

ENROLMENT POLICY

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Responsible Person	Dean	
Related Documents	Admissions Policy and Procedure	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Purpose

This policy defines the management and administration of student enrolments in all courses offered by the Australian College of Applied Psychology (ACAP).

2. Scope

This policy applies to all commencing and continuing domestic and international students participating in coursework units in all courses of study at ACAP.

3. Definitions

Term	Definition
<i>Academic Calendar</i>	Contains key dates relevant to enrolment such as census dates, re-enrolment dates and term start and end dates.
<i>Census date</i>	the last date on which a student’s term enrolment requirements must be finalised. It is also the last date for a domestic student to withdraw from a unit or module without incurring the financial liability and academic penalty for the unit or module, the last date for a domestic student to apply for FEE-HELP assistance or VET Student Loans assistance, and the date that the student incurs the debt for the requested FEE-HELP or VET Student Loans tuition assistance for the term’s unit or module enrolments.
<i>Cancellation of enrolment</i>	Refer to Discontinuation of Enrolment.
<i>College (the)</i>	The Australian College of Applied Psychology (ACAP).
<i>Compassionate or compelling circumstances (for International Students only under the ESOS National Code Standard 9)</i>	These are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing. These could include, but are not limited to: <ul style="list-style-type: none"> ▪ serious illness or injury, where a medical certificate states that the student was unable to attend classes ▪ bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided)

Term	Definition
	<ul style="list-style-type: none"> ▪ major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or ▪ a traumatic experience which could include: <ul style="list-style-type: none"> ○ involvement in, or witnessing of a serious accident; or ○ witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports) ▪ where the registered provider was unable to offer a pre-requisite unit; or ▪ inability to begin studying on the course commencement date due to delay in receiving a student visa.
<i>Conditional Enrolment</i>	Enrolment in a course which is restricted to one unit or module and which usually has other conditions governing the enrolment. Students may be allowed admission into the College under Conditional Enrolment.
<i>Course</i>	A program of study made up of a sequence of units or modules which lead to an award of an ACAP issued Vocational Education and Training or Higher Education qualification.
<i>Course Guides</i>	These contain information on course sequencing, course duration, workshop and placement requirements, and pathways to future study.
<i>Current students.</i>	<p>Students will be considered to be current until:</p> <ul style="list-style-type: none"> ▪ they complete the course of study ▪ they withdraw from the course of study ▪ their enrolment is discontinued or they are excluded from a course or from study at ACAP ▪ they fail to re-enrol in the course for a period of three consecutive terms without approved deferral in which case the student will be regarded as having ceased their course of study
<i>Deferral of enrolment means</i>	<p>a) that a student has delayed initial enrolment in the course of study to which they have been admitted, or</p> <p>b) that the student has been granted temporary leave from study for one or more terms after the commencement of the course.</p> <p>A student who has a valid enrolment deferral remains a current student and will be allowed to resume their studies upon their return.</p>
<i>Discontinuation of enrolment</i>	Can also be referred to as termination, exclusion or cancellation, refers to a forced cessation of enrolment for a specified minimum or maximum period due to the decision of a panel convened to examine a matter of academic or non-academic misconduct or convened to examine the failure to meet a core requirement of a course or other serious matters. A student whose enrolment has been discontinued will need to re-apply for admission to ACAP.
<i>Domestic student</i>	Any student who is an Australian citizen, New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, or a holder of a Permanent Humanitarian Visa, or permanent visa other than a humanitarian visa.

