



# Enrolment Policy

## 1. Purpose

- 1.1 This policy specifies how Western Sydney University International College (WSUIC) administers student enrolments in accordance with relevant legislative requirements.
- 1.2 This policy also defines the conditions under which students will be provided with a correct and current Confirmation of Enrolment (CoE) to enable them to apply for a student visa.
- 1.3 This policy is to be read in conjunction with the WSUIC Student Fees and Refunds Policy, the WSUIC Academic Progress Policy and the WSUIC Deferral, Suspension and Cancellation of Enrolment Policy.

## 2. Scope

This policy applies to all students undertaking WSUIC courses.

## 3. Definitions

### *'At Risk'*

A student who, because of unsatisfactory academic progress, has been identified as requiring intervention and /or additional academic support.

### *'Census Date'*

This is the official deadline for finalising enrolment for the teaching session/term including the payment of tuition fees.

### *'CoE'*

Refers to Confirmation of Enrolment. It is a letter issued by a higher education provider to confirm a student's enrolment in an approved course or packaged course. This letter provides Government Departments, such as the Department of Home Affairs (Immigration), with important information about an international student's enrolment status. The CoE must accurately reflect the course duration by specifying the course and end dates as well as fees paid and total fees to be paid for the course. The CoE will also indicate the student's current status, whether this be approved, visa granted or studying. A CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The evidence is required before the Department of Home Affairs (Immigration) will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.

### *'Co-requisite'*

A unit which must be undertaken before or in the same term as another unit.



*'CRICOS'*

Refers to the Commonwealth Register of Institutions and Courses for Overseas Students, a searchable database, managed by the Australian Government, which lists all Australian education providers (and their courses) for people studying in Australia on student visas. The CRICOS database operates under the Education Services for Overseas Students (ESOS) legislative framework. Note that TEQSA is responsible for assessing applications for inclusion on CRICOS.

*'Excluded'*

Refers to a student whose enrolment is cancelled due to unsatisfactory academic performance or student misconduct such as they are prevented from any re-enrolment at WSUIC for a period which will not exceed 12 months.

*'Immigration'*

Refers to the Department of Home Affairs, the Australian government agency responsible for issuing students with a visa.

*'Inherent Requirements'*

Refers to the fundamental parts of a course or unit that must be met by all students. They are the capabilities, knowledge and skills needed to complete a course. Students with a disability or chronic health condition can have adjustments made to enable them to meet these requirements. There may also be other considerations, such as cultural or religious considerations, that may impact on the capacity of students to meet an inherent requirement and may require adjustments. However, any adjustments must not fundamentally change the nature of the inherent requirement.

*'International Student'*

A student studying in Australia on a student visa and does not include a study tour participant in Australia on a visitor or tourist visa.

*'Late Enrolment'*

The completion of any of the enrolment requirements after Friday of Week 2 of the Term.

*'Pre-requisite'*

A unit that must be satisfactorily completed before a student enrolls in a particular unit.

*'PRISMS'*

Refers to the Provider Registration and International Student Management System, an Australian Government database established to record information about overseas students studying in Australia. Through PRISMS, certain Australian Government agencies can monitor student compliance with visa conditions and provider compliance with the Education Services for Overseas Students Act 2000 (ESOS Act).



*'Suspended'*

Refers to a student barred from attendance at WSUIC for a specified period of time due to unsatisfactory academic performance or student misconduct.

*'TEQSA'*

Refers to the Tertiary Education Quality and Standards Agency. TEQSA is Australia's independent national quality assurance and regulatory agency for higher education.

**4. Policy Statement**

- 4.1 A student's enrolment is a selection of units which defines a course of study, the amount and timing of that study and the fees and charges that will be applied. Students are responsible for maintaining a valid enrolment in accordance with WSUIC rules, policies and procedures, course requirements and any other criteria the student is required to meet.
- 4.2 A student must be formally enrolled in order to attend and participate in classes and other educational activities of WSUIC and to receive a final grade for the work done.
- 4.3 WSUIC monitors the enrolment load of students to ensure that they complete their course within the duration specified in their CoE. In limited circumstances, a new CoE may be issued to students to enable them to extend the expected duration of study for their course.
- 4.4 WSUIC recognises the need for timely and accurate information on individual students and their programs of study. Such information allows WSUIC to plan its resources to best meet the needs of students and to ensure that legislative requirements are met.

