

## **Governance Institute of Australia**

### **Enrolment Policy**

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<b>Summary</b>	This policy deals with the requirements associated with formal enrolment in subjects at Governance Institute of Australia including variations to study, leave of absence and withdrawal.
<b>Authoring Department</b>	Education
<b>Contact</b>	General Manager, Education
<b>Applies to</b>	Higher Education
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**Issued under the authority of Governance Institute of Australia Board of Directors**

# **Governance Institute of Australia**

## **Enrolment Policy**

### **Policy Statement**

Governance Institute of Australia (hereafter referred to as Governance Institute) will administer students' subject enrolments, so that it meets its legislative requirements as specified by the Commonwealth Government and so as to ensure that accurate and timely records are created and maintained that reflect the student's academic journey.

### **Overview**

1. This policy specifies the requirements, processes and elements of a student's enrolment including those applying to commencing students, continuing students, enrolment variations, arrangements for leave of absence, withdrawal from subjects and exclusion of students. This policy should be read in conjunction with the Student Fees Policy.

### **Definitions**

2. For the purpose of this policy:
  - a. Admission: is the process by which course applicants are assessed to determine their capacity to undertake the academic requirements of the course, including meeting the relevant academic and English language proficiency entry requirements;
  - b. Census date: is the official deadline for students of Governance Institute to finalise their enrolment and tuition fees for each teaching session. It is a pivotal date which must be met in order to avoid academic and or financial penalties in relation to aspects including enrolment, withdrawal, leave of absence, payment of fees, and student records. The approved census date is published on Governance Institute's website;
  - c. Enrolment: is the process by which students are registered to study a subject, ensuring any pre-requisites are met;
  - d. Conditional Enrolment for Unsatisfactory Academic Performance: is a sanction for students whose academic performance is unsatisfactory. Placement on conditional

enrolment limits the number of subjects that a student may enrol in; the load must not exceed 10 credit points (one subject) per teaching session;

- e. Late enrolment: means the completion of any of the enrolment requirements specified in “Procedures, Part B”, after the closing date specified but prior to census date;
- f. Student: means a student who is an Australian citizen, a New Zealand citizen, a permanent resident of Australia, or a holder of a permanent Australian humanitarian visa (Refugee) studying in Australia; or an overseas student studying online. Postgraduate students can study a:
  - 1. Graduate Certificate; or
  - 2. Graduate Diploma;
- g. Teaching session: means the period incorporating the teaching weeks and examination week. Currently there are two teaching sessions (semesters) in each academic year.

## **Procedures**

- 3. Students are personally responsible for:
  - a. providing all necessary information for a subject enrolment to Governance Institute’s Education Department;
  - b. ensuring their subject enrolment meets course requirements and is consistent with approved course structures; and
  - c. informing the Education Department of any changes to their subject enrolment status. Failure to advise the Education Department about changes to enrolment status by the approved census date/s can result in both academic and financial penalties.

## **Approved Census Dates**

- 4. Each subject has an approved census date which is published on Governance Institute’s website.
- 5. Students must ensure that their enrolment is finalised by the approved census date for the teaching session.

## **Part A - Communication and Enrolment**

6. Students are responsible for ensuring that their personal and contact details are current. Students can change their personal and contact details by informing the Education Department or Customer Services directly or via the Governance Institute website. However, where a student changes their name they must submit written notification, accompanied by documentary evidence (e.g. certified copies of birth certificate, marriage certificate, deed poll), to the Education Department.
7. A student must notify Governance Institute's Education Department of any change to their enrolment using the Enrolment Variation Form.
8. For further details of the obligations and responsibilities of students, refer to Student Support (Rights and Responsibilities) Policy.

## **Part B - General Requirements for Enrolment**

### **Commencing Students**

9. Commencing students are enrolled in a subject upon completion of all of the following:
  - a. application for admission to a postgraduate course (Award study);
  - b. selection of subjects of study according to the rules of the course to which an offer of admission has been made (Award study);
  - c. submission of a declaration (available in the online learning centre) to be bound by the rules and policies of Governance Institute;
  - d. provision of documentation for proof of identity (certified Photographic ID) [a condition of subject completion];
  - e. payment of compulsory fees where applicable; (Refer to Student Fees Policy for full information)
  - f. completion of any other requirements.

10. If a student with a disability or chronic health condition has concerns about meeting the requirements of a subject, they should discuss their enrolment plans with the General Manager, Education before enrolling in the subject.

