



Variation to Enrolment Policy: Education and Counselling

Title: Variation to Enrolment Policy: Education and Counselling
Author: Academic Dean
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Policy overview

Morling College recognises that students' circumstances may change during the course of an academic period and that there may be times when a variation to enrolment in units of study may be required.

Morling College encourages students to effectively communicate their needs and altered circumstances with College staff in a timely manner in order to assist students when making decisions about their academic goals and expected outcomes. While advice may be given, it is ultimately the student's responsibility to manage their enrolment in and completion of units and courses of study within the expected timeframes.

Policy objectives

The objectives of this policy are:

- to define the policy scope;
- to define the guidelines of Variation to Enrolment; and
- to detail the procedures involved in enrolment variation.

Policy scope

This policy applies to all Education and Counselling students enrolled in a MC course and who wish to vary that enrolment by adding and/or withdrawing from a unit/s.

Definitions

Administration Date	<p>The date in the period of presentation of a unit after which payment of the Variation of Enrolment fee is required up until the Census Date for addition of a unit or for withdrawal from a unit.</p> <p>For semester-length units, the Administration Date is 5pm (AEST) on the last day (normally Friday) of the second teaching week of semester.</p> <p>For intensive units, the Administration Date is 5pm (AEST) on the second day of classes in the unit.</p>
Census Date	<p>The date on which enrolment in a unit is tallied and reported to the Department of Education.</p> <p>For semester-length units, the Census Date is normally 31 March or 31 August. For all units, including those taught in intensive mode, the Census Date must be no less than 20% of the period from the commencement of the unit to the final date for completion of assessment tasks.</p> <p>Requests to be actioned against a Census Date must be lodged by 5pm (AEST) on that date.</p>
Withdrawal Date	<p>The date after the Census Date of a unit and before which a student must withdraw from the unit so as to not incur an academic penalty.</p> <p>For semester-length units, the Withdrawal Date will normally be the Friday at the end of the second full teaching week after the Census Date.</p> <p>For intensive units, the Withdrawal Date is approximately 60% of the period from commencement of the unit to the final date for completion of assessment tasks.</p> <p>Requests to be actioned against the Withdrawal Date must be lodged by 5pm (AEST) on that date.</p>

These dates are published on the Morling College website before enrolments open for each new academic year.

Students should be aware of the specific dates that apply to their enrolment in units of study. Dates that apply to units offered in Intensive and Semi-intensive mode may be different to regular semester-long units of study.

Guidelines to Variation of Enrolment

General

1. This policy takes into account the Higher Education Provider (HEP) Guidelines (16 September 2013) under *Higher Education Support Act 2003*.
2. It is the student's responsibility when deciding to vary their enrolment to understand the implications on the length of candidature and timeframes required to complete their award.
3. Students are responsible for ensuring that any specified pre-requisites or co-requisites are met when applying for a *Variation to Enrolment*. The College may cancel a student's enrolment in a unit if the specified requirements for enrolment in the unit have not been met.

4. International students studying in Australia must be aware that there may be immigration consequences for students who drop below a full-time load.
5. The *Variation to Enrolment* fee is an incidental fee under HEP guidelines and may not be deferred to FEE-HELP.
6. Fee implications for Variation of Enrolment are outlined in the Fee Section of this policy.

Addition or Substitution of units

1. After initial enrolment in an academic period a student may apply to add a unit, substitute one unit for another, or withdraw from a unit of study before 5pm on the Administration Date (AEST) and incur no financial or academic penalty.
2. A student would not normally be allowed to add or substitute a unit after the Administration Date. Any application for addition or substitution of units after the Administration Date would only be allowed where the lecturer is of the opinion that s/he can reasonably support late commencement in the unit. Any application must be approved by the Faculty Dean.

Withdrawal of units

1. Students may withdraw from units any time during the period of study. However, financial and/or academic penalties may apply depending on the date of withdrawal. Refer to the Table below for details.
2. Students withdrawing from a unit up to the Administrative Date may be required to return all unit material distributed to date

Special Circumstances

1. In some instances, "special circumstances" may be deemed to apply to a student's situation. Students seeking to withdraw from a unit of study after the Census Date due to Special Circumstances should apply for a Compassionate Withdrawal.
2. "Special circumstances" may be deemed to apply if they are:
 - a. beyond the student's control;
 - b. do not make their full impact on the student until, on, or after the Census Date; and
 - c. make it impracticable for the student to complete the unit requirements during the period in which the student undertook, or was to undertake, the unit.
3. For more details refer to the *Compassionate Withdrawal Policy* and *Special Circumstances Policy: Education and Counselling*.

Fee and academic implications

Administration Date	Variation to Enrolment up to 5pm on the Administration Date will receive a full refund for withdrawn units and incur no administration fee or academic penalty.	<ul style="list-style-type: none"> • Refund • No admin fees • No academic penalty
Census Date	<p>Withdrawal from a unit between the Administration Date and the Census Date will receive a full refund and incur no academic penalty, but will incur an admin fee per unit.</p> <p>Substitution of a unit, where allowed, will incur an admin fee per substitution.</p>	<ul style="list-style-type: none"> • Refund • Incurs admin fees • No academic penalty
Withdrawal Date	Withdrawal from a unit between the Census Date and Withdrawal Date will receive no refund and incur no admin fees or academic penalty (W).	<ul style="list-style-type: none"> • No refund • No admin fees • No academic penalty
	Withdrawal from a unit after the Withdrawal Date will receive no refund and incur no admin fees, but will incur an academic penalty of Fail Withdrawn (FW).	<ul style="list-style-type: none"> • No refund • No admin fees • Academic penalty

Procedures to implement Variation to Enrolment

1. The student is required to complete a *Variation to Enrolment* form. This form can be found on *Moodle*.
2. Students who wish to add or substitute units after Administration Date must get the *Variation to Enrolment* form signed by the relevant Faculty Dean prior to lodging it with the Registrar's Office.
3. The student is responsible for understanding any fee implications related to the variation to their enrolment and make payment of any admin fees incurred prior to lodgement of the *Variation to Enrolment* form to the Registrar's Office. The *Variation to Enrolment* form will not be processed until the relevant payment is received.
4. The *Variation to Enrolment* form must be lodged with the Registrar's Office, together with proof of payment of any admin fees that will be incurred. The date of lodgement will be the date used as the *Variation to Enrolment* date.
5. If the student withdraws from a unit prior to the Administrative Date, they must comply with the College policy on the return of any unit material distributed to that date.
6. Payment of fees can be done through direct transfer, BPAY, Online Credit Card, in person at the College, by cheque or by phone. Details of these payment methods appear on the *Variation to Enrolment* form.