - Supporting Documents and Templates

(25) [Enrolment \(HE\) Procedure](#)

(26) Student Enrolment Fees and Charges Policy

(27) International Students Completion of Studies within Expected Duration Policy

(28) International Students Deferral and Leave of Absence Policy

(29) [International Students Withdrawal Transfer and Refund Procedure](#)

(30) [Student Complaints and Appeals Policy](#).

Status and Details

Status	Current
Effective Date	1st January 2018
Review Date	1st January 2021
Approval Authority	Higher Education Academic Board
Approval Date	1st January 2018
Expiry Date	Not Applicable
Policy Owner	Marc Blanks Executive Director Curriculum Innovation and Teaching Excellence
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