Term	Definition
<i>ESOS National Code</i>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018.
<i>FEE-HELP student and VET Student Loans student</i>	Any domestic student who is eligible for, and has successfully applied for, Commonwealth FEE-HELP and VET Student Loans assistance and has obtained FEE-HELP and VET Student Loans assistance for any part or all of their course tuition fees.
<i>International student/ Overseas student</i>	A student required to hold a student visa for study in Australia.
<i>Late enrolment</i>	The enrolment in a unit or module after the re-enrolment closing date specified in the Academic Calendar.
<i>Maximum course duration</i>	The maximum time a student is permitted to complete their enrolled course and includes all holiday periods and any periods of work-based training / practicum. The maximum course duration starts when the student commences their studies in their enrolled course and is reduced proportionally by the amount of credit / advanced standing that the student has been granted towards their studies when this has the effect of reducing the length of their course on the basis of the normal amount of full-time study.
<i>my.acap</i>	The online Student Portal that allows students to self-manage their enrolment at ACAP. Specifically, students are able to: <ul style="list-style-type: none"> ▪ view and update postal address and personal details ▪ view and update unit or module enrolment and unit or module set enrolment ▪ view and confirm course enrolment details and progression details ▪ view and print results and fees notices
<i>Non-award student</i>	Any student who is studying a single unit or module or several units or modules outside of an award program.
<i>Postgraduate student</i>	Any student studying in a: <ul style="list-style-type: none"> ▪ Graduate Certificate ▪ Graduate Diploma ▪ Masters Degree
<i>Special circumstances (domestic students only)</i>	refers to circumstances that <ol style="list-style-type: none"> a) were beyond the control of the student, and b) did not make their full impact until on or after the census date, and c) made it impracticable to complete the unit(s) of study requirements.
<i>Study period</i>	A term, trimester or any other period determined by the Campus Manager in which on-campus or off-campus classes are normally held and may include study breaks and examination weeks and may be compulsory or non-compulsory.
<i>Suspension</i>	A temporary forced cessation of enrolment and may be due to the decision of a panel convened to examine a matter of academic or non-academic misconduct or due to other reasons such as non-payment of tuition fees. After the period of suspension a student may re-enrol normally.
<i>Trimester</i>	The name for each of the three standard academic periods/terms in an academic calendar year.
<i>Undergraduate student</i>	Any student studying in a Higher Education: <ul style="list-style-type: none"> ▪ Diploma

Term	Definition
	<ul style="list-style-type: none"> ▪ Associate Degree ▪ Advanced Diploma ▪ Bachelor Degree ▪ Bachelor (Honours) Degree
<i>Unit</i>	A unit of study in a higher education course or a unit of study, module and/or unit of competency in a vocational education and training course.
<i>Vocational Education and Training (VET) student</i>	Any student studying in a VET qualification from Certificate I (AQF 1) through to a Graduate Diploma (AQF 8).

4. Policy

Students are required to formally enrol for each term in accordance with the rules of the course, adhering to course progression and pre-requisite and co-requisite requirements as detailed in the respective Course Guides.

Students must enrol in the units or modules which form part of the program of study for the course to which they have been admitted.

It is the student’s personal responsibility to ensure that they are correctly enrolled each term. Students can review their enrolment details on my.acap or through Student Administration provided that identification is produced.

Students are responsible for ensuring that ACAP is notified of any changes in their contact details. ACAP will not accept responsibility if official communications fail to reach a student who has not notified the College of personal and contact changes.

4.1 Approved Census Date

Each study period has an approved census date which is published on ACAP’s Academic Calendar. Students will need to ensure their enrolment is finalised by the approved census date.

Students who withdraw from a unit/module or units/modules before census date for a study period are entitled to a full refund of any upfront tuition fees they have paid and will not incur tuition fees for the unit/module to which the census date applies.

Higher Education students who withdraw from a unit or units after census date for a study period are liable for the tuition fees for the unit or units and will be awarded a ‘Withdrawn Fail’ grade for the unit or units they withdraw after the census date in each term.

VET students who withdraw from a module or modules after census date for the study period are liable for the tuition fees for the module or modules and will be awarded a ‘Withdrawn Fail’ grade for the module or modules.

4.2 Maximum Units or Modules in a Study Period

Full-time students are normally required to enrol in the maximum number of units or modules in any given compulsory study period as a normal full-time load as specified in the respective Course Guide for each course of study.