### **Continuing Students (Award study)**

11. To ensure valid enrolment, continuing students are required to:
  - a. select and enrol in subjects in each session of the academic year;
  - b. select subjects that comply with the structure and rules of their course;
  - c. pay all compulsory fees and charges by the census date. Failure to pay fees and charges by the census date may lead to termination of enrolment; and
  - d. complete any other requirements, including special requirements.
12. Continuing students not intending to study in a teaching session must apply for leave of absence (refer to Part D).
13. Continuing students who are suspended or excluded from Governance Institute will not be permitted to re-enrol. (Refer to Progression and Unsatisfactory Progress Policy)
14. Continuing students will be permitted to enrol in subjects for the following session prior to receiving results. If a student subsequently does not meet the prescribed pre-requisites, Governance Institute will deem the student's enrolment to be invalid. If the pre-requisites are not met by the student by census date Governance Institute will withdraw the student from the affected subject/s before the approved census date.
15. Continuing students are required to ensure that they have a valid subject enrolment by the census date for the teaching session. Students who do not have a valid subject 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 Admissions Policy for information on re-admission)
16. Continuing students will be considered to be a continuing student until the student either:
  - a. completes the course of study;

- b. withdraws from the course of study;
  - c. is withdrawn from the course of study due to non-payment of compulsory fees; or
  - d. fails to enrol in a subject by the date notified to them by Governance Institute, in which case the student will be regarded as having abandoned the course of study.
17. Students who take an approved leave of absence or are excluded or suspended from study remain continuing students.
18. Student enrolment records can only be amended after the census date in extenuating circumstances. Applications will be assessed and, if the incorrect enrolment is due to an administrative error by Governance Institute, the student's record will be amended and no financial penalty will apply.

### **Late Enrolment**

19. The completion of any of the enrolment requirements after the closing date specified but prior to census date.

### **Enrolment after Withdrawal from a Course**

20. Students cannot enrol in a subject after withdrawal from a course, unless doing so on a Non-Award or Non-Assessed basis. Students who wish to continue in an award course following withdrawal must re-apply for admission. (Refer to Admissions Policy for information on re-admission)

### **Reinstatement following Withdrawal for Non-payment of Fees**

21. A student who is withdrawn from enrolment in a subject for non-payment of compulsory fees may apply for reinstatement of their enrolment. Decisions on reinstatement will be determined by the General Manager, Education in accordance with the Student Fees Policy.

### **Maximum Credit Points in a Teaching Session**

22. Governance Institute regards enrolment in 10-20 credit points/one-two subjects at any given point in time as a normal part-time load. Students who enrol in more than this incur the risk of poor performance and failure.
23. Students will be restricted to enrolling in a maximum of 40 credit points/four subjects at any given point in time during all teaching sessions. This is a full-time load.

### **Subject Enrolment Variation**

24. Students must ensure that they submit an Enrolment Variation Form to the Education Department if they wish to make a change to a subject enrolment. Enrolment variations must meet the following conditions and be approved by the Education Department:
  - a) All requests for an enrolment variation must be submitted on or before the census date for that subject and cannot be carried over to the next semester;
  - b) Enrolment variations where the subject is part of an Award Course are subject to the rules of that course;
  - c) Enrolment variations where the subject enrolment changes from Award to Non-Award or Non-Assessed will result in withdrawal from the course;
  - d) Enrolment variations where the subject enrolment changes from Award or Non-Award to non-Assessed will result in a refund of the difference in tuition fees between the respective enrolments (refer to Student Fees Policy);
  - e) Enrolment variations where the subject enrolment changes from Non-Assessed to Award or Non-Award are subject to the student meeting the entry requirements for that course.
25. Variation of subject enrolments is not a means of transferring between courses/pathways.

### **Withdrawing from Subjects before the Approved Census Date**

26. Students may withdraw from a subject without academic penalty until 11:59pm AEST/AEDT on the approved census date. (Access to materials is restricted to the modules covering the period up to census date. Enrolled students can purchase the full set of materials following census.)
27. Students will incur a tuition fee liability for the subject/s from which they have withdrawn. (See Student Fees Policy – clause 18)

### **Withdrawing from Subjects after the Approved Census Date**

28. Students formally withdrawing from subjects after the approved census date will automatically incur an academic penalty ("AF" grade - Absent Fail).
29. Students will not be eligible for a refund of tuition fees unless they are able to prove they have endured extenuating circumstances. Refer to "Guidelines" below for what constitutes extenuating circumstances.
30. Students who withdraw due to extenuating circumstances may apply in writing to the General Manager, Education for consideration of withdrawal without academic penalty ("WD" grade - Withdrawn (without academic penalty)). Applications must be made by the end of the teaching session in which they were enrolled in the subject/s.
31. Withdrawal without academic penalty applications received after the end of teaching session deadline outlined in Clause 30 will only be accepted if they meet at least one of the following criteria.
  - a. that Governance Institute failed to inform the student at the time they withdrew from the subject of the opportunity to apply for a "WD" grade;
  - b. if it can be proven that Governance Institute made an administrative error in relation to the student's request for withdrawal; or
  - c. if the student can demonstrate that they had intended to submit their application within the required timeframe but circumstances out of their control prevented them from doing so (e.g. they were in hospital when the deadline for submission of the application passed).



