

E7 – ENROLMENT POLICY AND PROCEDURE



1. PURPOSE

This policy and procedure cover the requirements for a student's enrolment in a unit of study at *BBI – The Australian Institute of Theological Education (the Institute)*. It is intended that enrolment of students at the Institute is handled in a consistent and fair manner and meets the requirements of the various regulatory and funding bodies.

This policy combines the following policies:

- *D2 Deferral and Leave of Absence Policy* (the LoA portion only, refer to *A8 – Admissions Policy and Procedure* for the Deferral policy and procedure).
- *U2 Unit enrolment policy*
- *W1 Withdrawal from Unit Policy*

2. BACKGROUND

The *Higher Education Standards Framework (Threshold Standards) 2015* requires that:

1.1 Admission

2. The admissions process ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:
 - a. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.
3. Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

1.2 Information for Prospective and Current Students

2. Information for students is available prior to acceptance of an offer, written in plain English where practicable, accompanied by an explanation of any technical or specialised terms, and includes:
 - c. information to outline the obligations of students and their liabilities to the higher education provider including expected standards of behaviour, financial obligations to the higher education provider, critical deadlines, policies for deferral, change of preference/enrolment and leave of absence, particular obligations of international students, disciplinary procedures, misconduct and grounds for suspension or exclusion.
 - d. information to give access to current academic governance policies and requirements including admission, recognition of prior learning, transition, progression, assessment, grading, completion, qualifications, appeals, academic integrity, equity and diversity, intellectual property and withdrawal from or cancellation of enrolment

7.3 Information Management

3. Information systems and records are maintained, securely and confidentially as necessary to:
 - a. maintain accurate and up-to-date records of enrolments, progression, completions and award of qualifications¹.

3. SCOPE

This policy and procedure apply to all students enrolling in unit(s) of study as part of their course of study or non-award enrolment with the Institute.

4. DEFINITIONS

Census date: the last day on which a student can access HELP loans or withdraw from a unit of study without incurring a debt.

Concurrent Enrolment: the simultaneous enrolment in two courses of study – refer to *A8 – Admissions Policy and Procedure* for regulations relevant to this category of enrolment.

Confirmation of Enrolment: the letter that is sent to applicants indicating that the Institute is confirming their enrolment in their chosen course of study.

Course(s) or Course(s) of Study: refers to all courses and awards offered by the Institute.

Cross-Institutional enrolment: a student from another provider enrolls in a unit offered by the Institute where, on completion of their study with the Institute, the other provider agrees to give the student credit towards their course of study at their home institution.

Enrolment: the process of selection of units of study that comply with the structure of the student's chosen course of study.

Inherent requirements: the academic and other abilities and skills required for a student to satisfactorily meet the learning outcomes of the unit and/or the aims and objectives of the course of study.

Late enrolment: the completion of any enrolment requirements after the enrolment closing date specified by the Institute – note: a fee may apply for late enrolments.

Leave of Absence: if you choose to take a break from your course of study you may do so by applying for a Leave of Absence (LoA).

LMS: Learning management system, at the Institute the LMS is Blackboard.

Non-award enrolment: a student is enrolled in one or more units of study without admission to a course of study.

Special requirements: requirements relating to enrolment in courses that may involve a practical requirement or a work placement needing, for example, a working with children check.

Trimester: the teaching period in which units of study are delivered.

5. STUDENT RESPONSIBILITIES

5.1 *Unit enrolment*: In order to participate in and to receive a final grade for a unit of study, or to participate in educational activities of the Institute, a student must be formally enrolled.

5.2 *Correct enrolment*: Students are responsible for ensuring that they are correctly enrolled in their units of study, and the units they are enrolled in meet the requirements for the structure of their course of study.

5.3 *Personal contact details*: Students are responsible for ensuring that their personal contact details lodged with the Institute are current.

¹ https://www.legislation.gov.au/Details/F2015L01639/Html/Text#_Toc428368848 accessed 10 August 2020.