Students may submit a request to their relevant Chair of Discipline (or designate) to exceed these limits. The Chair of Discipline (or designate) will take into account the student’s academic record and any other factors which would require a student to seek enrolment outside of these limits. Approval is not automatic.

4.3 Commencing Students

4.3.1 Enrolment for commencing domestic students

Commencing students are enrolled in the units or modules of study selected by the student during the admissions process and indicated on the application form according to the rules of the course to which an offer of admission has been accepted and where the student has:

- submitted a declaration to be bound by the Rules and Policies of ACAP
- selected a course specialisation if applicable
- provided proof of identity
- signed the declaration on their application form and indicated that they are an Australian citizen, an Australian Permanent Resident (this includes holders of all categories of permanent resident visas, including Permanent Humanitarian Visas) or a New Zealand Citizen
- provided proof of citizenship if studying from overseas
- completed the appropriate forms and has provided any compulsory data collection and special requirement information as required by government departments or agencies
- paid all fees (where applicable)
- completed and submitted a FEE-HELP and VET Student Loans form if not paying up-front

4.3.2 Enrolment for commencing undergraduate and postgraduate international students

Commencing international students are enrolled in the units or modules of study selected by the student during the admissions process and indicated on the application form according to the rules of the course to which an offer of admission has been accepted and where the student has:

- submitted a declaration to be bound by the Rules and Policies of ACAP
- selected a course specialisation if applicable
- provided proof of identity
- signed the declaration on their application form indicating their citizenship
- provided proof of citizenship and visa status
- completed the appropriate forms and provided any compulsory data collection and special requirement information as required by government departments or agencies
- paid all fees (where applicable)

In addition to the above conditions international students studying on a student visa are normally required to enrol in a full-time load of study for each compulsory study period and pay for Overseas Student Health Cover (OSHC) for the full period of their visa in accordance with Department of Home Affairs regulations.

ACAP is obliged to report international students studying on a student visa whose enrolment is cancelled to the Federal Government as required by legislation.

In order to meet the ESOS National Code requirements ACAP monitors the course progression of international students studying on a student visa to ensure they complete their study programs within the duration specified in their Confirmation of Enrolment (CoE).

In order to meet the ESOS National Code requirements, ACAP monitors the enrolment mode of international students studying on a student visa to ensure that they meet the on-campus enrolment requirements and do not exceed the maximum portion of enrolment in off-campus modes of delivery.

ACAP will issue a new Confirmation of Enrolment (CoE) to international students studying on a student visa when it becomes clear that a study program will not be completed within the current CoE period but a new CoE can be issued only for the following reasons:

- as the result of implementation of the academic intervention strategy as per the Course Progression Policy and Procedure for International Students
- compassionate and compelling circumstances
- deferral of study (international students are normally required to leave Australia if they defer their studies)

4.4 Continuing Students

Students are required to formally enrol in every study period except for non-compulsory study periods (for example, summer school).

4.4.1 Requirements for enrolment

Students are required to enrol prior to the published re-enrolment closing date and do so through the online Student Portal in my.acap.

Applications for re-enrolment after the re-enrolment closing date must be submitted through Student Administration and may be accepted at the discretion of the Dean (or designate), however are subject to payment of the late enrolment fee.

Students are able to enrol in units or modules for which they have met all pre-requisites, co-requisites and any special requirements in accordance with course rules as specified in the respective Course Guide for each course.

Students will be permitted to enrol for the following term in units or modules which have pre-requisites prior to receiving results for those pre-requisites. However, if the pre-requisite Higher Education unit or units are not passed, or VET module or modules not awarded a 'Competent' grade, students are required to withdraw from the unit or module and either enrol in another unit or module without those pre-requisites or redo the pre-requisite unit or module. These variations to enrolment are exempt from the late variation fee.

Continuing students who wish to enrol in on-campus units or modules are only able to nominate classes that are timetabled for the specific campus.

