



Student Enrolment Policy

Purpose	Sets out the Institute's approach to student admissions.
Location	The policy is maintained on ownCloud - http://cloud.ee.edu.au/owncloud
Responsible executive	CEO
Responsible office	CEO / Principal's Office
Contact officer	Registrar
Effective date	29 April 2021
Review date	30 November 2021
Modification history	
Related documents	Admission Policy, Tuition Fees Payment & Refund Policy, Student Progression, Graduation and Exclusion Policy, Recognition of Prior Learning (RPL) Policy
Authority	Approved by Council
Notes	

1. Purpose

Elite Education Institute (EEI) recognises the need for timely and accurate information on individual students and their proposed programs of study. Such information allows EEI to plan its resources to best meet the needs of students, and ensures that all legislative requirements are met. This policy identifies the rules and requirements relating to student enrolments.

2. Scope

This policy applies to all students at EEI.

3. Student Responsibility

3.1. In order to participate in classes and other educational activities of EEI, and to receive a final grade for the work done, a student must be formally enrolled.

3.2. Students are personally responsible for:

- a) ensuring that they are correctly enrolled each session. Students can review their enrolment details on EEI's website or obtain this information via the Administrative Office;
- b) checking all enrolment details and advising EEI in writing of any errors or omissions. Failure to advise EEI about any incorrect enrolment details by the approved census date/s can result in both academic and financial penalties; and
- c) ensuring their enrolment meets course requirements and is consistent with approved course structures and rules.

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4. Approved Census Dates

- 4.1. Each teaching session has an advertised approved census date (see EEI's website for details).
- 4.2. Students must ensure that their enrolment is finalised by the approved census date for the teaching session. In accordance with the Tuition Fees Payment & Refund Policy, tuition fees must also be cleared by the relevant census date.
- 4.3. Students will be issued a Final Enrolment Reminder Notice via email 5 days prior to the CENSUS date. Students who fail to finalise their enrolment by the CENSUS date will have their enrolment cancelled by EEI on the business day following the CENSUS date.

5. Changes to an Enrolment

- 5.1. A student should notify EEI of any change to their enrolment using an approved method of communication. Approved methods of communication with EEI include:
 - a) email to Student Administration;
 - b) letter addressed to Student Administration on campus; or
 - c) submission of hard copy forms to Student Administration on campus. All hard copy forms must be signed by the student.
- 5.2. Students must inform the Administrative Office of changes to Personal or Contact Details within 7 days. EEI also conducts a 6-monthly review of Student Contact Details to seek student confirmation that the contact details on file remain accurate.

6. General Requirements for Enrolment

6.1. New Commencing Students

- 6.1.1. New Commencing students are enrolled 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 (International students are normally required to enrol in a full-time unit load of study each teaching session);
 - d) completion of any compulsory data collection and special requirement information as required by government departments or agencies;
 - e) provision of documentation for proof of identity;
 - f) payment of compulsory fees where applicable;
 - g) payment of Overseas Student Health Cover for the duration of the student's visa, in accordance with the Commonwealth Government regulations if an international student; and
 - h) completion of any other required procedures including application for RPL.

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- 6.1.2. If a student with a disability or chronic health condition has concerns about meeting the inherent requirements of a course, they should discuss their enrolment plans with a Registrar or nominee before enrolling in the course.

6.2. Continuing Students

- 6.2.1. To ensure valid enrolment, continuing students are required to:

- a) re-enrol for each teaching session (unless otherwise specified);
- b) select units that comply with the structure and rules of their course (EEI assists students by issuing pre-enrolment forms where the most appropriate unit selection is outlined for each student);
- c) pay all compulsory fees and charges by the prescribed date. Failure to pay fees and charges by the prescribed date will lead to termination of enrolment; and
- d) complete any other required procedures or special requirements.

- 6.2.2. Continuing students not intending to study in a teaching session must apply for temporary suspension of their studies unless they have completed their course.