5.4 *Advising the Institute of any errors in enrolment:* Students are responsible for advising the Institute of any errors or omissions in their enrolment.

5.5 *Census date:* Students are responsible to ensure that their enrolment is finalised by the advertised census date for the Trimester of study they are enrolling in.

6. POLICY

6.1 *Unit enrolment*

6.1.1 *Unit enrolment availability:* Unit enrolment will be made available through the Institute's online enrolment system at least six weeks prior to the beginning of each trimester.

6.1.2 *Maximum enrolment:* A student may not enrol in more than four units, or 40 credit points, in one trimester unless the Academic Dean has approved that enrolment.

6.1.3 *Full-time vs part-time enrolment:* A student's enrolment pattern per trimester indicates whether they are full-time or part-time students:

a. *Full-time:* Students who enrol in 30 credit points or more per trimester are full-time students

b. *Part-time:* Students who enrol in 20 points or less per trimester are part-time students.

6.1.4 *Course-specific online Orientation:* The Institute may arrange a course-specific online Orientation session prior to the commencement of every trimester at which course structure and unit selection will be discussed.

6.1.5 *Course requirements:* It is the responsibility of the student to be aware of the specific requirements of the course in which they are enrolled and to select units that satisfy these requirements.

6.1.6 *Enrolment sequence:* It is the responsibility of the student to ensure that they follow the established unit enrolment sequence for their course. Any deviation from this sequence must be approved by the Academic Dean.

6.2 *Census date and financial liability*

6.2.1 *Census date:* The census date for a trimester will be published on the Institute's website prior to the commencement of a Trimester.

6.2.2 *Per unit fees:* Per unit fees will be published on the Institute's website prior to the commencement of each Trimester.

6.2.3 *Financial liability:* Students are liable for any costs for units they remain enrolled in after a Trimester's census date.

6.3 *Withdrawal from units of study*

6.3.1 *Withdrawal without penalty:* Students may withdraw from a unit(s) of study without penalty no later than the census date of a trimester. The unit(s) will not appear on their academic transcript, and they will not incur fees for the them.

6.3.2 *Financial liability for withdrawal after census date:* Where a student withdraws from a unit(s) of study after the Census date for a trimester, they remain financially liable for any fees, with the exception of clause 6.3.3 below.

6.3.3 *Remission of fees:* If a student demonstrates that exceptional or unforeseen circumstances have arisen after the census date of the trimester, the Director of Student Services and Operations in consultation with the Academic Dean may consider a waiver/remission of fees. Exceptional or unforeseen circumstances may include, but are not limited to:

- Grief associated with bereavement or personal loss
- Ongoing illness
- Ongoing hardship, including loss of employment

Students granted remission of fees bear no enrolment penalties, that is, either financial or academic. Their academic transcript will show 'Withdrawn (WW)' against the unit of study they have withdrawn from.

6.4 *Minimum unit enrolments numbers*

- 6.4.1 *Offering of a unit of study:* The Institute will endeavour to offer all units as advertised for each trimester. Nevertheless, offering of a unit is dependent on minimum unit enrolments being met and the availability of appropriate resources and staffing.
- 6.4.2 *Minimum enrolments:* A minimum of 10 enrolled students is required to offer a unit of study.
- 6.4.3 *Offering of units with less than 10 enrolments:* Offering of units with enrolments of less than 10 is at the discretion of the Academic Dean.
- 6.4.4 *Cancellation of a unit of study:* If the enrolments in a unit of study does not meet the minimum requirements (see 6.4.2 above) it will be subject to review by the Academic Dean and the Principal who have the authority to cancel a unit of study. Subsequent offerings of the unit are at the discretion of the Academic Board Standing Committee.