Students must pay all tuition and other compulsory fees and charges by the prescribed date on the invoice or have successfully requested FEE-HELP and VET Student Loans for their unit or module enrolment to be valid. Failure to pay fees and charges by the prescribed date will lead to suspension of enrolment in the first instance and may lead to discontinuation of enrolment.

Students must complete any other required enrolment procedures or special requirements as specified in the Course Guide for the respective course.

Students are responsible for maintaining a rate of enrolment which will allow them to complete their course by the maximum course duration published in the respective Course Guide. The enrolment of students who have exceeded the maximum course duration for their course will be discontinued.

4.5 Pre- and co-requisite units or modules

Some units or modules at ACAP have pre-requisite or co-requisite requirements. These are listed in the respective Course Guide for the course of study.

Students are responsible for ensuring that any specified pre-requisite or co-requisite requirements are met. ACAP has the right to withdraw a student's enrolment in a unit or module if the pre-requisites or co-requisites have not been met. The student will be notified of the withdrawal in writing.

A request for rule waiver regarding pre- and co-requisites can be made in writing to the Chair of Discipline (or designate) with due reference to any professional accreditation requirements.

4.6 Provisional registration for psychology higher degree students

Students who are enrolled in a psychology higher year degree accredited at fifth year or higher must be provisionally registered from the start of enrolment in the degree. Students maintain provisional registration for the duration of enrolment in any component of an accredited qualification, including coursework, practicum and research thesis.

Provisional registration is usually granted for one calendar year at a time and must be maintained for the duration of enrolment in the degree and until general registration is granted.

Application for provisional registration can be downloaded [here](#).

Note: Students must renew their provisional registration annually by the anniversary of the date provisional registration was first granted. Failure to renew will lead to provisional registration lapsing. Students will have to reapply for provisional registration and will not be able to continue their degree until provisional registration is in place.

4.7 Restrictions

4.7.1 Enrolment in a specialisation

Selection of the specialisation in the courses where specialisation is available from commencement can be made at application for admission.

Where enrolment in a specialisation is not available at commencement students are bound by rules for specialisation contained in the respective Course Guide.

4.7.2 Enrolments exceeding award requirements

FEE-HELP and VET Student Loans are only available for units or modules respectively which are part of a course of study leading to a Higher Education or VET award respectively. Units or modules in excess of the minimum requirements for their award are not considered to be leading to the award and are not covered by FEE-HELP or VET Student Loans. Students wishing to enrol in units or modules which are in addition to the requirements of their enrolled award course will need to enrol on a non-award full up-front fee paying basis.

4.7.3 Repeat enrolment in units or modules already passed

With the permission of the relevant Chair of Discipline (or designate), a student may repeat any unit or module for which a passing grade has been awarded.

If a student elects to repeat a unit or module already passed the unit or module may not be eligible for FEE-HELP or VET Student Loans assistance, therefore the student may be liable for the full tuition fees for the unit or module upfront.

The original passing grade shall remain on the student's academic record and a second entry shall record the new grade obtained.

4.7.4 Restrictions on class enrolments for units or modules

The Campus Manager may impose restrictions on the enrolment of a student in accordance with ACAP Policies.

ACAP may impose enrolment quotas on particular units or modules or classes and these may vary across modes of delivery. Quotas may be modified by the Campus Manager. Quotas may be of a minimum or maximum number of students.

4.7.5 Non-award enrolment

Non-award enrolment into a non-award program and one or more non-award units or modules is available for undergraduate and postgraduate units, VET modules.

It is intended that non-award students are studying for reasons other than gaining credit towards an award course. Some non-award courses such as those based on training package qualifications, however, contain units of competency. If the non-award enrolment involves one or more units of competency and the student chooses to be assessed and successfully completes the assessments for those units of competency, the student will receive a statement of attainment in relation to those units of competency.

A student who is subsequently admitted to an award course at the College for which the unit(s), module(s) and/or unit of competency(ies) successfully completed as a non-award student form a part, may apply for corresponding credit toward the award course.

