

Enrolment – Domestic Students Policy

1. Purpose

- 1.1 This policy provides the framework for:
- 1.1.1 course enrolment requirements;
 - 1.1.2 changes to course and unit enrolments;
 - 1.1.3 the assessment of student requests to withdraw or cancel a unit or course enrolment; and
 - 1.1.4 the assessment of student requests to defer course enrolment.
 - 1.1.5 The assessment of student request for leave of absence

2. Scope

- 2.1 This policy applies to all domestic students of Perth Bible College, and the staff involved in the assessment of changes to course and unit enrolments.

3. Responsibility

- 3.1 The Principal is responsible for the implementation of this policy.
- 3.2 The Dean of Students is responsible for the assessment of requests for changes to a student's course and unit enrolments for theological students; the Dean of Counselling is responsible for counselling students.
- 3.3 The Dean of Students is responsible for the assessment of requests for student course deferrals.
- 3.4 The College Administrator is responsible for the assessment of leave of absence

4. Definitions

<i>Appeal</i>	A request for a decision to be reviewed by an independent area. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> ● student misconduct; ● refused transfer requests; ● course progress; and ● student enrolment cancellation.
<i>Census Date</i>	The census date for each unit is set and is published on our website in October for the upcoming academic year.

<i>Compassionate or Compelling Circumstances</i>	Circumstances generally out of the student's control which will have an impact upon the student's wellbeing or course progress.
<i>Deferment</i>	The student has accepted the Letter of Offer, but wish to delay the commencement of the course until a future trimester.
<i>Domestic Students</i>	A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa.
<i>FEE-HELP</i>	A loan scheme to help eligible students pay their tuition fees. Australian citizens and holders of a permanent humanitarian visa are eligible for FEE-HELP assistance.
<i>Intervention Strategy</i>	Action taken by Perth Bible College to assist a student who is making unsatisfactory progress in their program.
<i>Leave of Absence</i>	A period of approved leave, with specific start date and end date, where the student that has commenced the course is permitted to not be enrolled in a unit for that nominated time period.
<i>Withdrawal</i>	Cessation of registration in a course or unit, initiated by a student after enrolment.

5. Policy Provisions

Principles

- 5.1 Students will be required to be enrolled in a current course of study before enrolling in PBC units.
- 5.2 A student must meet the entry requirements as outlined in Perth Bible College's *Admission Policy* to be permitted entry into a course for their initial entry to a PBC course.
- 5.3 A student may be permitted to transfer from one course to another based on their course progress, as detailed within the *Course Articulation Policy*.
- 5.4 All changes to enrolment must be approved by Perth Bible College. This includes:
 - 5.4.1 unit withdrawals;
 - 5.4.2 course withdrawals;
 - 5.4.3 course deferral requests.
 - 5.4.4 leave of absence

- 5.5 Students will be issued by email with a notification of enrolment before the census date.
- 5.6 It is the student's responsibility to ensure that their notification of enrolment matches the classes they are attending.
- 5.7 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 did not attend and not being awarded a mark for a unit which they did attend.
- 5.8 Students who make corrections to the enrolment should be issued with a new notification of enrolment.
- 5.9 Within 14 days of census date all students using the FEE-Help system will receive a Commonwealth Assistance Notice (CAN).

Change of Course Enrolment

- 5.10 Students may apply to change their course enrolment at the beginning of a new trimester until the census date.
- 5.11 Students will be required to meet the requirements outlined in the *Course Articulation Policy* to qualify to change course enrolment.

Cancellation of Course Enrolment

- 5.12 PBC may cancel the course enrolment of a student in the following circumstances:
 - 5.12.1 a student has been assessed to have a status of Course Terminated (as outlined in the *Student Course Progress Policy*);
 - 5.12.2 a student informs PBC that they will no longer be continuing their studies by completing the relevant course withdrawal form;
 - 5.12.3 a provisional 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;
 - 5.12.4 a student has not enrolled in a unit as part of their course for a period of 1 year, and does not have an approved leave of absence;
 - 5.12.5 a student has defaulted on their financial obligations and has demonstrated no intention to meet those obligations; or
 - 5.12.6 a student has been determined to have breached the Student Code of Conduct or resulting in a suspension or cancellation of enrolment.
 - 5.12.7 a student has been determined to have failed to comply with the academic misconduct requirements.

