

## COURSE ENROLMENT VARIATION PROCEDURE

### Section 1 - Purpose and Scope

- (1) This Procedure:
- a. sets out the processes by which students may seek to: defer their course commencement, or intermit studies, or withdraw from all or part of their course, or transfer to another course within the College.
  - b. the circumstances in which a student may be subject to academic penalties and/or financial liability for taking such course variation; and
  - c. applies to domestic students only.

### Section 2 - Definitions

- (2) In addition to the definitions in the Course Enrolment Variation Policy:
- a. **Administrative withdrawal** means the formal process initiated by the College by which a student is removed from their current enrolment for academic or non-academic purposes.
  - b. **Inactive student** means a student who:
    - i. Has not enrolled in at least one unit in the course over a 12-month period; and
    - ii. Has not maintained contact with academic staff or Student Services staff over a 12-month period; and
    - iii. Is not currently on intermission; and
    - iv. Whose course candidature period has not lapsed.
  - c. **Re-entry** means a student considered to be inactive seeks to re-enrol before administrative withdrawal is processed.
  - d. **Course candidature period** refers to the period from the student's course commencement date to the final date when the student is permitted to complete the course in accordance with the Academic Progression Policy

### Section 3 - Procedure

#### **Course Enrolment**

- (3) Students are expected to formally enrol in their course units each teaching period in accordance with the Academic Progression Policy during the published enrolment periods of the College.

### **Deferral of Course Commencement**

- (4) A student may seek to delay the commencement of their course. A student seeking to defer their commencement of their course must:
  - a. Complete the relevant form available on the ACPE website (*Application to Defer or Intermit Studies*); and
  - b. submit the form to Student Services on or before the census date of the student's first semester.
- (5) Where the College grants the deferral request, it will hold the student's enrolment for 12 months and a notation for 'deferral' will be made on the student's enrolment record. Additionally:
  - a. If the student submits the form before enrolling in any unit, the course commencement date on the student's enrolment record will be amended to the approved new date.
  - b. If the student submits the form after having enrolled in a course unit but on or before the census date of the enrolled unit/s, the student will be withdrawn from the unit/s without penalty.
- (6) A student cannot apply to defer their course commencement once the census date of the student's enrolled units has passed.

### **Intermission of Studies (Leave of Absence)**

- (7) A student may seek, at any time up to two years before the course candidature period expires, to intermit their studies (request leave of absence) for a specified period of not more than 12 months.
- (8) The student seeking to intermit their studies must consider their course progress to date and the remaining period available to complete the course.
- (9) To intermit their studies, the student must:
  - a. complete the relevant form available on the ACPE website (*Application to Defer or Intermit Studies*); and
  - b. submit the form to Student Services.
- (10) Where the College grants the intermission request, the College will hold the student's enrolment for the period granted (up to a maximum of 12 months) and amend the course enrolment status to 'Intermitted' on the student's enrolment record.
- (11) Students whose intermission request is submitted to the College:
  - a. prior to the relevant census date of their current unit enrolment period will be withdrawn from their current units without penalty and will not incur a tuition fee charge for those units; or
  - b. after the relevant census date of their current unit enrolment period will be subject to the *Fees Policy* in terms of determining their financial liabilities

and to the *Assessment Policy* in terms of determining the applicable unit grades.

- (12) The College will notify the student of the outcome of the intermission request and advise the student of any applicable penalty.
- (13) A student returning to the course after the end of the intermission period will be subject to the unit and course requirements (or their equivalent) in operation at the time of resumption.
- (14) Where there have been structural changes to the course during the intermission period, the student may be required to undertake additional study to ensure course progression in the new course structure. This will be considered on a case-by-case basis.
- (15) At the end of the intermission period, the student must submit the *Application to Resume Studies Form* to confirm their intention to return to the course.
- (16) A student who does not return to the course by the end of the granted intermission period will be classified as an inactive student.

### **Course Transfer**

- (17) A student may seek to transfer from one course to another course within the College.
- (18) A student seeking a course transfer must:
  - a. complete the relevant form available on the ACPE website (*Application to Transfer to an Education Course* or *Application to Transfer to a Non-Education Course*); and
  - b. submit the form to Student Services.
- (19) If a student's course transfer request is submitted and approved prior to, or during the enrolment period for the first teaching period in which the student seeks to commence the new course:
  - a. The enrolment status for the previous course will be amended to 'Transferred' and any unit enrolment in the new teaching period for the previous course will be withdrawn without penalty; and
  - b. A new course enrolment record will be created with an 'Enrolled' status and the student may enrol in units for the new course; and
  - c. 'RPL' will be recorded in the new course for units completed in the previous course in accordance with the *Recognition of Prior Learning Policy*, or, where the transfer is from the pathway program to the Education course, the unit grade for the common units will be recorded in the Education course record.
- (20) If a student's course transfer request is submitted after the enrolment period has closed but before the census date of the current teaching period, the student may withdraw from currently enrolled units in the previous course

without financial and academic penalty, but the student cannot enrol in units for the new course until enrolments open for the next teaching period.