Such claims must be supported by independent verifying documentation. A letter from the student is not sufficient.

32. Students who are granted "WD" grades for subject/s due to extenuating circumstances will automatically receive a partial refund for those subjects where tuition fees were paid, except where students have indicated that they do not request a remission of debt as part of their application. (Refer to Student Fees Policy)

## **Part C - Subject Enrolment Requirements**

### **Pathways**

33. Following successful completion of the requirements for the Graduate Certificate, students who go on to study the Graduate Diploma are responsible for enrolling in subjects that reflect the pathway they wish to complete.

### **Pre-requisite Subjects**

34. Students are responsible for ensuring that any specified pre-requisites have been met. These are listed on the Governance Institute website and in the Subject Learning Guide. Governance Institute has the right to cancel a student's enrolment in a subject if any pre-requisite has not been met.
35. If a student believes that they have met the requirements for a pre-requisite, they may apply for the pre-requisite rule to be waived. A rule waiver can only be authorised by the General Manager, Education.

### **Restrictions on Subject Enrolment**

36. Governance Institute may impose or modify enrolment conditions on particular subjects or classes when there are resource constraints.

### **Repeat Enrolment in Subject/s already Passed**

37. With the permission of the General Manager, Education, a student may repeat any subject for which a passing grade has been awarded.
38. If a student elects to repeat a subject, they will be liable for the full tuition fees for the subject.

39. The original passing grade will remain on the student's academic record and a second entry will record the new grade obtained.
40. No additional academic credit will be generated toward the award if a subject that has been passed previously is repeated.

## **Part D - Leave of Absence and Withdrawal**

41. Governance Institute recognises that students may, for a variety of reasons, need to postpone or interrupt their studies from time to time by taking a leave of absence from their course.  
(Leave of absence does not apply to Non-Award or Non-Assessed study.)
42. Students wishing to take a break from study should apply for leave of absence. Applications for leave of absence are determined by the Education Department.
43. Withdrawing from all subjects or failing to enrol in subjects for the current teaching session does not constitute leave of absence. Students who do not enrol in subjects for the current teaching session of their course, and who have not applied for leave of absence, may lose their place at Governance Institute.
44. Governance Institute will reserve a place in the currently enrolled course (or a course deemed by Governance Institute to be equivalent) for students whose applications for leave of absence are approved, subject to the availability of such a course.
45. Students are eligible to take leave of absence from courses in the process of being taught out. However, the student will only return to the same course if they are able to complete the course prior to the expiry date of the teaching out of that course.

### **Eligibility for Leave of Absence**

46. Leave of absence applications must be submitted prior to the census date of the teaching session in which leave is required. Leave of absence cannot be granted after the census date where the student has enrolled subjects. In exceptional circumstances students with enrolled subjects after the census date may be eligible to withdraw without academic penalty (refer to Part B of this policy) and subsequently apply for leave of absence.

47. Students who have been placed on conditional enrolment, a sanction for students whose academic performance is unsatisfactory, may take leave of absence. As conditional enrolment applies to sessions of study, when the student returns they will continue under the conditional enrolment status. (Refer to Progression and Unsatisfactory Academic Progress Policy)
48. Students subject to suspension or exclusion from Governance Institute are not eligible for an approved leave of absence.

### **Maximum Period for Leave of Absence**

49. The maximum period of leave that may be granted is normally two teaching sessions, either separate or consecutive. An extension of a further session of leave may be granted under exceptional circumstances on the recommendation of the General Manager, Education. (See Progression and Unsatisfactory Academic Progress Policy, clause 26)

### **Final Date for Submission of Applications for Leave of Absence**

50. In order to avoid academic and financial penalties, applications for leave of absence must be submitted by 11:59pm AEST/AEDT on the approved census date for the first teaching session for which leave is sought.
51. Students will receive written confirmation of the approval of the leave of absence.
52. No academic penalty will apply to subjects for leave of absence applications received by the approved census date for the teaching session in which leave is being sought and subsequent session if applicable. Fee-paying students will incur a tuition fee liability for the subject/s from which they have withdrawn (see Student Fees Policy – clause 18).