Students enrolled in non-award units or modules or programs of study are not permitted to vary their enrolment after census dates. At census date all enrolled students, including enrolled non-award students, are liable for tuition fees.

International students studying on a student visa are permitted to enrol in non-award units or modules if concurrently enrolled in an award course with ACAP provided that they obtain permission from the relevant Chair of Discipline and that they finish their award course within the course duration stipulated in their Confirmation of Enrolment (CoE).

International students studying on a study visa are not permitted to enrol solely in non-award programs of study at ACAP.

All non-award single unit or module enrolments are only offered on an up-front full-fee paying basis. Students on a student visa cannot study non-award units if these units are not part of a CRICOS registered course.

The College reserves the right to limit the unit(s), module(s) or unit of competency(ies) available for non-award enrolment as determined by the College from time to time.

The College may limit the number of single unit or module non-award enrolments which a student may undertake in any trimester, year or course, regardless of the permission to enrol that the student may have received from the relevant Chair of Discipline(s).

The College may decline permission to enrol in any single non-award unit or module if the student has not completed the required pre or co-requisites for that unit or module.

4.7.6 Concurrent enrolment in more than one course

No student is permitted to enrol in more than one award course at ACAP except with the written approval of the relevant Chair of Discipline.

Students may enrol concurrently in two ACAP courses provided:

- the student obtains written permission from the Chair of Discipline;
- minimum progression rates are met in both courses; and
- maximum unit or module load per study period, for both courses combined, does not exceed limits set by the Chair of Discipline.

Students who have requested FEE-HELP or VET Student Loans assistance keep in mind the FEE-HELP and VET Student Loans limit.

A student on Conditional Enrolment is not permitted to be enrolled in a concurrent course.

The Campus Manager may suspend from enrolment any student who is found to be enrolled, without approval, in more than one award course.

4.8 Variations to Enrolment

Students are able to vary their enrolment by submitting a valid request to the College to:

- withdraw from a unit or module of study
- substitute a unit or module of study for another
- add a unit or module of study

4.8.1 Important dates for variations

Prior to the re-enrolment closing date, students are able to vary their unit or module enrolment without financial liability or academic penalty through the my.ACAP Student Portal.

After the re-enrolment closing date and before the census date, students are able to vary their unit or module enrolment without liability for tuition fees or academic penalty through Student Administration only.

Variations to unit or module enrolment after the re-enrolment closing date attract a variation fee.

Variation to unit or module enrolment is permitted after census date however fees are not refunded and academic penalties apply unless special circumstances are applied for and approved. After census date students are liable for tuition fees.

4.8.2 Addition or substitution of units or modules

Students may add units or modules to their program of study, or substitute units or modules within a program of study, prior to midnight (Australian Eastern Standard Time) on the final working day of the first week of a term through Student Administration.

In the case of summer school or other non-compulsory study periods students may add units or modules to their program of study, or substitute units or modules within a program of study, up until midnight (Australian Eastern Standard Time) on the census date through Student Administration. To ensure students are not disadvantaged in their studies by commencing units or modules late, applications to add or substitute units or modules received after the above date and before the approved census date will only be considered where there are clearly demonstrated extenuating circumstances and must have approval by the Chair of Discipline (or designate).

Students seeking late enrolment in a unit or module may be required to provide documentary evidence supporting their claim of extenuating circumstances. Approval is not automatic.

Applications for unit or module enrolment will not be accepted after the approved census date.

4.9 Withdrawing from units or modules

4.9.1 Before the approved census date

Students may discontinue enrolment in a unit or module without financial or academic penalty until midnight (Australian Eastern Standard Time) on the approved census date.

Students who discontinue their enrolment in a unit or module before the census date but after the re-enrolment closing date will be liable for a late variation fee. This does not apply to students enrolled in a VET program.

To withdraw before census date, students should use the form [here](#).

