

Enrolment Procedure – Domestic Students

1. Purpose

1.1 This procedure outlines the process for the assessment of unit and course changes for domestic students studying at Perth Bible College.

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 Studies is responsible for the assessment of requests for changes to a student’s course and unit enrolments.

3.3 The College Administrator is responsible for the assessment of deferral requests.

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>	A period of approved leave, with specific start and end dates, where a student enrolled in a course is permitted to not be enrolled in any units for that nominated time period.

<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>Withdrawal</i>	Cessation of registration in a course or unit, initiated by a student after enrolment.

5. Procedure

Change of Course Enrolment

- 5.1 Students will be required to complete an Application for Change of Enrolment Form to make such an application.
- 5.2 The Dean of Studies will assess the supplied evidence and will seek to determine whether the student has completed all units to progress to a higher award, or has fulfilled all the requirements to change their course enrolment.
- 5.3 If approved, the change to the student's enrolment will be made on the Student Management System.
- 5.4 PBC will notify the student in writing of the outcome of their application within seven days of their request.
- 5.5 In the case that a student's request for deferral is not successful, this notification will also inform the student that they have 20 working days to access the appeals process, as outlined within the *Student Complaints and Appeals Policy*.

Cancellation of Course Enrolment

- 5.6 Students will be required to complete an Application for Change of Enrolment Form to make such an application.
- 5.7 The Dean of Studies will assess the application for course cancellation and any evidence provided.
- 5.8 If approved, the change to the student's enrolment will be made on the Student Management System.

5.9 PBC will notify the student in writing of the outcome of their application within seven days of their request.

5.10 In the case that a student's request for cancellation is not successful, this notification will also inform the student that they have 20 working days to access the appeals process, as outlined within the *Student Complaints and Appeals Policy*.

5.11 Students will also be notified in writing in all cases of any restrictions which may apply to their re-application for a course which will be determined on a case-by-case basis in relation to the conditions for the course cancellation.

Deferral Requests

5.12 Students will be required to submit a request for deferral in writing to the college administrator and provide evidence (e.g. medical certificates, relevant correspondence) to substantiate 5.15.1, 5.15.2, and 5.15.3 in the accompanying policy.

5.13 The College Administrator 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.

5.14 PBC will notify the student in writing of the outcome of their application within seven days of their request.

5.15 In the case that a student's request for deferral is not successful, this notification will also inform the student that they have 20 working days to access the appeals process, as outlined within the *Student Complaints and Appeals Policy*.

Unit Enrolment Procedure

5.16 Prior to the beginning of each semester, each student shall apply for enrolment by completing and lodging an online Enrolment Form, obtainable via the student portal, or via a hard copy enrolment form submitted to the college reception.

5.17 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.

- 5.18 Enrolment forms must be completed prior to attending lectures for that semester.
- 5.19 All enrolments must be finalised by census date. Students will not be able to add new units or transfer between units after census date.
- 5.20 Any amendments to unit enrolments will need to be recorded on the Student management System.

Amendment to Unit Enrolment

- 5.21 Until semester begins students may make minor amendments to their original Enrolment Form for the semester and initial any changes. This does not include changes to units or the students study mode.
- 5.22 After the beginning of the semester all enrolment amendments must be completed using the *Application for Change of Enrolment Form*.
- 5.23 All enrolment amendments must have a written record and be placed on the student's file.

Withdrawal from Enrolled Unit

- 5.24 A student who wishes to withdraw from a unit must complete an *Application for Change of Enrolment Form*.
- 5.25 Like all amendments a written record is required to withdraw from a unit (see 5.31). Students who withdraw after census date 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) (as outlined in the *Student Assessment Policy*).

6. Procedure Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 16/06/2021	Date of next review: June 2022
Approved by		Teaching and Learning Committee	
Authorised Officer		Dean of Studies	
Supporting documents, policies & forms of this procedure		<i>Enrolment Policy – Domestic Students</i> <i>Application for Change of Enrolment Form</i> <i>Enrolment Form</i> <i>Student Complaints and Appeals 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