

## Health Education and Training Institute Higher Education Enrolment Policy

<b>Document Number: NSWIOP HETI</b>	IOP15/3726 TRIM
<b>TRIM Document Classification</b>	Governance
<b>Document Identifier</b>	AG 02-2
<b>Approval date</b>	24 February 2016
<b>Publication date</b>	To be advised
<b>Summary</b>	This policy deals with the requirements associated with formal enrolment at Health Education and Training Institute Higher Education including variations to study programs, leave of absence and withdrawal from a program.
<b>Keywords</b>	Student, enrolment status, census date, continuing students, pre-requisite, co-requisite, withdrawal, deferred admission, leave of absence, resignation
<b>Authoring Portfolio</b>	Mental Health
<b>Contact</b>	Director
<b>Consultation</b>	as per Document History
<b>Applies to</b>	Higher Education
<b>Distribution</b>	Higher Education
<b>Related documents</b>	Health Education and Training Institute Higher Education Admissions Policy Health Education and Training Institute Higher Education Graduation Policy Health Education and Training Institute Higher Education Progression and Unsatisfactory Progress Policy Health Education and Training Institute Higher Education Student Fees Policy Health Education and Training Institute Higher Education Student Support (Rights and Responsibilities) Policy Postgraduate Prospectus Student Handbook Unit Learning Guide
<b>Review date</b>	June 2018
<b>Risk Assessment</b>	As per Attachment 1 to this document.

## Document History

Version	Issued	Status	Author	Reason for Change
v0.1	3 November 2015	Draft	Geoff Murphy	Draft document issued for consultation
v0.2	26 November 2015	Draft	Geoff Murphy	Feedback Mark Wilbourn
v0.3	19 January 2016	Draft	Mark Wilbourn	Consolidated feedback and accepted changes
v0.4	21 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 21 January 2016
v0.5	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.6	27 January 2016	Draft	Mark Wilbourn	Amendment to Clause 10; 22; 36; and 56.
v0.7	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v0.8	11 February 2016	Draft	Mark Wilbourn	Amending terminology from Course Handbook to Postgraduate Prospectus, Student Handbook and Unit Learning Guide
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council

**Issued under the authority of the Health Education and Training Institute Higher Education Governing Council**

# Health Education and Training Institute Higher Education Enrolment Policy

## Policy Statement

Health Education and Training Institute Higher Education will administer students' enrolments in all coursework programs, so that it meets its legislative requirements as specified by the Commonwealth Government and so as to ensure that accurate and timely records are created and maintained that reflect the student's academic journey.

## Aims and Objectives

1. To specify the processes by which the student journey through Health Education and Training Institute Higher Education courses will be implemented and recorded.

## Overview

2. This policy specifies the requirements, processes and elements of a student's enrolment including those applying to commencing students, continuing students, re-enrolling students, course variations, arrangements for leave of absence and withdrawal from courses and exclusion of students. This policy should also be read in conjunction with the Student Fees Policy.

## Definitions

3. For the purpose of this policy:
  - a. **Census date:** is the official deadline for students of Health Education and Training Institute Higher Education to finalise their enrolment and fees for each teaching session. It is a pivotal date which must be met in order to avoid academic and or financial penalties in relation to aspects including enrolment, deferral, withdrawal, leave of absence, payment of fees, student records. The approved census date or dates for programs and units are published on the Health Education and Training Institute Higher Education website and in the Postgraduate Prospectus and Student Handbook;

- b. Domestic student: means a student who is an Australian Citizen, New Zealand Citizen, holder of an Australian Permanent Resident Visa, or holder of a Humanitarian Visa (Refugee);
- c. Late enrolment: means the completion of any of the enrolment requirements specified in “Procedures, Part B” after the closing date specified;
- d. Postgraduate coursework student: means a student enrolled in a:
  - 1. Graduate Certificate;
  - 2. Graduate Diploma; or
  - 3. Masters (Coursework) Degree.

