Enrolment (HE) Procedure

Section 1 - Purpose

(1) This Procedure outlines the requirements and processes for enrolment and management of enrolment in Higher Education courses at Melbourne Polytechnic. It supports students and staff to manage enrolment activities consistently and in accordance with institutional and regulatory requirements. This Procedure must be read in conjunction with the Enrolment (HE) Policy.

Section 2 - Scope

(2) This Procedure applies to:

a. Higher Education students
b. Higher Education Heads of Program, Senior Lecturers and Course Administrators
c. All staff involved in Higher Education enrolment administration
d. Academic Registry
e. Enrolment Centre
f. International Partnerships (International Office)

Section 3 - Procedure

Student Course Enrolment

(3) All students have the responsibility to complete their enrolment through the Melbourne Polytechnic's approved online enrolment system within the specified timelines. Students are required to enrol prior to the commencement of semester. Late enrolments up to the end of the second week of semester may be possible with approval of the Manager, and later enrolments only with approval from the Director Higher Education.

Courses open for enrolment

(4) Students may only enrol in courses that are approved and open for admission and enrolment. Melbourne Polytechnic will not permit admission, transfer, or re-admission to courses that have entered teach-out. Where a course enters teach-out after a student has commenced study, the student may continue to enrol and complete the course in accordance with the approved teach-out arrangements.

Enrolment Process

(5) Domestic and international students are required to follow different enrolment processes due to variations in Fund source codes, fee payment arrangements, and Visa requirements. Where enrolment requirements differ, these differences are outlined under the International Students heading.

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Commonwealth Supported Place (CSP)

(6) A Commonwealth Supported Place (CSP) is a higher education place subsidised by the Australian Government. Students who are granted a CSP pay a student contribution amount towards the cost of their studies, while the Australian Government contributes the remaining amount.

(7) A limited number of CSPs are available in selected higher education courses. Eligibility for a CSP is subject to meeting the applicable Commonwealth eligibility requirements and the availability of funded places. Meeting the eligibility requirements does not guarantee that a CSP will be offered.

(8) Students offered a CSP must complete the required Commonwealth Assistance Form (eCAF) by the relevant census date to retain their CSP.

(9) Students who withdraw from their course, fail to re-enrol in accordance with course progression requirements, or do not return within an approved leave of absence period may forfeit their CSP. As CSPs are limited and may be reallocated to other eligible students, a CSP cannot be guaranteed upon return to study. Any future allocation of a CSP will be subject to the availability of funded places and the student meeting all applicable eligibility and enrolment requirements at the time of re-enrolment.

Refer to Appendix A: Enrolment Process details

Concurrent enrolment

(10) Concurrent enrolment means enrolment in more than one course or program of study at the same time as undertaking a Higher Education program. Students may seek approval to undertake concurrent enrolment where study is proposed in:

a. another Higher Education provider
b. cross-institutional study arrangements
c. exchange programs
d. vocational education and training (VET) courses
e. non-award studies.

(11) Students seeking approval for concurrent study must discuss their request with the Head of Program and provide the reasons for undertaking concurrent study. The request will be considered with reference to the student's current course and subject enrolment, the proposed study, and any credit that may be granted for completed study. The Head of Program will determine and document the outcome of the request. The student will be advised of the decision in writing.

(12) Where concurrent study is approved, the Course Administrator will arrange the student's enrolment in the approved subject(s), and the student must complete any required enrolment documentation prior to the commencement of semester.

Amendment to enrolment

(13) An amendment to enrolment may include adding a subject, removing a subject or replacing one subject with different subject. Students should discuss any subject changes with the Head of Program/Senior lecturer in the first two weeks of semester to ensure changes meet approved course requirements. Subjects cannot be added after the end of the second week of semester.

(14) Departments and students must review subject enrolments prior to class commencement to ensure that they are correctly enrolled and have met all pre-requisite requirements for the subjects.

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Subject and Course withdrawal

(15) Students may withdraw from a subject or course at any time. However, students who withdraw before the census date are eligible for a refund of any upfront fees paid or a recredit of their HECS-HELP or FEE-HELP balance, as applicable.

(16) Students who withdraw after the census date remain liable for fees and are not eligible for a refund or recredit except under special circumstances. Further information is available on the Melbourne Polytechnic website.

(17) Students who withdraw from a Commonwealth supported place (CSP) will forfeit their entitlement to a Commonwealth supported place for any subsequent enrolment in the course.

(18) International students are advised to consult the International Partnerships (International Office) before requesting any amendment to their enrolment, as changes may affect their visa conditions. Refer to the International Students Withdrawal Transfer and Refund Procedure for additional information.

Refer to: Appendix B: Course Withdrawal Process

Enrolment status codes

(19) Enrolment status codes are used to record the outcome of a student's withdrawal from a Higher Education subject. The status code assigned is determined by the timing and circumstances of the withdrawal, including attendance, whether the withdrawal occurs before or after the census date, and whether an academic penalty applies. These codes support the accurate maintenance of student records, assessment of fee liability, reporting of HELP debt, and monitoring of student progression:

STATUS CODES	
Status Code	Description
WNA	Withdrawn, never attended; not recorded as a fail.
WE	Withdrawn on or before the census date; not recorded as a fail.
W	Withdrawn after the census date and up to the end of Week 9; not recorded as a fail.
Xx/WN	Withdrawn between Weeks 10 and 13; recorded as a fail.

