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## **POLICY DOCUMENT**

### **E1.5 NON-AWARD ENROLMENT POLICY**

#### **1 Introduction**

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This policy supports that provision and the underlying commitment of the College to make higher learning more accessible to the community. The policy should be read in conjunction with the ACPE Undergraduate Admissions Policy and ACPE Post Graduate Admissions Policy.

#### **2 Policy**

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The College will permit suitably qualified applicants to enrol as non-award students on the understanding that the accumulation of such credits will not necessarily lead to a College award.

#### **3 Scope**

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This policy provides the principles that govern enrolment in non-award units at the Australian College of Physical Education.

This policy applies to enrolment in non-award units. Cross institutional students are not subject to these provisions.

#### **4. Definitions**

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In the context of this policy “non-award enrolment” means enrolment in individual units rather than in an accredited award course. Non-award enrolment may be undertaken as preliminary work for a higher degree, for professional requirements, or to pursue a particular interest in the course area.

#### **5 Policy Provisions**

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- 5.1 The Dean/Head of College (or Delegate) may offer, on the recommendation of the Head of Department, eligible applicants the opportunity to enrol in a unit(s) without enrolling in an academic course leading to an award of the College.
- 5.2 Non-award enrolment will be subject to the payment of prescribed fees and charges and will be offered in accordance with provisions determined by the Academic Board from time to time.
- 5.3 FEE-HELP will not be available to students who enrol on a non-award basis.

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## 6 Undergraduate Non-Award Enrolment

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- 6.1 Undergraduate units available to non-award applicants will be those approved by the Dean/Head of College (or Delegate).
- 6.2 Non-award enrolment in an undergraduate unit approved for non-award study will be available to eligible applicants provided the course has places available.
- 6.3 Provision will be made for applicants currently enrolled in a partially completed Australian College of Physical Education undergraduate course to be evaluated individually for non-award study. Authority to approve such an application will rest with the Dean/Head of College (or Delegate).

## 7 Postgraduate Non-Award Enrolment

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- 7.1 Postgraduate units available to non-award applicants will be those approved by the Dean/Head of College (or Delegate).
- 7.2 Non-award enrolment in a postgraduate unit approved for non-award study will be available to eligible applicants provided the course has places available.
- 7.3 Applicants for postgraduate non-award study are normally expected to meet the criteria set for admission to the lowest level of a relevant nested award unless otherwise approved by the Dean/Head of College (or Delegate).

## 8 Credit Provisions

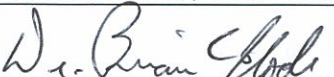
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- 8.1 Students will be expected to complete all unit requirements.
- 8.2 Students will receive a formal statement of academic achievement at the completion of each unit for which they have enrolled.
- 8.3 Non-award studies may be the basis for an application for credit should the non-award student enrol in a College course leading to an award.

## 9 Administration

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### 9.1 Approval and Review

POLICY NUMBER E1.5 Non-Award Enrolment Policy			
Information Officer	Registrar		
Initial Approval Date	10 January 2011		
Version Number	1.1	Approval Date	25 May 2015
Commencement Date	25 May 2015		
Next Review Date	May 2018		
Approval Authority	Dean and Head of College, ACPE		
Approved By	Dr Brian Nook, Dean and Head of College, ACPE		
Approval Signature		Date	26/5/15