**5. General Requirements for Enrolment - Commencing Students**

- 5.1 Commencing students are enrolled on completion of the following:
  - 5.1.1 Application for admission
  - 5.1.2 Acceptance of the offer of admission and fulfilment of any conditions attached to the offer
  - 5.1.3 Completion of any compulsory data collection and special requirement information as required by government departments or agencies
  - 5.1.4 Payment of compulsory fees where applicable
  - 5.1.5 Payment of Overseas Student Health Cover for the duration of the student's visa



**6. General Requirements for Enrolment - Continuing Students**

- 6.1 To ensure valid enrolment, continuing students are required to:
- 6.1.1 Re-enrol for each academic term
  - 6.1.2 Select units in each academic term
  - 6.1.3 Select units that comply with the structure and rules of their course
  - 6.1.4 Pay all compulsory fees and charges by the prescribed date; failure to pay fees and charges by the prescribed date will result in termination of enrolment
  - 6.1.5 Complete any other required procedures or special requirements and
  - 6.1.6 In the event that the length of their course is extended due to their rate of progression, ensure that they meet all visa requirements.
- 6.2 Continuing students not intending to study in a teaching session must apply for a Leave of Absence unless they have completed their course.
- 6.3 Continuing students who are suspended or excluded from WSUIC will not be permitted to re-enrol (refer to the POL 08 Academic Progress Policy and RULE 01 Student Misconduct Rule).
- 6.4 Notwithstanding Section 6.3, in cases where a student has not received their final results for a previous study session, they will be permitted to re-enrol for the following session. However, if after receiving their final results, the student does not meet the prescribed pre and co-requisites for the units they have enrolled in, the student's enrolment will be deemed to be invalid. WSUIC will withdraw the student from the affected unit/s before the approved census date.
- 6.5 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 readmission in order to resume studies (refer to WSUIC Admissions Policy for information on readmission).
- 6.6 Continuing students will be considered to be enrolled until the student:
- 6.6.1 completes the course of study
  - 6.6.2 resigns (withdraws) from the course of study
  - 6.6.3 takes an approved leave of absence
  - 6.6.4 is excluded or suspended from study
  - 6.6.5 has enrolment terminated due to non-payment of compulsory fees or
  - 6.6.6 fails to re-enrol in the course by the date notified to them by WSUIC Student Services, in which case the student will be regarded as having abandoned their course of study.
- 7. Students are responsible for:**
- 7.1 Ensuring that they are correctly enrolled each term. Students can review their enrolment details in the student management system
- 7.2 Checking all their enrolment details and advising WSUIC by email of any errors or omissions. Failure to advise WSUIC about any incorrect enrolment details by the approved census date/s



may negatively impact on a student's academic progression requirements which may in turn affect the student's ability to meet requirements of their visa to study in Australia

7.3 Ensuring their enrolment meets course requirements and is consistent with approved course structures and

7.4 Checking that they meet the inherent requirements for their course.

## **8. Enrolment Procedure**

### **8.1 Submission of Enrolment**

All students must submit a valid enrolment for each term by Friday of the second week of the term unless otherwise advised by WSUIC. Enrolments can be accepted up until 4.30 pm on the Friday of the second week of the term. Students can request a late enrolment after this date. Late enrolments will be reviewed by the Academic Director or delegate and will take into consideration the student's previous academic performance and/or the availability of places in the selected course/unit.

### **8.2 Students with Disability**

Should a student with a disability or chronic health condition have any concerns about meeting the inherent requirements of a course, they should discuss their enrolment plans with a WSU Disability Advisor and the WSUIC Academic Director or nominee before enrolling in the course. The WSU Disability Advisor may prepare an Academic Reasonable Adjustment Plan (ARAP) to support students with a disability which will be provided to the Academic Director and Course/Program Convenor.

### **8.3 Appeals**

Applicants who have been unsuccessful in seeking enrolment to WSUIC may seek to appeal this decision through the POL 20 Student Complaint Handling Policy.

### **8.4 Nomination of Units of Study and Census Date**

8.4.1 A student is required to select a set of units each term. The units selected must conform to the requirements of the course into which the student has been enrolled. A student is not permitted to attend classes, access teaching materials, or engage in the teaching activities of the course, unless enrolled in that course. Students may seek guidance from the Course/Program Convenors or Academic Director when selecting units.

8.4.2 A student may be prevented from enrolling in a unit of study where:

8.4.2.1 The last date for adding units for the term has passed

8.4.2.2 The unit is not offered in the nominated term

8.4.2.3 The unit is not offered in the course for which they received an offer of admission

8.4.2.4 The student does not satisfy the prerequisite conditions for the unit/program



8.4.2.5 The student is attempting to enrol in more than 40 credit points in the term unless otherwise advised by the Course Convenor, and/or

8.4.2.6 The student has been advised of their exclusion.

8.4.2.7 A student may be permitted to lodge their enrolment despite the conditions in 8.4.2 if the College Director and Principal, or nominee, determines that special circumstances warrant the enrolment; or in the case of eligibility for exclusion, the student has submitted an appeal against exclusion.