- 5.13 In the case of 5.12.1, 5.12.5 and 5.12.6, PBC will notify the student of PBC's intention to cancel the student's course enrolment and that the student has 10 working days to access Perth Bible College's complaints and appeals process, as outlined in the *Complaints, Appeals and Opportunities for Improvement Policy*.
- 5.14 If the student accesses this appeals process, the suspension of their enrolment will not take effect until the completion of this process, unless extenuating circumstances relating to the welfare of the student apply.

Deferring Course

- 5.15 PBC may permit the deferral of a course enrolment of a domestic student in the following circumstances:
- 5.15.1 illness where a medical certificate states that the student's condition will impact detrimentally on the student's ability to complete the unit/units;
 - 5.15.2 death or serious illness within the immediate family of the student where the student is required to return home for a period which would impact detrimentally on the student's ability to complete the unit/units; or
 - 5.15.3 other similar compassionate or compelling circumstances which would prevent a student from attending classes for a period which would impact detrimentally on the student's ability to complete the unit/units.

5.16 The requests for deferral may be submitted up until census date.

5.17 Student can defer their offer for a maximum of three trimesters

Unit Enrolment

- 5.18 All unit enrolments must be finalised by the census date of the relevant trimester.
- 5.19 All unit enrolments must be recorded in writing and placed in the student's file.

Amendment to Unit Enrolment

- 5.20 All Students may amend enrolments prior to the census date with the approval of the Dean of Students for theological students or the Dean of Counselling for counselling students.
- 5.21 Amending an enrolment includes adding units, transferring from one unit to a different unit, or withdrawing from units.

- 5.22 A student who wishes to amend their unit enrolment must complete the *Add unit Form* or the *Transfer of Unit Form*, available via the PBC website.

Withdrawal from Enrolled Unit

- 5.23 A student who wishes to withdraw from their unit enrolment must complete the *Withdrawal Form*, available via the PBC website.
- 5.24 Students should consult the *Student Refund Policy* for details of tuition fee refund and penalty amounts in relation to withdrawing from units.
- 5.25 Withdrawal of enrolment from a unit carried out before the census date will result in no unit being shown on the student transcript.
- 5.26 Withdrawal of enrolment from a unit carried out after census date will result in a grade of “W” or “WF” as per the *Student Assessment Policy*.

6. Policy Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 23/03/2023	Date of next review: 21/03/2024
Approved by		Teaching and Learning Committee	
Authorised Officer		Dean of Studies	
Supporting documents, procedures & forms of this policy		<i>Enrolment – Domestic Students Procedure</i> <i>Application for Change of Enrolment Form</i> <i>Enrolment Form</i> <i>Complaints, Appeals and Opportunities for Improvement Policy</i> <i>Student Course Progress Policy</i> <i>Student Assessment Policy</i> <i>Student Refund Policy</i>	
Related Legislation and Codes of Practice		<u><i>Higher Education Standards Framework 2015, Part A: Standard 7.2</i></u> <u><i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i></u>	
Audience		Public	

7. Version History

Review Table			
Date	Review Type	Summary of Changes	Review person/group
	<ul style="list-style-type: none"> Scheduled Policy amendment 		

	• Admin update		
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
03/11/16	Scheduled	Addition to 4.5.4; removal of rigid timeframe in 4.7	Peter Elliott
21/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant
17/03/2022	Policy amendment	Included maximum deferral period of 2 years. Included 5.12.4 .	Chris Burton
21/03/2022	Policy amendment	Included differentiation between theological students and counselling students.	Chris Burton
26/10/2022	Policy amendment	Included Leave of Absence. Removed deferring Units	Kari Minetto
23/03/2023	Policy amendment	Change words, semester to trimester	Becky Shaw