## Procedures

- 4. Students are personally responsible for:
  - a. providing all necessary information for enrolment to the Health Education and Training Institute Higher Education, Education Support Office;
  - b. ensuring their enrolment meets course requirements and is consistent with approved course structures;
  - c. informing the Education Support Office of any changes to their enrolment status. Failure to advise the Education Support Office about changes to enrolment status by the approved census date/s can result in both academic and financial penalties.

## Approved Census Dates

- 5. Each unit has an approved census date which is published on the Health Education and Training Institute Higher Education website and in the Postgraduate Prospectus and Student Handbook.
- 6. Students must ensure that their enrolment is finalised by the approved census date for the teaching session as this forms the basis for determining final tuition fees/student contribution liability.

## Part A - Communication and Enrolment

7. Students are responsible for ensuring that their personal and contact details are current. Students can change their personal and contact details by informing the Education Support Office. However, where a student changes their name they must submit written notification, accompanied by documentary evidence (e.g. certified copies of birth certificate, marriage certificate, deed poll), to the Education Support Office.
8. A student must notify Health Education and Training Institute Higher Education Support Office of any change to their enrolment using the Enrolment Variation form.
9. For further details of the obligations and responsibilities of students, refer to the Health Education and Training Institute Higher Education Student Support (Rights and Responsibilities) Policy.

## Part B - General Requirements for Enrolment

### Commencing Students

10. Commencing students are enrolled upon the approval of the Director Education and Training on completion of all of the following:
  - a. application for admission;
  - b. acceptance of the offer of admission and fulfilment of any conditions attached to the offer;
  - c. selection of units of study according to the rules of the course to which an offer of admission has been made ;
  - d. submission of a declaration to be bound by the rules and policies of Health Education and Training Institute Higher Education and NSW Health;
  - e. completion of any compulsory data collection and special requirement information as required by government departments or agencies;
  - f. provision of documentation for proof of identity;

- g. payment of compulsory fees where applicable (refer to the Student Fees Policy for full information);
  - h. completion of any other required procedures.
11. If a student with a disability or chronic health condition has concerns about meeting the requirements of a course, they should discuss their enrolment plans with the Framework Coordinator before enrolling in the course.

### **Continuing Students**

12. To ensure valid enrolment, continuing students are required to:
- a. re-enrol for each academic year;
  - b. select units in each session of the academic year;
  - c. select units that comply with the structure and rules of their course;
  - d. pay all compulsory fees and charges by the census date. Failure to pay fees and charges by the census date may lead to termination of enrolment; and
  - e. complete any other required procedures or special requirements.
13. Continuing students not intending to study in a teaching session must apply for Leave of Absence (refer to Part D) unless they have completed their course.
14. Continuing students who are suspended or excluded from Health Education and Training Institute Higher Education will not be permitted to re-enrol (refer to the Progression and Unsatisfactory Progress Policy).
15. Continuing students will be permitted to re-enrol for the following session prior to receiving results. If a student subsequently does not meet the prescribed pre-requisite and co-requisites, Health Education and Training Institute Higher Education will deem the student's enrolment to be invalid. If the pre-requisite and co-requisites are not met by the student by census date Health Education and Training Institute Higher Education will withdraw the student from the affected unit/s before the approved census date.

Continuing students are required to ensure that they have a valid unit enrolment by the census date for the teaching session. Students who do not have a valid unit enrolment by the census date will be regarded as having abandoned their course of study and will need to apply for re-admission in order to resume studies (refer to Admissions Policy for information on re-admission).

16. Continuing students will be considered to be enrolled from the time the above procedures are completed until the student either:
  - a. completes the course of study;
  - b. resigns (withdraws) from the course of study;
  - c. takes an approved leave of absence;
  - d. is excluded or suspended from study;
  - e. has enrolment terminated due to non-payment of compulsory fees; or
  - f. fails to re-enrol in the course by the date notified to them by the Education Support Office in which case the student will be regarded as having abandoned the course of study.

### **Late enrolment**

17. Student enrolment records can only be amended after the census date in extenuating circumstances. Applications will be assessed and, if the incorrect enrolment is due to an administrative error by Health Education and Training Institute Higher Education, the student's record will be amended and no financial penalty will apply.