8.4.3 Students must ensure that their unit enrolment is finalised by the census date. Each unit has an approved census date which is published by WSUIC.

## 8.5. **Monitoring and Managing Study Load**

8.5.1 Students who are undertaking less than 100% of the course load in any half-year of their study must obtain permission from the relevant Course/Program Convenor or the Academic Director to enrol in a reduced load. WSUIC may not be able to issue a new CoE if students have failed to obtain this approval. WSUIC monitors the workload of student visa holders to ensure they complete their study programs within the duration specified in their Confirmation of Enrolment (CoE).

8.5.2 WSUIC will issue a new CoE to students studying onshore if it becomes clear that a study program will not be completed within the current CoE period.

8.5.2.1 A new CoE can be issued only for the following reasons:

- i. As the result of the implementation of an intervention strategy
- ii. Compassionate reasons
- iii. Compelling circumstances
- iv. Leave of absence or
- v. Deferral of study.

8.5.2.2 Variations that will affect the student's current CoE include the following:

- i. Change of program
- ii. Withdrawal from program
- iii. Leave of absence
- iv. Transfer of provider
- v. Change to program enrolment

8.5.2.3 Student visa holders who fail to obtain a new CoE cannot remain enrolled with WSUIC. In cases where a CoE extension is required, the WSUIC Deferral, Suspension and Cancellation of Enrolment Policy will apply.

8.5.3 WSUIC regards enrolment in 40 credit points at any given point in time as a normal full-time load. Students who enrol in more than this incur the risk of poor performance and failure. Unless otherwise required by their standard course structure, students will



be restricted to enrolling in a maximum of 40 credit points at any given point in time during all teaching sessions.

8.5.4 Students may submit a request to their relevant Course/Program Convenor or to the Academic Director, to exceed the maximum credit points. In assessing requests, the Course/Program Convenor or Academic Director will consider the student's prior academic performance, unit availability and course progression considerations.

8.5.5 Students must ensure that they update their records with Student Services if they make a change to the units and/or study load in their program of study.

#### **8.6 Pre- and Co-Requisite Units**

8.6.1 Students are responsible for ensuring that any specified pre- or co-requisites have been met. These are listed on the WSUIC website for reference. WSUIC has the right to cancel a student's enrolment in a unit if any pre- or co-requisites have not been met.

8.6.2 If a student believes that they have met the requirements for a pre- or co-requisite, they may apply for the pre- or co-requisite rule to be waived. A rule waiver can only be authorised by the Academic Director or delegate.

#### **8.7 Restrictions on Unit Enrolment**

8.7.1 WSUIC may impose or modify enrolment quotas on particular units and classes when there are resource constraints.

8.7.2 Some selected units are only available for students studying in particular courses. In such cases the unit will be identified on the WSUIC website.

#### **8.8 Repeat Enrolment in Unit/s Already Passed**

8.8.1 With the permission of the relevant Course/Program Convenor or Academic Director, a student may repeat any unit for which a passing grade has been awarded. Such permission should only be granted where the student requires a higher grade to progress to their Western Sydney University degree. If a student elects to repeat a unit, they will be liable for the full tuition fees for the unit.

8.8.2 The original passing grade will be changed to 'W' grade while keeping the original mark unchanged. The first attempt remains on a student's academic record and a second attempt will record the new grade obtained and the notation 'completed' for Foundation Studies programs.



## 8.9 **Communication and Enrolment - Student Email Account**

8.9.1 Students are issued with a WSUIC student email account upon enrolment. WSUIC will use this student email account as the primary method of official communication with students. WSUIC will only respond to emails sent from the student email account. Students who cannot access their WSUIC student email account must submit signed written requests to WSUIC Student Services.

8.9.2 Students are responsible for ensuring that:

8.9.2.1 Their enrolment is correct

8.9.2.2 Their personal and contact details are current

8.9.2.3 They regularly check their WSUIC student email account and

8.9.2.4 They carry their WSUIC Student ID when on campus.

Refer to POL 19 Acceptable Behaviour Policy for further details of the obligations and responsibilities of students.

