

COURSE ENROLMENT VARIATION POLICY

Section 1 - Purpose and Scope

(1) This Policy sets out the framework for students who may seek to defer, intermit, or withdraw from all or part of their course, or to seek to transfer to another course within the College.

Scope

(2) This Policy applies to domestic students.

(3) International students should refer to the Deferring, Suspending, or Cancelling Enrolment Policy – International Students Policy.

Section 2 - Definitions

(4) In this Policy:

- a. **Academic Penalty** means a Fail grade applied to a student's academic record when a student has withdrawn from a unit of a course after the published census date and before completion of all assessments for the relevant unit.
- b. **Census date** means the date by which a student's enrolment in a unit is finalised and is the last day that a student can vary or withdraw from the unit or units without incurring an academic penalty and/or financial liability. The census date is usually four weeks after the start of a nominated teaching period. The census date for each teaching period is published on the ACPE's student calendar and the student's enrolment summary for each teaching period.
- c. **Course** means the entire program of study that spans several years and is made up of multiple units.
- d. **Deferral** means the formal process by which a student seeks approval to delay the commencement of their course for a period of up to 12 months.
- e. **Intermission** means the formal process by which a student seeks approval for leave of absence for a period of up to 12 months.
- f. **Domestic student** means an Australian citizen, a permanent resident in Australia, a New Zealand citizen or permanent visa holder for New Zealand (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative, or the spouse or dependent relative of such a representative).
- g. **Student** means the individual person who is formally enrolled to study at the College and is assigned an individual student identification number.

- h. **Unit** means the smallest stand-alone component of a student's award course for which a grade is assigned on a student's academic transcript.
- i. **Variation** means the formal process requested by a student in which they seek to transfer from one course to another course within the College.
- j. **Withdrawal** means the formal process by which a student is removed from a unit/s or the course. A withdrawal may be requested by a student or may be initiated by the College (administrative withdrawal).

Section 3 - Policy Statement

(5) The College adopts the following principles:

- a. The College recognises that students may, at any time, seek to withdraw from one or more units, or otherwise defer, intermit, or vary their course enrolment.
- b. The College acknowledges its responsibility for informing students that they may be subject to academic penalties and/or financial liabilities if they withdraw, or otherwise defer, intermit, or vary their enrolment after the relevant census date.
- c. The College recognises the importance of facilitating an environment that encourages students to seek guidance from qualified staff when they are considering withdrawing or otherwise deferring all or part of their course.

Section 4 - Procedures

(6) Course Enrolment Variation Procedure

Section 5 – Guideline

(7) Nil.

Related documents

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

- a. Course Enrolment Variation Procedure
- b. Academic Progression Policy – Domestic and International
- c. Admissions Policy – Undergraduate
- d. Admissions Policy - Postgraduate
- e. Fees Policy
- f. Recognition of Prior Learning Policy
- g. Refund Policy – Domestic and International Students
- h. Remission of Financial Liability due to Special Circumstances Policy

Forms

- a. Application to Defer or Intermit Studies

- b. Application to Discontinue Studies
- c. Application to Resume Studies
- d. Application to Transfer to an Education Course
- e. Application to Transfer to a Non-Education Course
- f. Unit Enrolment Variation Form

Document Administration

Policy Name	Course Enrolment Variation Policy
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Next Review #	Three years from the Approval Date
Amendment history	
Version 1: 28 August 2021	Document implemented
Version 2: 4 November 2024	Reviewed by Academic Board Minor editorial changes – grammatical errors and punctuation corrected. Approved by the Board of Directors on 2 December 2024

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