

Enrolment Policy and Procedure

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Purpose

This Policy and Procedure sets out the student enrolment process at the Australia Institute of Future Education (AIFE).

Scope

This Policy and Procedure applies to all enrolled students.

Policy

Principles

The admission and enrolment process will be:

- Open and transparent about the course admission requirements
- Supportive of students throughout the enrolment process, and
- Informative about:
 - All charges associated with the course
 - Students' rights and obligations under policies relating to:
 - Eligibility for credit
 - Changing/withdrawing the offer
 - Acceptance of the offer and the enrolment process
 - Entitlement to refunds, and
 - Any other particular conditions of enrolment and participating in their enrolled course.

Students are expected to maintain continuous enrolment over the duration of their course.

Students may apply to defer commencement of their course if the application was submitted prior to enrolling. The maximum period of deferment is one (1) year.

After enrolling, students can:

- Vary their study load
- Transfer between courses within AIFE
- Request a leave of absence, or
- Withdraw from their candidature.

AIFE reserves the right to suspend or cancel the enrolment of a student:

- If the student has provided fraudulent information upon which the offer of a place was made
- For the following reasons and after AIFE's appeals process has been exhausted:
 - Academic or non-academic misconduct

- Unsatisfactory academic progress
- Non-payment of fees.

Procedure

Enrolment

A student accepted into an AIFE course will be provided with a Letter of Offer, which the student must sign to indicate acceptance of the offer and return to AIFE.

Deferral of Studies

After receiving the Letter of Offer, a student may apply to defer their studies for up to one year.

AIFE may grant the application for deferral for the following reasons:

<ul style="list-style-type: none"> • Serious illness or injury prohibiting the student's ability to attend classes 	A medical certificate must accompany the application
<ul style="list-style-type: none"> • Bereavement of a close member of family (e.g. parents, grandparents) 	Death certificate or similar certification are appropriate supporting evidence
<ul style="list-style-type: none"> • Major political upheaval or natural disaster impacting the student's ability to commence studies 	Provide links to a newspaper article or correspondence from the transportation company (e.g. airline, train company)
<ul style="list-style-type: none"> • A traumatic experience, such as involvement in, or witnessing of a serious accident, or witnessing or being the victim of a serious crime which has impacted the student 	Acceptable evidence include police or psychologist's report

Leave of Absence

After commencing the course, students may apply for a Leave of Absence from their course for similar reasons applying to a Deferral of Studies (above).

The maximum Leave of Absence allowable is 2 years.

To apply for a Leave of Absence, students must contact the Student Administration office and complete relevant forms. The student will be notified of the outcome within 10 working days.

If the Leave of Absence application is submitted and approved:

- **Within 30 days** of the semester commencing, the subject enrolments will be discontinued without penalty
- **30 days or more AFTER** the semester commences:
 - A Fail mark will be recorded for the subject(s), and
 - The liability associated with the tuition fees for the subject remains.

Suspension or Cancellation of Enrolment

Based on a recommendation from the Administration Manager, and having regard to compassionate/compelling reasons, a student's enrolment may be suspended or cancelled for one of the following reasons:

- Misconduct (academic or non-academic), pending the outcome of any appeal lodged by the student
- Non-payment of fees as stated in the Letter of Offer
- Unsatisfactory course progress.

Prior to the suspension or cancellation, the student will be notified of:

- AIFE's intention and rationale to suspend or cancel the student's enrolment
- The right to appeal AIFE's decision through internal and external appeals process. A copy of the *Student Appeals Policy and Procedure* will be provided to the student.

Appeals

A student may appeal against a decision made under this Policy in accordance with the provisions in the *Student Appeals Policy and Procedure*.

Records

The Administration Manager will ensure appropriate records of enrolment and enrolment variations are maintained and stored confidentially, including:

- Student's requests and any supporting documentation
- Disciplinary processes, recommendations and supporting documentation
- A record of the assessment of applications to vary enrolment, including consultation with staff members or other relevant parties
- A record of decisions as communicated to the student, including advice and related documentation, and
- Records of any further documentation resulting from internal or external appeals processes.

All requests under this Policy and Procedure, supporting documentation, assessment and outcomes will be stored for a period of at least 2 years after the student ceases to become an enrolled student of AIFE.

Monitoring and Improvement

Feedback from applicants about their experience during the enrolment process will be sought, collated and the findings, including recommendations for improvements, documented in a report which would be provided to the Dean for consideration and the Academic Board for approval of any recommendations for improvement.

Responsibilities

Students must:

- Abide by AIFE's policies, rules and regulations, including the *Student Code of Conduct*, from the point of enrolment
- Plan for, and maintain, continuous enrolment or seek AIFE's permission to vary their enrolment, and
- Meet attendance and assessment requirements as prescribed in subject outlines.