Variation to Study load

(20) Domestic students can undertake full time or part-time study in a course. Study overload is possible to support accelerated completion of a course.

(21) International students are expected to maintain a full-time study load. However, there may be instances where international students may need to under/overload their enrolment where required for example subjects are not available, to repeat failed subjects, address timetable clashes, provide for progression interventions and to ensure completion within planned timeline.

(22) International students are advised to consult a registered migration agent for advice as required.

(23) Refer to the International Students Course Progress and Attendance Procedure for further details.

NOTE All enrolments: Variation to study load may not be available where the course has been superseded and is in the teach out period.

Refer Appendix C: Variation to Study Load Process

Leave of absence

(24) Students may apply for a leave of absence after completing at least one semester of study. Applications must be supported by appropriate documentation and approved before the leave period commences. Leave of absence is normally not available where the course has been superseded and in teach-out period.

(25) A leave of absence:

a. temporarily suspends enrolment
b. may be approved for up to 12 months
c. must support the student's ability to return and complete their course successfully.

(26) At the end of the approved leave of absence period, students must notify the teaching department of their intention to return to study. Students who fail to advise of their return will be considered withdrawn and student who were granted CSP and do not return will forfeit their CSP.

(27) International students must comply with requirements set out in relevant international student procedures and visa regulations. A course deferment must be approved by the International Compliance Office at which point a revised letter of offer and CoE will be issued.

Refer Appendix D: Leave of Absence Process

Re-enrolment in a course

(28) Follow the Re-enrolment and Addition to Enrolment (HE) Procedure to re-enrol into the same course leading to the same qualification as in the previous semester.

Cancellation of Enrolment

(29) An enrolment may be cancelled, suspended or discontinued under various conditions including:

a. Where the enrolment is not completed within specified timelines;
b. Tuition fees have not been paid by the due date, or an eCAF requesting FEE HELP was not completed and submitted by the census date;
c. the student has been involved in academic misconduct associated with the course in accordance with the Academic Misconduct Policy and Procedure
d. where the student has not complied with visa conditions.
e. Where the student does not re-enrol as they progress through the course; or
f. Where the student does not return after an approved leave of absence

Section 4 - Responsibility and Accountability

(30) Head of Program / Senior Lecturer will:

a. provide academic advice on enrolment matters
b. Advise the International Partnerships (International Office) of reduced or increased study load of international students where applicable
c. assess requests relating to concurrent enrolment, study load, withdrawal and leave of absence
d. authorise approved enrolment changes.

(31) Course Administrators will:

a. coordinate enrolment documentation
b. communicate outcomes to students
c. submit approved enrolment changes for processing
d. maintain local administrative records

(32) Academic Registry will:

a. maintain official enrolment records
b. process approved amendments to enrolments
c. manage student record updates within the student management system
d. File all enrolment records and requests for enrolment updates

(33) Enrolment Centre will:

a. facilitate online enrolment
b. process fees
c. assist students with enrolment administration

(34) International Partnerships (International Office) will:

a. Issue the initial CoE and updated CoEs as required in accordance with applicable legislation and policy
b. Update the payment plan as required
c. Refer students to a registered migration agent for advice on any visa implications arising from the update, deferral, or cancellation of their CoE.

Section 5 - Related Policy and/or Procedure

(35) Enrolment (HE) Policy

(36) International Student Studying on a Student Visa Policy

(37) Refund of Fees Procedure

(38) Student Enrolment Fees and Charges Policy

(39) For all other related policies, procedures and supporting documents, please refer to the Associated Information tab of this procedure.

Section 6 - Definitions

(40) For the purpose of this Procedure the following definitions apply:

a. Census date: The date in the teaching semester when all enrolment requirements need to be finalised including HECS-HELP, FEE- HELP loans, provision of Tax File Numbers and withdrawing from a subject to avoid incurring a debt or tuition fee.
b. Concurrent enrolment: Enrolment in more than one course at a time such as non-award study or cross-institutional study.

c. Course: A program of study, which leads to a higher education award.
d. Course Withdrawal: The process by which a student who is currently enrolled cancels their enrolment in a course.
e. Cross-institutional study: Where a student enrols in a subject at another institution, which will count towards Melbourne Polytechnic studies.
f. Enrolment: The process by which a student registers for subjects in a course.
g. Leave of Absence: The process by which enrolled students can request formal approval to suspend their studies following one semester of study up to a maximum period of 12 months.
h. Refund of fees: Repayment of a sum of money.
i. Standard Study load: The number of credit points a student enrols in for the semester of study on a full time (48 credit points) or part time basis (24 credit points).
j. Study overload: Where a student enrols above the standard study load for the semester of study.
k. Subject amendment: The addition or removal of a subject enrolment for the semester of study.
l. Subject withdrawal: The process by which a student removes a subject from their enrolment.

Status and Details

Status	Current
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Policy Owner	Cathy Frazer Executive Director People and Student Success
Policy Implementation Officer	Marin Radobuljac Academic Registrar
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