4.9.2 After the approved census date

Students who withdraw from a unit or module after the approved census date will be liable for the full tuition fees and awarded:

Higher Education

- a grade of 'Withdrawn Fail' (WF) for the withdrawn Higher Education unit if withdrawn after census

Vocational Education and Training

- a grade of 'Withdrawn Fail' for a VET module withdrawn after census

Students who withdraw from a unit or module after the approved census date due to special circumstances and may apply in writing to the relevant Campus Manager (or designate) for consideration

of withdrawal without financial and academic penalty through submitting a Special Circumstances form and relevant supporting documentation. Special Circumstances applications must be made within 12 months from the end of the term in which they were enrolled in the withdrawn unit or module. International students who defer due compassionate or compelling circumstances may apply in writing to the Campus Manager through the International Student Officer for consideration of withdrawal from units without financial and academic penalty. During the deferral period the student is not expected to be engaged in any study related activities.

To withdraw after census date, students should use the form [here](#).

4.10 Deferral of course enrolment

Students are permitted to defer their enrolment in a course prior to census date by completing a Deferral of Course of Study form.

Deferral of enrolment may be granted for a maximum period of one term only.

Students wishing to defer for longer than one contiguous term must re-apply by completing a Deferral of Course of Study form before the end of their current term of deferral.

The maximum total period of deferral during a student's enrolment in a course of study is one-year. The maximum total period of deferral may be comprised of three contiguous terms or any combination of individual deferred terms totaling not more than one-year.

Students will be permitted to re-enrol in their course of study for up to one-year following the end of their approved deferral period with permission from the relevant Chair of Discipline (or designate) subject to the availability of the course (or its equivalent) at the time of re-enrolment.

Students who do not have a valid unit or module enrolment by the approved census date for the term immediately commencing one-year following the end of their approved deferral period will be regarded as having ceased their course of study and will need to apply for re-admission to the College and the course. Periods of deferral are not included when calculating a student's progression in a course but do count towards the maximum course duration.

4.10.1 Restrictions on deferral

Deferral is permitted after census date, however, students who are enrolled in units or modules at census date must withdraw from those units or modules and are subject to the conditions specified at 5.3.2 above.

Students who have been placed on Conditional Enrolment may defer; however, they will continue under the Conditional Enrolment status on their return to study.

Students subject to suspension or discontinuation of enrolment are not eligible for deferral during the suspension period.

Students who have deferred may only return to the same course if they are able to complete the course within the:

- permitted maximum course duration of that course, or,
- teach out period in those instances when a course has entered teach out.

Where the student cannot complete the course within the permitted maximum course duration or the teach out period, the student will be required to transfer to a course deemed equivalent by ACAP, subject to the availability of the course or its equivalent at the time of re-enrolment.

Credit for units or modules completed in the previous course may be granted.

Domestic students on approved deferral:

- are no longer entitled to a travel concession as they are no longer enrolled in a full-time program

- are responsible for advising Centrelink of their changed circumstances within 7 days (see <http://www.centrelink.gov.au/>) if in receipt of benefits
- must continue to ensure their address and other contact details are kept up-to-date
- must continue to check their College webmail account

4.10.2 International student deferrals

International students are only able to defer their studies and maintain the validity of their student visa under very limited circumstances. In some situations, International students may be able to apply for deferral on compassionate or compelling grounds. These generally refer to serious circumstances that are beyond the student's control and which have an impact on their course progress or wellbeing.

Examples of acceptable compassionate or compelling grounds include, but are not limited to:

- an extended illness that affects your ability to study
- bereavement
- a disaster in your home country requiring your return
- a traumatic experience which affects your ability to study

Each application for a deferral will be assessed on its own merits and must be supported by appropriate documentation to check it fits the criteria of compassionate or compelling grounds.

If it does, ACAP will report this to the Department of Home Affairs and changes to the current eCoE may be required.

International students on approved deferral:

- must continue to ensure their address and other contact details are kept up-to-date
- must continue to check their College webmail account

4.11 Non-enrolment

Students who do not enrol and do not officially defer their enrolment by the census date will be automatically deferred from their program for a period of three terms.

