

P03: ENROLMENT

Overseer: Dean of Students & Dean of Studies

Approval Authority: PBC Faculty Board

Review Schedule: 3 yearly

Next Review Due: Jan 2017

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
14/10/10	Policy amendment	Restructured to include course enrolment details	Adam Niven David Smith
28/01/14	Scheduled	1.3 and 2.3 updated to include P30. 3.1.3 verbal notification removed 3.1.6 reworded. 3.2 P22 added. 6.1 reworded.	Adam Niven

1. Course Enrolment

- 1.1. Students will be required to be enrolled in a current course of study before enrolling in PBC units.
- 1.2. A student must meet the entry requirements as outlined in P02 Admission policy to be permitted entry into a course for their initial entry to a PBC course.
- 1.3. A student may be permitted to transfer from one course to another based on their course progress. See P30 Course Articulation Arrangements.

2. Change of Course Enrolment

- 2.1. Students may apply to change their course enrolment at the beginning of a new semester until the census date.
- 2.2. Students will be required to complete an *Application for Change of Enrolment* form to make such an application.
- 2.3. Students will be required to meet the requirements outlined in P30 Articulation Arrangements to qualify to change course enrolment.

3. Cancellation of Course Enrolment

- 3.1. PBC may cancel the course enrolment of a student in the following circumstances:
 - 3.1.1. Overseas Students need to refer to P27 Overseas Enrolment section 2

- 3.1.2. A student has been assessed to have a status of Course Terminated (see P21 Academic Progress policy), or
 - 3.1.3. A student informs PBC that they will no longer be continuing their studies with PBC in writing, or
 - 3.1.4. A student has been absent without approval for 21 consecutive days or has not returned from leave for 21 consecutive days and is not contactable via their provided contact details, or
 - 3.1.5. A student has defaulted on their financial obligations and has demonstrated no intention to meet those obligations, or
 - 3.1.6. A student has been determined to have breached the Student Code of Conduct resulting in a suspension or cancellation of enrolment.
- 3.2. In the case of 3.1.1, 3.1.4 and 3.1.5 PBC will notify the student of the intention to cancel the course enrolment and that the student has 20 working days to access either the P28 Academic Appeals or P22 Grievance policy as relevant to appeal this decision.
- 3.3. If the student accesses this appeals process the suspension will not take effect until the completion of this process, unless extenuating circumstances relating to the welfare of the student apply.
- 3.4. Students will be notified in writing in all cases of any time restrictions which may apply to their re-application for enrolment which will be determined on a case by case basis in relation to the conditions for the enrolment cancellation.

4. Deferment of Course Enrolment

- 4.1. PBC may permit the deferral of a course enrolment of a student in the following circumstances:
- 4.1.1. Overseas Students need to refer to P27 Overseas Enrolment section 3
 - 4.1.2. illness where a medical certificate states that the student is unable to attend classes for a period which would impact detrimentally on the students ability to complete the unit/units.
 - 4.1.3. death or serious illness within the immediate family of the student which would impact detrimentally on the students ability to complete the enrolled semester unit/units or enrol in a semester.
 - 4.1.4. other similar compassionate or compelling circumstances which would prevent a student from attending classes for a period which would impact detrimentally on the students ability to complete the unit/units.
- 4.2. Students will be required to submit a request for deferral in writing and provide evidence (e.g. medical certificates, relevant correspondence) to substantiate 4.1.2, 4.1.3 and 4.1.4 above.
- 4.3. As circumstances for requesting a deferral may arise suddenly and beyond the control of the student, requests for deferral may be submitted after the event. However, the student should advise the college as soon as possible via email or telephone to avoid having their course enrolment cancelled under 3.1.4 above.

- 4.4. PBC will assess the supplied evidence and will seek to determine the severity of the impact on the student's ability to complete the unit/units.
- 4.5. Whilst not all impacting elements can be outlined to cover every circumstance, PBC's assessment for deferral may include:
 - 4.5.1. A meeting with the student, a third party as requested by the student, the student's Faculty Advisor and the Dean of Studies to discuss the circumstances in more detail and possible alternative arrangements other than a deferral which may provide less impact on the student's course progress
 - 4.5.2. Contacting relevant third parties to check integrity of evidence
 - 4.5.3. Consideration of previous situations which have resulted in an approved deferral to ensure equity
 - 4.5.4. Consideration of the duration of the circumstances under which the deferral is requested. A set duration for approval is not possible as individual student abilities and willingness to complete units via alternative arrangements must be taken into account. However, generally students would not be approved for deferral for a period less than 20% of the semester requirements and alternative arrangements would be permitted to cover no more than 50% of the semester requirements.
- 4.6. PBC will notify the student in writing of the outcome of their application within 7 days of the completed assessment.
- 4.7. In the case that a student's request for deferral is not successful, this notification will inform the student that they have 20 working days to access P28 Academic Appeals policy.
- 4.8. Each approved deferral of a course would be for the maximum period of one semester and a student seeking further deferral would be required to re-submit a request for deferral at the beginning of the next semester.

5. Unit Enrolment Procedure

- 5.1. Prior to the beginning of each semester, each student shall apply for enrolment by completing and lodging an *Enrolment Form*, obtainable from the Student Office.
- 5.2. The Dean of Students and the Dean of Studies will arrange enrolment appointment days for enrolling new and returning students. These days will allow students to receive advice on which units to enrol in ensuring they will meet the requirements of their course.
- 5.3. Enrolment forms must be completed prior to attending lectures for that semester.
- 5.4. All enrolments must be finalised by census date.
- 5.5. Students will not be able to add new units or transfer between units after census date.

6. Census Date

- 6.1. The census date for each unit is set and is published on our website in October for the upcoming academic year.
- 6.2. Students will be issued with a notification of enrolment before the census date.
- 6.3. It is the student's responsibility to ensure that their notification of enrolment matches the classes they are attending.
- 6.4. Students should notify the office before census date if their notification of enrolment is incorrect. Failure to do so may result in a student failing a unit they didn't attend and not being awarded a mark for a unit which they did attend.
- 6.5. Students who make corrections to the enrolment should be issued with a new notification of enrolment.
- 6.6. Within 14 days of census date all students using the FEE-Help system will receive a Commonwealth Assistance Notice (CAN).

7. Amendment to Unit Enrolment

- 7.1. Students may amend enrolments for a semester with the approval of College Administrator or The Dean of Studies.
- 7.2. Amending an enrolment includes adding units, transferring from one unit to a different unit, withdrawing from units.
- 7.3. All enrolment amendments must have a written record.
- 7.4. Until semester begins students may amend their original *Enrolment Form* for the semester and initial any changes.
- 7.5. After the beginning of the semester all enrolment amendments must be completed using the *Application for Change of Enrolment* form.

8. Withdrawal from Enrolled Unit

- 8.1. A student who wishes to withdraw from a unit must complete an *Application for Change of Enrolment* form.
- 8.2. Like all amendments a written record is required to withdraw from a unit (see Section 7 above). Students cannot be awarded a withdrawal grade ("W", "WF") without a written record to support the withdrawal. If a student stops attending/submitting work but does not apply for withdrawal, these units would receive a grade of "N" (Fail) (see P08 Unit Grades Policy).
- 8.3. Students should consult the P20 Fees Policy for details of tuition fee refund and penalty amounts in relation to withdrawing from units.
- 8.4. Withdrawal of enrolment from a unit carried out before the census date will result in no grade being shown on the student transcript.
- 8.5. Withdrawal of enrolment from a unit carried out after census date will result in a grade of "W" or "WF" as per P08 Unit Grades and P07 Unit Grading policies.