

Enrolment Policy

1. Purpose

This policy outlines the conditions under which students will be considered to have a valid enrolment at SIBT.

A student's enrolment is a selection of units which defines a course of study, the amount and timing of that study, and the fees and charges that will be applied. Students are responsible for submitting a valid enrolment that is in accordance with student rules, policies and procedures, program requirements, and any other criteria the student is required to meet.

2. Application

This policy applies to all students undertaking studies in Certificate IV TPP, Foundation Studies, Diploma, Advanced Diploma and Associate Degree units and comes into effect at the commencement of each semester.

3. Purpose/Objective

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4. Introduction

All students must submit a valid enrolment for each semester by the specified due date using SIBT's online enrolment system available in the SIBT Student Portal, unless otherwise advised by SIBT. Students who submit their enrolment after the due date will be charged a late enrolment fee. SIBT reserves the right to reject an enrolment which is attempted after the due date.

SIBT will disclose student results to enable a seamless transition into further studies for institutions in which there is an approved articulation agreement. These institutions may share information with SIBT in relation to student results, to inform continuous improvement at SIBT.

5. Nomination of Units of Study

A student is required to select a set of units each semester. The units selected must conform to the requirements of the course into which the student has been enrolled.

A student is not permitted to attend classes, access teaching materials, or engage in the teaching activities of the course, unless enrolled in that course. It is the student's responsibility to check that they are enrolled in the

correct course each semester. Students are able to check their enrolment at all times via the SIBT Student Portal. Students are also able to add and withdraw units, and select the appropriate course offering by using the online enrolment system in the SIBT Student Portal within the prescribed periods for enrolment and while the SIBT Student Portal is open for enrolment.

A student may be prevented from enrolling in a unit of study where:

- the last date for adding units for the semester has passed;
- the unit is not offered in the nominated semester
- the unit is not offered in the course for which they received an offer of admission;
- the student does not satisfy the prerequisite conditions for the unit/program;
- the unit is closed because the maximum enrolment number has been reached;
- the student is attempting to enrol in more than 4 units in the semester;
- the student has been advised of eligibility for exclusion.

A student may be permitted to lodge their enrolment in spite of these conditions if the College Director and Principal, or nominee, determines that special circumstances warrant the enrolment; or in the case of eligibility for exclusion, the student has submitted an appeal against exclusion.

6. Enrolment Due Dates

Enrolment for **new** students undertaking any units offered by the College is possible until 5pm Friday of week one of the semester.

Online enrolment for **continuing** students in all courses is possible until 12 am Sunday of week one of the semester.

Any student seeking enrolment after these dates requires the permission of the College Director and Principal or nominee.

7. Enrolment Status

The following statuses are used by SIBT in relation to student enrolments:

Current - enrolment in units in the current semester. To have a current enrolment status, the student will have:

- accepted an offer of admission to a program of study;
- paid such fees and charges as SIBT may require to be paid as a condition of enrolment;
- completed any other procedures which may be required as a condition of enrolment;
- have completed the enrolment procedures prescribed by SIBT.

Withdrawn - approved withdrawal from all units in a semester with no units planned for in a future semester; failure to enrol in future semester; transferred to another provider.

Deferred - approved suspension of studies for a period of one semester, with an indicated intention to return to study in the following semester.

Terminated - enrolment terminated by SIBT, or student excluded from College on the basis of a particular policy.

Past - completed all requirements of a course.

Leave of Absence – approved suspension of studies for a short period of time during the semester but with no change of status.

8. Continuity of Enrolment

A student is deemed to be currently enrolled from the date on which the student has completed the enrolment requirements for a given semester, until the release of that semester's results, unless:

- the student has been granted approval to withdraw their enrolment, withdraw from all units in a semester or deferred for a period of one semester
- SIBT terminates the student's enrolment or excludes the student in accordance with the provisions of this or other policies of SIBT;
- the student has completed all requirements of a program and is eligible to graduate.

9. Academic Load

A student's academic load is determined by the number of units the student is enrolled in. A full-time student is one who is enrolled in units totalling at least 75% of a standard full-time academic load in any semester.

A part-time student is one who is enrolled in units totalling less than 75% of a standard full-time academic load in any semester.

10. Certificate IV Prerequisite - Unique Student Identifier (USI)

All students studying a course in the Certificate IV Tertiary Preparation Program need to have a USI to receive their academic transcript or testamur. The USI enables students to access their enrolment and achievement records from all nationally recognised Vocational Education and Training, undertaken at any Australian institution. A single USI remains with a student for their lifetime.

11. Unit Prerequisites

A prerequisite unit is a unit that must be completed, and for which a specified minimum grade must be obtained before another specified program may be commenced. Unit prerequisites are indicated in the Unit Guide for each unit.

11.1 *Minimum Grade to Satisfy Prerequisite Condition*

Unless otherwise specified the minimum grade which must be obtained to satisfy a pre-requisite condition is a Pass (P).

11.2 *Responsibility for Prerequisite Check*

It is the student's responsibility to ensure that pre-requisite and co-requisite conditions are satisfied when adding a unit to their enrolment. If a student fails a unit in one semester which is a prerequisite for a unit in which the student expects to enrol in a future semester, it is the student's responsibility to amend their enrolment for the later semester.