6.5 *Leave of Absence*

- 6.5.1 *Enrolment:* Students are required to be enrolled for at least two trimesters per calendar year.
- 6.5.2 *Leave of Absence:* If leave is required after the student's first Trimester of study they must apply for a Leave of Absence (LoA) – students must complete at least one unit of study prior to applying for a Leave of Absence.
- 6.5.3 *Summer Trimester:* A Leave of Absence application is not necessary where a student does not wish to enrol for the optional third trimester (Summer).
- 6.5.4 *Maximum leave:* Unless additional leave (see 5.2.5 below) is approved, a student may not take more than three trimesters of leave – the equivalent of 12 months – during their course of study.
- 6.5.5 *Additional leave:* Under exceptional circumstances, and with the provision of supporting documentation, students may apply for up to three additional trimesters of leave – the equivalent of a further twelve-month period.
- 6.5.6 *Course maximum timeframe:* Any time taken as a Leave of Absence will be included within the maximum timeframe specified for each course, and not in addition to it.
- 6.5.7 *Access to the Institute's resources:* During a period of a Leave of Absence students may retain limited access to the Institute's resources.

6.6 *Applications for Leave of Absence*

- 6.6.1 *Leave of absence:* Students who are unable to study in Trimesters 1 and 2 must apply in writing for a *Leave of Absence (LoA)*
- 6.6.2 *Applications for leave:* Students must apply for leave by emailing studentservices@bbi.catholic.edu.au giving the reasons why the leave is being requested, stating the length of the leave required, and providing documentation in support of their application.
- 6.6.3 *Census date and lapse of candidature:* Applications for leave are to be submitted by the census date of the first trimester in which the student wishes to take leave. Failure to do so may result in their enrolment lapsing and their candidature may be terminated. They will be required to re-apply for admission to the program if they wish to recommence their studies at a later date.
- 6.6.4 *Failure to resume studies following a Leave of Absence:* If a student does not resume studies at the conclusion of their approved *Leave of Absence*

their candidature will lapse. They will be required to re-apply for admission to the program if they wish to recommence their studies at a later date.

- 6.6.5 *Exception:* Failure to resume studies (6.2.3 above) does not apply to the optional Summer Trimester (T3). For example, if a period of leave is taken for Trimester 2, a student would not be required to re-enrol until Trimester 1 of the following year.
- 6.6.6 *Unapproved Leave:* Students who fail to enrol into sequential trimesters, that is, Trimesters 1 and 2, while Trimester 3 summer is an optional trimester, and do not have an approved Leave of Absence will be considered to have abandoned their studies and may have their candidature terminated.
- 6.6.7 *Withdrawal from study:* Students who withdraw from all their units in a trimester either before or after the census date and do not apply for a Leave of Absence will be considered to have taken unapproved leave (refer 6.2.5 above).
- 6.6.8 *Notification of outcome of applications:* Students will be made aware of the outcome of their application for leave via their student email account.

6.7 Implications of Leave for students

- 6.7.1 *Progression:* Candidates who are studying part time and have an approved Leave of Absence application may be required to study more than one unit per trimester in order to ensure completion of their course within the maximum available timeframe (refer 5.2.5 above).
- 6.7.2 *Re-enrolment:* It is the responsibility of each student who takes a Leave of Absence to ensure that they re-enrol into a unit of study once their leave expires. Failure to do so may result in the student being considered to have abandoned their studies and they may have their candidature terminated.
- 6.7.3 *Notification of enrolment implications:* Students will be made aware of any course or enrolment implications when their leave application is approved.

6.8 Exclusion

A student may not enrol into a unit of study where the student:

- has not completed the prerequisite or co-requisite unit(s);
- has successfully completed the unit of study as part of their course, or another course offered by the Institute;
- has received credit for the unit of study (refer [C8 – Credit Policy and Procedure](#));
- has attempted and failed the unit twice;
- has outstanding debts to the Institute;
- has been excluded from study due to a breach of the Institute's [A10 – Academic Integrity Policy and Procedure](#);
- has been excluded from study by the *Academic Board* due to another matter; or
- has chosen a unit that overlaps in content with another unit of study successfully completed as part of their course, or another course offered by the Institute, or a unit that the student has received credit for.