### **Re-enrolment after Resignation from a Course**

18. Students cannot re-enrol after resigning from a course. They need to re-apply for admission (refer to Admissions Policy for information on re-admission).

### **Reinstatement of Enrolment following Termination for Non-payment of Fees**

19. A student whose enrolment is terminated for non-payment of compulsory fees may apply for reinstatement of their enrolment, which will be determined by the Director Education and Training in accordance with the Student Fees Policy.

### **Maximum Credit Points in a Teaching Period**

20. Health Education and Training Institute Higher Education regards enrolment in 20 credit points at any given point in time as a normal part-time load. Students who enrol in more than this incur the risk of poor performance and failure.
21. Unless otherwise required by their standard course structure, students will be restricted to enrolling in a maximum of 40 credit points at any given point in time during all teaching sessions.

### **Variation of Enrolled Program of Study**

22. Students must ensure that they update their records with the Education Support Office by submitting an Enrolment Variation Form if they make a change to the units in their program of study. Variations in enrolment must be approved by the Director Education and Training.
23. Variation of units in an enrolled program of study is not a means of transferring between courses.

### **Withdrawing from Units before the Approved Census Date**

24. Students may withdraw from a unit without academic penalty until midnight on the approved census date.
25. Students will not incur a tuition fee liability for the unit/s they have withdrawn from before midnight on the approved census date.

### **Withdrawing from units after the Approved Census Date**

26. Students formally withdrawing from units after the approved census date will automatically incur an academic penalty ("FD" grade - Fail Discontinued).
27. Students will not be eligible for a refund of tuition fees unless they are able to prove they have endured extenuating circumstances. Refer to "Guidelines" below for what constitutes extenuating circumstances.



28. Students who withdraw due to extenuating circumstances may apply in writing to the Director Education and Training for consideration of withdrawal without academic penalty ("W" grade - Withdrawn (without academic penalty)). Applications must be made within 12 months of the end of the teaching session in which they were enrolled in the unit/s. Refer to "Guidelines" below for what constitutes extenuating circumstances.
29. Withdrawal without academic penalty applications received after the 12 month deadline outlined in Clause 28 will only be accepted if they meet at least one of the following criteria.
- a. that Health Education and Training Institute Higher Education failed to inform the student at the time they withdrew from the unit of the opportunity to apply for a "W" grade;
  - b. if it can be proven that Health Education and Training Institute Higher Education made an administrative error in relation to the student's request for withdrawal; or
  - c. if the student can demonstrate that they had intended to submit their application within the required timeframe but circumstances out of their control prevented them from doing so (e.g. they were in hospital when the deadline for submission of the application passed). Such claims must be supported by independent verifying documentation. A letter from the student is not sufficient.
30. Students who are granted "W" grades for unit/s due to extenuating circumstances will automatically receive a full refund for those units where tuition fees were paid, except where students have indicated that they do not request a remission of debt as part of their application.

## **Part C - Specialisation and Unit Enrolment Requirements**

### **Specialisations**

31. Students are responsible for enrolling into any specialisation that they are required to complete, or wish to complete, as part of their course at the point of enrolment.

### **Pre-requisite and Co-requisite Units**

32. Students are responsible for ensuring that any specified pre-requisite or co-requisites have been met. These are listed in the Student Handbook on the Health Education and Training Institute Higher Education website and in the Unit Learning Guide. Health Education and Training Institute Higher Education has the right to cancel a student's enrolment in a unit if any pre-requisite or co-requisites have not been met.
33. If a student believes that they have met the requirements for a pre-requisite or co-requisite, they may apply for the pre-requisite or co-requisite rule to be waived. A rule waiver can only be authorised by the Director Education and Training, with due reference to any professional accreditation requirements, if relevant.

### **Units with Special Requirements**

34. Where units with special requirements exist, students must satisfy these in order to become enrolled in the unit. Special requirement rules will not be waived.

### **Restrictions on Unit Enrolment**

35. Health Education and Training Institute Higher Education may impose or modify enrolment quotas on particular units or classes when there are resource constraints.