Students who do not have a valid unit or module enrolment by the approved census date for the term following the one year deferral limit will be regarded as having ceased their course of study and will need to apply for re-admission to the College and the course.

4.12 Reinstatement of enrolment in a course following suspension for non-payment of fees

Students whose enrolment is suspended for non-payment of fees may apply for reinstatement of their enrolment after paying the relevant fees and may only return to the same course if they are able to complete the course within the permitted maximum course duration. Where the student cannot complete the course within the permitted maximum course duration the student will be required to transfer to a course deemed equivalent by ACAP, subject to the availability of the course or an equivalent at the time of re-enrolment.

Credit for units completed in the previous course may be granted.

International students may apply for reinstatement of their enrolment in the current study period, provided they pay their fees by a specified due date set by ACAP.

An international student studying on a student visa whose enrolment has been suspended for non-payment of fees and who does not pay their tuition fees by the specified due date set by ACAP will be reported to the Department of Home Affairs. In the first instance, the international student studying on a student visa will be informed of the intention to suspend their enrolment and will be notified of the period in which they will be able to access the College's Appeals and Grievances Policy and Procedures. This may affect the student's visa status.

4.13 Suspension and enrolment after suspension

A student may be suspended following

- a) a decision of a panel convened to examine a matter of academic or non-academic misconduct, and/or
- b) non-payment of tuition fees, and/or
- c) other grounds as permitted by legislation.

The suspension of the enrolment of international students studying on a student visa will be reported to the Department of Home Affairs and may affect their student visa. In the first instance, the international student studying on a student visa will be informed of the intention to suspend their enrolment and will be notified of the period in which they will be able to access the internal Appeals and Grievances Policy and Procedures.

Students who have been suspended from study at ACAP have an automatic right of resumption of study in the same course in which they were enrolled at the time they were suspended (or a course deemed by ACAP to be equivalent) if they are able to complete the course within the permitted maximum course duration. Although students have an automatic right of resumption of study, they must discuss and reach agreement on their selection of units or modules with the relevant Chair of Discipline (or designate).

Following agreement, students need to enrol in the units for the upcoming study session by the advertised due date for enrolment. Where the student cannot complete the course within the permitted maximum course duration the student will be required to transfer to a course deemed equivalent by ACAP, subject to the availability of the course or an equivalent at the time of re-enrolment. Credit for units completed in the previous course may be granted.

4.14 Enrolment after discontinuation of enrolment

A student's enrolment may be discontinued, for a specified minimum or maximum period, as the result of course progression rules, a decision of a panel convened to examine a matter of academic or non-academic misconduct or convened to examine the failure to meet a core requirement or due to other reasons.

After a decision to discontinue a student's enrolment is made, students will be advised in writing of the proposed cancellation and provided with 20 working days to access ACAP's appeals procedure before the cancellation is finalised. Cancellation will only take effect once the internal appeals process is completed.

Students whose enrolment is discontinued will not receive a refund.

Where a student's enrolment has been discontinued, the student:

- a) will be recorded as discontinued from the course;
- b) will not be entitled to any benefits, advantages or privileges of the College for the specified period;
- c) will not be permitted to enrol in any course of study at the College whether for award or otherwise during the specified period; and
- d) may re-apply for readmission to the course at the end of the period of exclusion through the normal application process.

Re-admission is not automatic and conditions relating to the student's future conduct may be set by the Dean and/or General Manager.

Credit for units completed in the previous course may be granted but some units may not be relevant to the new course.

The discontinuation of the enrolment of international students studying on a student visa will be reported to the Department of Home Affairs and may affect their student visa. In the first instance the international student studying on a student visa will be informed of the intention to discontinue their enrolment and will be notified of the period in which they will be able to access the relevant internal Grievances, Complaints and Appeals Policy and Procedures.