The Dean is responsible for:

- Advising on course structure and recommended study progression
- Assessing whether a variation of enrolment would be detrimental to the educational goals of the student
- Monitoring the progress of students to ensure they are able to complete the course within the expected duration.

The Student Administration office is responsible for:

- Reviewing and approving proposed variations to enrolment and seeking academic guidance where necessary
- Maintaining up-to-date, correct, and accurate enrolment records
- Communicating required notices, information, and advice to students, and
- Keeping records of requests for variation of enrolment, supporting documentation, assessment by AIFE, and outcome of reviews.

The Academic Board has a monitoring and oversight role in relation to the quality of teaching and learning at AIFE.

Appendix 1 contains a Positional Chart and Role Description.

Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Deferral	Enrolment into a course is delayed by a student who has received and accepted a Letter of Offer
Letter of Offer	A document issued by AIFE to offer a student a place in an AIFE course
Leave of absence	Suspension of enrolment as initiated by a student
Suspension	Temporarily putting a student's enrolment on hold
Withdrawal	Discontinuation of enrolment as initiated by a student

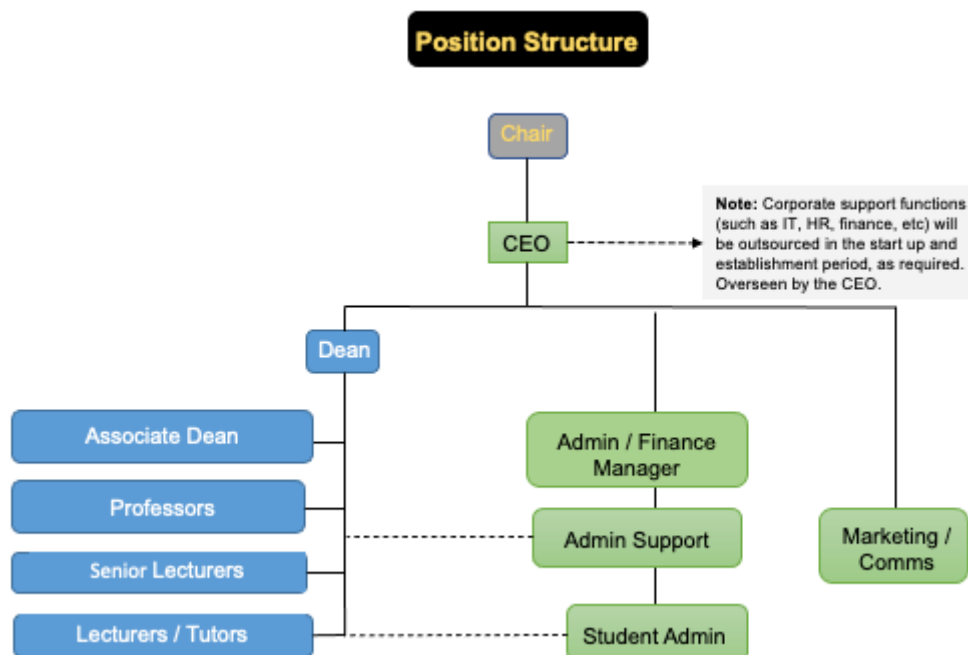
Version History

Version #	Changes	Approval Body	Approval Date
1.0	New Policy	Academic Board	31 October 2022
2.0	Update header and footer	Academic Board	

Additional Information

Policy Status	Approved
Policy Owner	Dean
Next Review Date	3 years from Approval Date
Related Internal Documents	Student Appeals Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standards 1.1.2.c, 1.1.3
Other legislative or regulatory instruments	Not applicable

Appendix 1 – Positional Chart and Role Description



Position	Responsibilities
Dean	<ul style="list-style-type: none"> Support & report to the Academic Board Lead and support academic sub-committees Ensure all academic compliance issues are met Oversee all teaching and learning management Ensure course evaluation processes completed
Associate Dean	<ul style="list-style-type: none"> Provide support and advice to the Dean Contribute to all academic sub-committees Oversee student complaints and grievances Coordinate & ensure successful course delivery Report any academic matters as appropriate
Professors	<ul style="list-style-type: none"> Deliver high quality, expert centred lectures Deliver high quality, expert centred tutorials Ensure high level student engagement Complete all student assessment processes Provide feedback on course improvement
Senior Lecturers	<ul style="list-style-type: none"> Deliver high quality courses and units Deliver high quality lectures & tutorial sessions Ensure high level student engagement Complete all student assessment processes

Position	Responsibilities
Lecturers / Tutors	<ul style="list-style-type: none">• Provide feedback on course improvement
	<ul style="list-style-type: none">• Support Senior Lecturers in course delivery• Provide interactive student advice & support• Troubleshoot student issues as appropriate• Support with student administration issues• Assist in student satisfaction surveys