- 6.2.3. Continuing students who are excluded from EEI will not be permitted to re-enrol until after the exclusion period.

- 6.2.4. Continuing students will be permitted to enrol for the following session prior to receiving results. If a student subsequently does not meet the prescribed pre-requisites, EEI will amend the student's enrolment to meet the pre-requisite and course structure requirements.

- 6.2.5. 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 the Admissions Policy for information on re-admission).

- 6.2.6. 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 enrol by the date notified to them by the Administrative Office, in which case the student will be regarded as having abandoned their course of study.

6.3. Late Enrolment

- 6.3.1. Applications for late enrolment will be assessed on a case by case basis and only allowed in exceptional circumstances.

- 6.3.2. Students seeking late entry to a unit may be required to provide documentary evidence



supporting their claim of extenuating circumstances.

- 6.3.3. When assessing an application for late enrolment, EEI is to ensure students are not disadvantaged in their studies by commencing units late.

6.4. **Re-enrolment after Resignation from a Course**

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

6.5. **Reinstatement of Enrolment following Termination for Non-payment of Fees**

- 6.5.1. A student whose enrolment is terminated for non-payment of compulsory fees may apply for reinstatement of their enrolment, which is at the discretion of the Registrar.
- 6.5.2. International students whose enrolment has been cancelled will be reported to the Commonwealth Government. They may apply for reinstatement of their enrolment in the current teaching period, provided they fulfil the requirements by the specified due date set by EEI.

6.6. **International Students Minimum Study Load Requirements**

- 6.6.1. International students must study as full-time students. A normal load for a full-time Elite Education student is studying 4 units each trimester (see 6.6.2 relating to study load). This means 12 hours of face-to-face teaching plus any extra tutorial, language support or study skills time.
- 6.6.2. Prior to commencement of studies, EEI students have selected their fulltime study load by choosing between a trimester- or semester-based enrolment.
- A **Semester-based** enrolment means a fulltime load of 8 subjects across two consecutive semesters in one year (i.e., 48 credit points) for a duration of three years;
 - A **Trimester-based** enrolment means a fulltime load of 12 subjects across three consecutive semesters in one year (i.e., 72 credit points) for a duration of two years. Trimester 3 is a compulsory Trimester for those studying based on a Trimester enrolment.
- 6.6.3. Only in exceptional circumstances may international students be enrolled in less than 100% of a normal full-time load. This must be approved in advance, or at the time of enrollment. A student-initiated application for a reduced study load can be submitted in writing to the Registrar via the 'Reduced Study Load Application' form.

Exceptional Circumstances include:

- A student is in the final Teaching Period of an award and completing remaining units
- A reduction in load on the basis of ill health as recommended in writing by a professional medical practitioner

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- e) On the basis of advice in writing from an academic staff member, academic support adviser, or counselor where student's long-term academic progress is deemed to require a reduced load for either one or two Teaching Periods
- f) In situations where RPL or Academic Credit transfer prevent enrolling in a full-time load.

6.6.4. As part of this monitoring, international students who are undertaking less than 100% of load in any half-year of their study must obtain permission from the relevant Academic Officer (for academic reasons) or Registrar (for compassionate reasons) to study a reduced load. EEI may not be able to issue a new CoE if students have failed to obtain this approval.

6.6.5. EEI will issue a new CoE to international students studying on-shore if it becomes clear that a study program will not be completed within the current CoE period. A new CoE can be issued only for the following reasons:

- a) as the result of the implementation of an intervention strategy;
- b) compassionate reasons;
- c) compelling circumstances;
- d) Leave of Absence; or
- e) deferment of study.

6.6.6. International students who are student visa holders and who fail to obtain a new CoE cannot remain enrolled with EEI.

6.7. **Withdrawing from Units before the Approved Census Date**

6.7.1. Students may withdraw from a unit without academic penalty and financial penalty until midnight on the relevant census date (students must ensure that they comply with their full-time load requirements when withdrawing from units).