### **Repeat Enrolment in Unit/s already Passed**

36. With the permission of the Director Education and Training, a student may repeat any unit for which a passing grade has been awarded.
37. If a student elects to repeat a unit, they will be liable for the full tuition fees for the unit.
38. The original passing grade will remain on the student's academic record and a second entry will record the new grade obtained and the notation "completed".
39. Both units and grades will be included in the calculation of the Grade Point Average (GPA). However, no additional credit points will be generated toward the award if a unit that has been passed previously is repeated. Refer to the Graduation Policy for more information about the GPA.

## **Part D - Leave of Absence and Resignation**

40. Health Education and Training Institute Higher Education recognises that students may, for a variety of reasons, need to postpone or interrupt their studies from time to time by taking a leave of absence from their course of study.
41. Students wishing to take a break from study should apply for leave of absence. Applications for Leave of Absence are determined by the Teaching and Learning Committee.
42. Withdrawing from all units or failing to enrol in units for the current teaching session does not constitute leave of absence. Students who do not enrol in units for the current teaching session of their course, and who have not applied for leave of absence, may lose their place at Health Education and Training Institute Higher Education.
43. Health Education and Training Institute Higher Education permits students to take a maximum of 12 months leave of absence during a course. Health Education and Training Institute Higher Education will reserve a place in the currently enrolled course (or a course deemed by Health Education and Training Institute Higher Education to be equivalent) for students whose applications for leave of absence are approved, subject to the availability of such a course.
44. Students are eligible to take leave of absence from courses in the process of being taught out. However, the student will only return to the same course if they are able to complete the course prior to the expiry date of the teaching out of that course.

### **Eligibility for Leave of Absence**

45. Leave of absence applications must be submitted prior to the census date of the teaching session in which leave is required. Leave of absence cannot be granted after the census date where the student has enrolled units. In exceptional circumstances students with enrolled units after the census date may be eligible to withdraw without academic penalty (refer to Part B of this policy) and subsequently apply for leave of absence.

46. Students who have been placed on conditional enrolment may take leave of absence. As conditional enrolment applies to sessions of study, when the student returns they will continue under the conditional enrolment status.
47. Students subject to suspension or exclusion from Health Education and Training Institute Higher Education are not eligible for an approved leave of absence.

### **Maximum Period for Leave of Absence**

48. The maximum period of leave that may be granted is normally 12 months. An extension of a further session of leave may be granted under exceptional circumstances on the recommendation of the Framework Coordinator.

### **Impact on Progression Due to Leave of Absence**

49. Periods of leave of absence are not included when calculating a student's progression in a course.

### **Final Date for Submission of Applications for Leave of Absence**

50. In order to avoid academic and financial penalties, applications for leave of absence must be submitted by midnight on the approved census date for the first teaching session for which leave is sought.
51. Students will receive written confirmation of the approval of the leave of absence.
52. No academic penalty will apply for applications received by the approved census date for the teaching session in which leave is being sought and subsequent session if applicable. Fee paying students will not incur a financial penalty for withdrawal after the commencement of the teaching session and prior to the approved census date.

### **Late Submission of Applications for Leave of Absence**

53. Applications for Leave of Absence submitted after the approved census date will be considered as applications to withdraw from units after the approved census date. Full academic and financial penalties apply for the units studied.

## **Resignation**

54. Health Education and Training Institute Higher Education recognises that, for a variety of reasons, some students will wish to resign from a course of study prior to its completion.
55. Students who are considering resignation are strongly advised to discuss their situation with their Framework Coordinator to consider other alternatives or obtain advice on withdrawal procedures.
56. Applications to resign from a course must be lodged with the Education Support Office for approval by the Director Education and Training.

## **Final Date for Submission of Applications for Resignation**

57. Applications to resign from a course must be submitted by midnight on the approved census date for the teaching session from which the student is seeking to withdraw. Students will receive written confirmation of their withdrawal from the course.
58. No academic penalty will apply for applications received by the census date. Fee paying students will not incur a financial penalty for withdrawal after the commencement of the teaching session and prior to the approved census date.