### **Late Submission of Applications for Leave of Absence**

53. Applications for leave of absence submitted after the approved census date will be considered as applications to withdraw from subjects after the approved census date. Full academic and financial penalties apply for the subjects studied.

## **Withdrawal**

54. Governance Institute recognises that, for a variety of reasons, some students will wish to withdraw from a course of study prior to its completion.
55. Students who are considering withdrawing are strongly advised to discuss their situation with Governance Institute to consider other alternatives or obtain advice on withdrawal requirements.
56. Applications to withdraw from a course must be lodged with the Education Department for approval by the General Manager, Education.

## **Final Date for Submission of Applications for Withdrawal**

57. Applications to withdraw from a course must be submitted by 11:59pm AEST/AEDT on the approved census date for the teaching session from which the student is seeking to withdraw. Students will receive written confirmation of their withdrawal from the course.
58. No academic penalty will apply for applications received by the census date. Fee-paying students will incur a tuition fee liability for the subject/s from which they have withdrawn.

## **Late Submission of Applications for Withdrawal**

59. Applications received after the approved census date will be processed as applications to withdraw from subjects after the approved census date (refer to "Withdrawing from Subjects after the Approved Census Date") in that teaching session.
60. Students will incur an academic penalty ("AF" grade - Absent Fail) for all subjects in the current teaching session if their application is received after the census date. Fee-paying students will incur a tuition fee liability for withdrawal after the approved census date for the teaching session.
61. Students who submit late applications to withdraw from a course due to extenuating circumstances will need to apply to Withdraw without Academic Penalty ("WD"). Determination of such requests will be made by the General Manager, Education (Refer to "Withdrawal without Academic Penalty" in Part B).

## **Part E - Enrolment after Absence**

### **Returning to Study from Leave of Absence**

62. A student who resumes study after a period of leave of absence does so under the course rules that are in force at the time of resumption of study.
63. To resume studies, students must enrol in subjects for the upcoming teaching session as an indication that they are returning from leave of absence. By enrolling in subjects for the upcoming teaching session, a student signals their intention to return from leave of absence.
64. Students returning to studies must enrol in subjects by the same date continuing students are required to finalise their subject enrolment.

### **Enrolment after Discontinuation of Studies**

65. Students who have discontinued their studies must apply for re-admission according to the normal application process.

### **Enrolment after Suspension**

66. A student who has been suspended from study at Governance Institute has an automatic right of resumption of study in the same course (or a course deemed by Governance Institute to be equivalent) they were studying at the time they were suspended, subject to the availability of the course (or its equivalent) at the time of re-enrolment.
67. To recommence studies after suspension, students need to select and enrol in the required subjects for the upcoming teaching session by the advertised census date for enrolment.

### **Enrolment after Exclusion**

68. A student who has been excluded from study at Governance Institute does not have an automatic right to resume study at Governance Institute. Excluded students must apply to study at Governance Institute through the normal application process for the course to which they are seeking entry.

## Guidelines

### Withdrawal without Academic Penalty: Guidelines on what Constitutes Extenuating Circumstances

69. Extenuating circumstances are defined to be events or circumstances which:
- a. are beyond the person's control, i.e. the person is not responsible, directly or indirectly, for the situation. These events or circumstances must be unusual, uncommon or abnormal; and
  - b. must not make the full impact on the person until on or after the census date where the situation occurred:
    1. before the census date, but worsened after that day; or
    2. before the census date, but the full effect or magnitude does not become apparent on or before that day; or
    3. on or after the census date; and
  - c. where the outcome has made it impracticable for the student to complete the course requirements; and they were unable to:
    1. undertake the necessary private study required, or attend sufficient tutorials or meet other attendance requirements in order to meet the compulsory requirements; or
    2. complete the required assessable work; or
    3. complete other course requirements because of their inability to meet the above.
70. Students will need to prove their claim for extenuating circumstances by providing appropriate independent supporting documentation. Governance Institute will not approach doctors, hospitals, police, etc. to obtain documentation on behalf of the student. Governance Institute may seek verification from these agencies that the certificate has been issued to the student.

## Related Documents

- Governance Institute of Australia Admissions Policy
- Governance Institute of Australia Progression and Unsatisfactory Academic Progress Policy
- Governance Institute of Australia Student Fees Policy
- Governance Institute of Australia Student Support and Responsibilities Policy

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