6.7.2. Commonwealth supported students will not incur a student contribution liability for the unit/s they have withdrawn from before midnight on the relevant census date.

6.7.3. Full-fee paying students will not incur a tuition fee for the unit/s they have withdrawn from before midnight on the relevant census date.

6.7.4. International students should refer to the Tuition Fees Payment and Refund Policy for information on what refunds they may be entitled to.

6.8. **Withdrawing from Units after the Approved Census Date**

6.8.1. Students formally withdrawing from units after the approved census date will automatically incur a financial liability.

6.8.2. Students will not be eligible for a refund of tuition fees unless they are able to prove they have endured extenuating circumstances.

6.9. **Withdrawal without Academic Penalty**

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- 6.9.1. Students formally withdrawing from units after the census date and before the last date to withdraw without academic penalty will not incur an academic penalty ("W" grade will be shown on the academic record).
- 6.9.2. Students formally withdrawing from units after the last date to withdraw without academic penalty will incur an academic penalty ("E" grade – Fail Discontinue).
- 6.9.3. Students who withdraw due to extenuating circumstances may apply in writing to the Registrar for consideration of withdrawal without academic and financial penalty ("W" grade will be shown on the academic record).
- 6.9.4. 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 or upfront student contributions were made, except where students have indicated that they do not request a remission of debt as part of their application.

6.10. Applying for Leave of Absence

- 6.10.1. Students may apply for Leave during a teaching session in writing to the Administrative Office. Student may be granted a maximum leave of absence of 2 weeks during a teaching period, and only in exceptional circumstances.
- 6.10.2. Students must apply in writing using the Student Application Form - Deferral, Leave of Absence or Suspension (Temporary), which is available via the Administrative Office or EEI's website.

7. Unit Enrolment Requirements

7.1. Pre- and Co-requisite Units

- 7.1.1. Students are responsible for ensuring that any specified pre-requisites have been met. These are listed on EEI's website for reference. EEI has the right to cancel a student's enrolment in a unit if any pre-requisites have not been met.
- 7.1.2. If a student fails to meet the satisfactory passing requirements for a unit that is a pre-requisite unit, the student may still be able to enrol in the co-requisite unit if the student is eligible to be re-assessed in the pre-requisite unit (see the Student Progression, Graduation and Exclusion Policy for re-assessment requirements; only one re-sit is allowed per unit).

8. Cross Institutional Enrolment

- 8.1. Students who plan to study units at another accredited higher education provider as part of an award course at EEI (i.e. wish to include the credit for the concurrently enrolled studies as part of their degree), are required to:
 - a) obtain approval from EEI to engage in Cross Institutional studies at another provider. Students must do so in writing by applying to the Registrar and detailing the reasoning and unit a student may wish to study at another provider.
 - b) Students must submit copies of the Unit Outlines of the specified units from the other

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- provider to EEI.
- c) The Deputy Vice Chancellor (Teaching & Learning) or nominee must approve the units of the other provider as adequately meeting EEI's requirements in order to count the unit for credit towards EEI's award course.
 - d) Students may only be approved to engage in Cross-Institutional study for units that are not offered by EEI in the relevant teaching session.
 - e) If the student's application is approved, EEI will issue an Approval Letter of Cross Institutional Study.
 - f) upon completing the unit, students must provide EEI with proof of completion of the unit studied supplied by the other higher education provider to support an application for recognition of Academic Credit toward their award course.

9. Appeal

- 9.1. Students have a right of appeal through the internal complaints and appeal processes at EEI, within 10 working days of the decision being made by EEI.
 - 9.2. Students have a right of appeal externally to EEI after finalisation of an outcome from the EEI internal complaints and appeal process.
 - 9.3. For information and assistance on appeal rights, please view EEI's Student Grievance Mediation Policy and/or seek assistance from the Registrar at EEI.
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