4.15 Withdrawal from course

ACAP recognises that, for a variety of reasons, some students will wish to withdraw from a course of study prior to its completion. Before doing so, however, students are strongly advised to discuss their situation with the relevant Chair of Discipline (or designate), Student Recruitment Officer or student counsellor to consider other alternatives or gain advice on withdrawal procedures.

The application to withdraw from a course must be made on a Withdrawal from Course of Study form and must be lodged before the relevant census date in order to avoid fees or FEE-HELP and VET Student Loans liability for that study period.

Students who withdraw from a course before the census date for a study period are entitled to a full refund of any upfront tuition fees they have paid and will not incur tuition fees for the course.

4.16 Re-admission after withdrawal from a course

Students who withdraw from a course must re-apply for admission if they wish to return to study at a later date.

Students who have withdrawn or are withdrawn-lapsed may only return to the same course if they are able to complete the course within the:

- permitted maximum course duration of that course, or,
- teach out period in those instances when a course has entered teach out.

4.17 Transfer of course and change of specialisation

Domestic students are permitted to change their course of study or their course specialisation within the College to any other program via internal transfer provided they meet course entry requirements or are eligible for confirmed course articulation arrangements, and provided they have completed at least one study period in the original course. Students must apply for internal transfer by submitting the College's Application for Transfer of Course or Specialisation form. Students considering transfer of course or change of specialisation are advised to discuss their intended transfer with the relevant Chair of Discipline (or designate) to obtain advice on transfer options and procedures.

Domestic students transferring to a College combined or double degree program (when applicable) must meet transfer requirements for any component of the double or combined degree to which they are not currently admitted.

Domestic students who transfer their course or change their course of specialisation and who pay all or part of their tuition fees via the Australian Government's FEE-HELP loan scheme will need to complete a new FEE-HELP or VET Student Loans application.

International students considering changing their study plans should be aware that course changes may impact their student visa.

International students are also only normally permitted to transfer course (within the College or to another education provider) after the first 6 months of study, except in limited circumstances. International students considering changing their course of study should:

- read the College's International Student Transfer Between Registered Providers Policy;
- read the Department of Home Affairs website information on Changing Courses at <https://www.homeaffairs.gov.au/trav/stud/more/changing-courses>;
- discuss their plans with the International Student Contact Officer for their campus as changes may impact their student visa; and
- discuss their intended transfer with the relevant Chair of Discipline (or designate) to obtain advice on transfer options and procedures

4.18 Time limits for the completion of a course of study

4.18.1 Maximum permitted course duration

All courses will have a normal duration expressed in terms of the number of years of full-time study required for completion. Students must complete their course within the maximum course duration. The maximum permitted course duration for each course is available in the relevant Course Guide for each course.

The maximum course duration refers to the maximum time a student is permitted to complete their enrolled course and includes all holiday periods and any periods of work-based training/practicum. The maximum course duration commences when the student commenced their studies in their enrolled course and is reduced proportionately by the amount of credit/advanced standing that the student has been granted towards their studies when this has the effect of reducing the length of their course (that is, reducing the number of trimesters) on the basis of the normal amount of full-time study.

Students who transfer into a new course must complete their course by the maximum permitted course duration of the new course less the proportion of the course for which credit has been received. The proportion is calculated on an equivalent full-time study load basis. This rule also applies to students who transfer from a superseded course into a matching course with a revised course sequence.

4.18.2 International students studying on a student visa

International students studying on a student visa are expected to complete their course within the expected duration of study as specified on their Confirmation of Enrolment (CoE).

4.19 Appeals

Students may appeal any decision in regard to this policy in accordance with the Grievances, Complaints and Appeals Policy and Procedures.

5. Document Management Control

Date	Summary of Changes	Author
10/07/2018	Initial policy	Dean
12/10/2018	Change of template	VET Compliance Manager
23/10/2018	Addition of section 4.6 provisional registration for psychology higher degree students	Dean
21/11/2018	Amendments	Dean