## **Late Submission of Applications for Resignation**

59. Applications received after the approved census date will be processed as applications to withdraw from units after the approved census date (refer to "Withdrawing from Units after the Approved Census Date") in that teaching session.
60. Students will incur an academic penalty ("FD" grade - Fail - Discontinued) for all units in the current teaching session if their application is received after the census date. Fee paying students will incur a tuition fee liability for withdrawal after the approved census date for the teaching session.
61. Students who submit late applications to resign from a course due to extenuating circumstances will need to apply for "W" Grades. Determination of such requests will be made by the Director Education and Training (Refer to "Withdrawal without Academic Penalty" in Part B).

## **Part E - Enrolment after Absence**

### **Returning to Study from Leave of Absence**

62. A student who resumes study after a period of leave of absence does so under the course rules that are in force at the time of resumption of study.
63. To resume studies, students must enrol in units for the upcoming teaching session as an indication that they are returning from leave of absence. By enrolling in units for the upcoming teaching session, a student signals their intention to return from leave of absence.
64. Students returning to studies must enrol in units by the same date continuing students are required to finalise their unit enrolment.

### **Enrolment after Resignation or Discontinuation of Studies**

65. Students who have resigned or discontinued their studies must re-apply for admission according to the normal application process.

### **Enrolment after Suspension**

66. A student who has been suspended from study at Health Education and Training Institute Higher Education has an automatic right of resumption of study in the same course (or a course deemed by Health Education and Training Institute Higher Education to be equivalent) they were studying at the time they were suspended, subject to the availability of the course (or its equivalent) at the time of re-enrolment.
67. To recommence studies after suspension, students need to select and enrol in the required units for the upcoming teaching session by the advertised census date for enrolment.

### **Enrolment after Exclusion**

68. A student who has been excluded from study at Health Education and Training Institute Higher Education does not have an automatic right to resume study at Health Education and Training Institute Higher Education. Excluded students must

apply to study at Health Education and Training Institute Higher Education through the normal application process for the course to which they are seeking entry.

## Guidelines

### Withdrawal without Academic Penalty: Guidelines on what Constitutes Extenuating Circumstances

69. Extenuating circumstances are defined to be events or circumstances which:
- a. are beyond the person's control, i.e. the person is not responsible, directly or indirectly, for the situation. These events or circumstances must be unusual, uncommon or abnormal; and
  - b. must not make the full impact on the person until on or after the census date where the situation occurred:
    1. before the census date, but worsened after that day; or
    2. before the census date, but the full effect or magnitude does not become apparent on or before that day; or
    3. on or after the census date; and
  - c. where the outcome has made it impracticable for the student to complete the course requirements; and they were unable to:
    1. undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other attendance requirements in order to meet the compulsory requirements; or
    2. complete the required assessable work; or
    3. complete other course requirements because of their inability to meet the above.
70. Students will need to prove their claim for extenuating circumstances by providing appropriate independent supporting documentation. Health Education and Training Institute Higher Education will not approach doctors, hospitals, police, etc. to obtain documentation on behalf of the student. Health Education and Training Institute Higher Education may seek verification from these agencies that the certificate has been issued to the student.

## Related Documents

- Health Education and Training Institute Higher Education Admissions Policy
- Health Education and Training Institute Higher Education Graduation Policy
- Health Education and Training Institute Higher Education Progression and Unsatisfactory Progress Policy
- Health Education and Training Institute Higher Education Student Fees Policy
- Health Education and Training Institute Higher Education Student Support (Rights and Responsibilities) Policy
- Postgraduate Prospectus
- Student Handbook
- Unit Learning Guide

### **Acknowledgement:**

Health Education and Training Institute Higher Education gratefully acknowledges the permission granted by Western Sydney University (WSU) for the use of its policy template and policy content in the development of this publication.



## IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1.			
	Notes:		
2.			
	Notes: Relevant Director		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

## Attachment 1

### RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	<b>Identification of risks – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b>Analysis of risks – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
4.3	<b>Evaluation of risks – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated.</b> Risk level assessed after implementing treatment: <ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul> <b>Evaluation –</b>	

#### Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	