- (21) If a student's course transfer request is submitted after the census date of the current teaching period, the student remains responsible for all tuition fees for the full teaching period at the time of request, and will be subject to the *Fees Policy* in terms of determining their financial liabilities and to the *Assessment Policy* in terms of determining the applicable unit grades.
- (22) The College will notify the student of the outcome of their course transfer request.

### **Course Withdrawal**

- (23) A student who does not wish to continue to be enrolled in a course may withdraw/discontinue from the course. A student seeking to withdraw/discontinue from the course must:
  - a. complete the relevant form available on the ACPE website (*Application to Discontinue Studies*); and
  - b. submit the form to Student Services.
- (24) The College will record the course enrolment status as 'Withdrawn' if the student has not commenced the course, or 'Discontinued Studies' if the student has previously commenced the course.
- (25) The College may initiate appropriate interventions to respond to a course withdrawal request (such as supporting a possible 'student at risk' or seeking an exit interview with the student).

### **Unit Withdrawal**

- (26) A student may withdraw from one or more units without penalty at any time prior to the census date of the relevant unit/s. A student seeking to withdraw from one or more units (but not the full course) must:
  - a. complete the relevant form available on the ACPE website (*Unit Enrolment Variation Form*); and
  - b. submit the form to Student Services.
- (27) If the student submits the withdrawal request on or before the unit's census date, the relevant unit withdrawal without penalty will be noted on the student's enrolment record. No academic result or tuition fee charge will be recorded against the withdrawn unit/s.
- (28) If the student submits the withdrawal request after the unit's census date, the College will advise the student that academic and financial penalties will apply:
  - a. A Fail grade will be published on the student's academic transcript for non-completion of the unit requirements; and

- b. the student is liable to pay the unit tuition fee charge or incur FEE-HELP debt for the payable tuition fee amount.

### **Administrative withdrawal from a course**

- (29) Where the College nominates a student as being inactive for academic reasons, the College will warn and give the student due notice and the opportunity to respond to the proposed administrative withdrawal action.
- (30) The student may request re-entry into the course by submitting the *Application to Resume Studies Form* to Student Services.
- (31) Where the student has failed to respond by the given due date on the notice, the College will notify the student in writing that they have been administratively withdrawn from the course for academic reasons and that the student may appeal the administrative withdrawal decision of the College pursuant to the Grievances, Complaints and Appeals Policy.
- (32) Administrative withdrawal will take effect once the internal appeals process is completed and the decision of the College is upheld.
- (33) A student who is administratively withdrawn remains liable for the tuition and/or resources fees and incidental charges accrued for all teaching periods in which they were enrolled.
- (34) Once the College has finalised the decision to administratively withdraw the student, the College will:
  - a. apply the status of 'Admin Withdrawal' on the student's course enrolment status which subsequently reports a course outcome status of 'Enrolment Cancelled' to the government's student management system; and
  - b. remove the student's access to course materials, the College's Computer systems, IT services and the Library.
- (35) The College may apply administrative withdrawal for non-academic reasons when a student engages in behaviour that creates a dangerous or disruptive situation causing harm to self or others, or that disrupts the learning environment and /or College community. These situations are handled on a case-by-case basis pursuant to the Student Misconduct (Non-academic) Policy and Procedure.

### **Related documents**

This Procedure should be read in conjunction with but not limited to:

- a. Course Enrolment Variation Policy
- b. Academic Progression Policy – Domestic and International
- c. Admissions Policy – Undergraduate
- d. Admissions Policy - Postgraduate

- e. Refund Policy – Domestic and International Students
- f. Fees Policy
- g. Remission of Financial Liability due to Special Circumstances Policy

**Forms**

- h. Application to Defer or Intermit Studies
- i. Application to Withdraw from a Course
- j. Application to Resume Studies
- k. Application to Transfer to an Education Course
- l. Application to Transfer to a Non-Education Course
- m. Unit Enrolment Variation Form

## Document Administration

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# Unless otherwise indicated, this Policy will still apply beyond the Review date