If a student fails to amend an enrolment that does not satisfy pre-requisite conditions when requested in writing to do so, the student's enrolment in the program concerned may be cancelled.

11.3 Right to Amend Enrolment Program

If the above conditions have not been satisfied, SIBT may amend a student's enrolment.

12. Confirmation of Enrolment

Students are able to check their enrolment via SIBT's Student Portal.

13. Provisional Enrolment at the College

In special circumstances, a student may be permitted provisional enrolment within a Diploma, Advanced Diploma or Associate Degree program for which they have not yet completed a necessary pre-requisite unit or program. In these circumstances, the student may be permitted to undertake the necessary pre-requisite unit/s whilst at the same time undertaking up to two additional units from the program for which they have been granted provisional entry.

Diploma, Advanced Diploma or Associate Degree units that may be undertaken during provisional enrolment are only those not dependent on the pre-requisite unit/s. Students may undertake a maximum of three units (including the prerequisite unit/s per semester whilst provisionally enrolled).

Unconditional enrolment within a unit will be dependent upon the student having successfully completed the necessary pre-requisite unit/s.

If a student does not successfully complete the pre-requisite unit during their first semester of study, the student will be permitted to reattempt the pre-requisite unit/s and continue with the Diploma, Advanced Diploma or Associate Degree program in provisional mode, however, will once again only be permitted to take units from the Diploma, Advanced Diploma or Associate Degree that are not dependant on the pre-requisites.

Students that do not successfully pass the pre-requisite unit/s will be permitted to reattempt the pre-requisite unit/s whilst in provisional mode, once only.

14. Cross-Program Miscellaneous Study at SIBT

14.1 Certificate IV Tertiary Preparation Program (TPP) and Foundation Program

A student with one unit remaining in their Certificate IV TPP program or Foundation Program may be eligible to commence their Diploma studies at the College on a miscellaneous study basis. Eligible students will be permitted to enrol in a maximum of three units in total, whilst undertaking cross-program miscellaneous study. Students will only be eligible to enrol concurrently in both programs if they have at least a GPA of 2.0 in the Certificate IV TPP Program or 5.0 or higher in the Foundation Program.

14.2 Diploma

A student with one or two units remaining in the Diploma program may apply to commence their Advanced Diploma and Associate Degree at the College on a miscellaneous study basis. Students will be permitted to enrol in a maximum of three units whilst undertaking cross-program miscellaneous study, however the number of units approved, may be reduced, depending on a student's prior academic performance.

Students will be required to submit an Application for Cross-Program Miscellaneous Study Form to SIBT prior

to the commencement of classes.

15. Completion within Program Duration

International students are required to complete their program of study within the duration specified on their electronic Confirmation of Enrolment (eCoE), unless:

- SIBT has put in place an intervention strategy for a student;
- the student has compassionate or compelling circumstances that warrant the extension of their CoE; or
- an approved deferment or suspension of study has been granted.

Students who do not believe they will complete their program within the timeframe specified on their CoE should contact a Student Advisor/Academic Coordinator.

16. Refusal and/or Cancellation of Enrolment

SIBT (the College Director or nominee) has the right to refuse and/or cancel a student's enrolment if:

- admission to SIBT has been gained by misrepresentation, falsification of documents, or other fraudulent means* [refer to the Offer Letter];
- the normal requirements for admission or enrolment have not been fulfilled* [refer to the Admissions Policy or within this Enrolment Policy];
- enrolment has not been completed by the enrolment deadline [refer above within this Enrolment Policy];
- the required tuition fees have not been paid by the specified date* [refer to the Offer Letter and/or Student Portal];
- the student has previously engaged in any form of academic misconduct associated with the academic program of SIBT* [refer to the Academic Honesty Policy];
- the student has failed to satisfy the minimum academic performance level required [refer to the Program Progress Policy]*;
- the student has behaved in an inappropriate manner towards any member[s] of the College community* [refer to the Student Code of Conduct Policy];
- enrolment by the student would cause any member of SIBT, including staff and students, or its agents, to act unlawfully*;
- Department of Immigration and Border Protection (DIBP) has cancelled the student's Visa; or
- For any other reason as determined by the College Director and Principal*.

** If a student's enrolment is to be cancelled for any of the reasons with an asterisk, SIBT will notify the student of the intention to cancel the enrolment and allow the student 20 working days to access the Student Complaints and Appeals Policy*

SIBT may, by written notice, vary conditions of enrolment as necessary to comply with any law, regulation, or amendment thereof, as derived from those of the Commonwealth of Australia.

17. Definitions

N/A

18. Related Documents

Offer Letter
 Admissions Policy
 Academic Honesty Policy
 Program Progress Policy
 Student Code of Conduct

Amendment History

Department:	Academic	
Approval Authority:	Academic Board	
Approval Date:	18 October 2012	
Date for Next Review:	October 2015	
Revision Date	Version	Summary of changes
18/10/2012	1	New Policy
04/11/2013	2	Reviewed policy to include Cross-Course Miscellaneous Study
13/03/2015	3	Updated Policy. Included info on USI for Cert IV TPP. Updated title from College Director and Principal to Academic Director.
05/02/2016	4	SIBT endorsed the updated policy for 2016 to take to Interim Academic Board
11/02/2016	5	Approved and endorsed by Interim Academic Board