6.9 Assumed Knowledge

The Institute, as a higher education provider, assumes that all postgraduate students possess relevant knowledge and skills, including specific discipline knowledge and skills, gained during their undergraduate degrees. These knowledge and skills include, but are not limited to:

- essay writing and referencing skills;
- computer skills including word processing and internet usage; and
- research skills, including library and database usage.

The Institute acknowledges that students frequently return to study following a significant break and may require assistance to refresh their knowledge and skills prior to or in the early stages of their study.

7. PROCEDURE

Unit enrolment occurs under the direction of Student Administration through the following:

- 7.1 *Enrolment in units:* Students may enrol, using the Institute's online enrolment system and the login provided to them, from the opening of the enrolment period for the trimester of study to the Sunday of the second week of the trimester;
- 7.2 *Late enrolment:* Students enrolling later than the Friday of the second week of the trimester must apply for [Late Enrolment](#). The Institute's Registrar or Academic Dean approve late enrolment applications;
- 7.3 *Prerequisite requirements:* Students must ensure that their unit selection meets the prerequisite requirements for the unit of study, and that no exclusions have been applied to their enrolment;
- 7.4 *Core units first:* In order to ensure students have the foundational knowledge required, they should enrol initially in the core units for their course prior to attempting any elective units.
- 7.5 *Access to Blackboard (LMS):* Once the Blackboard learning system (LMS) for a student's selected units are available for the trimester, students will automatically receive access to their units of study in the LMS;
- 7.6 *Manual enrolment:* If a student has difficulty enrolling into their chosen unit(s), at the student's request Student Administration have the authority to enrol the student manually. This request should be made in writing to studentservices@bbi.catholic.edu.au;
- 7.7 *Checking your personal email account:* Students will receive Institute email to their personal email account reminding them of the upcoming enrolment period. They should ensure that appropriate blocks are lifted for the domain bbi.catholic.edu.au.
- 7.8 *Cancellation of a Leave of Absence:*
 - 7.8.1 *Application for cancellation:* An applicant or student who wishes to apply for cancellation of a Leave of Absence may request to do so by emailing the Institute's Registrar before the commencement of the trimester in which they wish to resume their studies.
 - 7.8.2 *Census Date:* Requests for cancellation of a Leave of Absence in a trimester will not be granted if the request is received later than the Census Date of the trimester in which they wish to resume their studies.
 - 7.8.3 *Notification of outcome of applications:* Students will be made aware of the outcome of their request for the cancellation of a deferral or a Leave of Absence application via their student email account.

8 RELAXING PROVISION

To provide for exceptional circumstances, the Academic Dean may relax any provision of this procedure and report these decisions to the next meeting of the Academic Board.

9 KEY RELATED DOCUMENTS

- Refund Policy
- Credit Policy and Procedure
- Late Enrolment Form
- Withdrawal from a Unit Form

10 NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Academic Dean / Registry Team
Approval Authority / Authorities	Academic Board
Date Approved	11/11/2016
Date of Commencement	01/01/2017
Date for Review	24 months from date of commencement
Amendment History	<p>31/01/2017 – 4. J) amended to provide for Academic Dean approval of late enrolment.</p> <p>03/12/2018 - added 'Award' to policy where appropriate to describe our offerings; removed section in 4, Unit enrolment, encouraging students to enrol in year in advance (not possible with Paradigm system); remove reference to Course Coordinator in 4, Unit enrolment, k; amend approval for remission of fees to Director Student Services and Operations and ET nominee; remove any reference to the Student Services and Amenities Fee; added 5c to Procedure; 5e in Procedure changed to allow request to be made by email; added RPL policy and Credit Transfer policy to Key Related Documents section</p> <p>12/08/2020 – This is essentially a new policy extensively revising and combining the old <i>D2, U2, and W1</i> policies into one enrolment policy. That is, all enrolment related policies are now in one location. The <i>Deferral</i> portion of <i>D2</i> has been moved to <i>A8 – Admissions policy and procedure</i>.</p>
Key Stakeholders	Academic Board Academic Dean Director Student Services and Operations Registrar Academic staff and students Student Administration staff