8.9.3 A student should notify WSUIC of any change to their enrolment using an approved method of communication. Approved methods of communication with WSUIC include:

8.9.3.1 Electronic submission of changes via the student management system

8.9.3.2 Electronic submission via online forms will be accepted as equivalent to the student's signature

8.9.3.3 Emailing WSUIC Student Services using their WSUIC student email account. The WSUIC student email account will be accepted as equivalent to the student's signature

8.9.3.4 Submission of a signed letter addressed to WSUIC Student Services. Verbal advice will not be accepted or acted upon.

8.9.4 Students can change their personal and contact details by electronic submission using the student management system. 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 WSUIC Student Services.

## 8.10 **Late Enrolment – Continuing Students**

Student enrolment records can only be amended after the census date in extenuating circumstances (refer to Appendix A). Applications will be assessed and, if the incorrect enrolment is due to an administrative error by WSUIC, the student's record will be amended, and no financial penalty will apply.

## 8.11 **Re-enrolment after Resignation from a Course**

Students cannot re-enrol after resigning from a course. They need to re-apply for admission (refer to WSUIC Admissions Policy).





## **8.12 Reinstatement of Enrolment following Termination for Non-payment of Fees**

8.12.1 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 Academic Director. Student visa holders 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 stated in Section 7 by a specified due date set by WSUIC.

## **9. Completion Within Expected Duration**

The duration of a CoE may not exceed the expected duration of study approved on CRICOS. The start and end date of a CoE will match the start and end date of the relevant WSUIC program, in accordance with the approved Academic Calendar.

### **9.1 Monitoring Progress of Completion**

9.1.1 WSUIC will ensure that, at all times, the student is in a position to complete their program within the expected duration as specified on the student's CoE. As such, students will be required to enrol into the appropriate study load for the given course.

9.1.2 WSUIC will not allow a student to enrol in less than three units unless for the following reasons:

9.1.2.1 The student has one or two units left to complete their course or

9.1.2.2 The student has been identified as 'at risk' and is therefore required to undertake a less onerous study load or

9.1.2.3 The student is identified as having compelling or compassionate circumstances warranting a reduced study load

### **9.2 Extending Course Duration**

9.2.1 Extension to a course duration may only be granted as a result of compassionate and compelling circumstances including but not restricted to:

9.2.1.1 Unexpected severe illness or death of a family member

9.2.1.2 The student or accompanying family member has an acute medical condition requiring treatment

9.2.1.3 The student has been involved in legal proceedings where the timing is beyond the student's control

9.2.1.4 The student has been impacted by a natural disaster, political uprising or other similar event

9.2.1.5 The student has an accident, falls seriously ill or contracts a serious medical condition after arriving in Australia

9.2.1.6 Unavailability of units as a result of a student failing a prerequisite unit/sor



9.2.1.7 WSUIC is implementing an intervention strategy for the student who is 'at risk' of not meeting course progress requirements or

9.2.1.8 An approved deferment or withdrawal of study has been granted

9.2.2 The expected duration of study may also be affected by a variation to an enrolment (see Section 6.4).

9.2.3 WSUIC Student Services will extend the duration of a student's course study where it is clear that the student will not complete the program within the expected duration specified on the student's CoE.

9.2.4 In instances identified in 9.2.1 and 9.2.2, WSUIC Student Services will record the reason/s and the amendment to the study duration on the student management system and will issue a new CoE through PRISMS. Student Services will advise the student to contact Immigration for guidance on how this impacts their visa or to obtain a new visa.

## **10. Quality and Compliance**

10.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Risk Management Framework.

10.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.

10.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.

10.4 New staff will receive policy information during the induction process where it relates to their position.

## **11. Related Documents**

- Enrolment Application Form
- Enrolment Offer of Admission
- Enrolment Acceptance Form
- WSUIC Qualifications Table/Country Entry Qualifications Table
- WSUIC English Language Proficiency Table
- Genuine Temporary Entrant Information
- Advanced Standing Application Form



**12. Related Policies, Procedures, Guidelines and Legislation**

- POL 01 Admissions Policy
- POL 02 Recognition of Prior Learning and Awarding of Course Credit Policy
- POL 08 Academic Progress Policy
- POL 19 Acceptable Behaviour Policy
- POL 34 Deferral, Suspension and Cancellation of Enrolment Policy
- POL 20 Student Complaint Handling Policy
- POL 36 Student Fees and Refunds Policy
- Western Sydney University Genuine Temporary Entrant Manual
- Western Sydney University Enrolment Policy
- ESOS National Code Standard 2 Recruitment of an overseas student; Standard 3 Written Agreements; Standard 8 Overseas student visa requirements; Standard 9 Deferring, suspending or cancelling the overseas student’s enrolment; Standard 10 Complaints and appeals
- Higher Education Standards Framework (HESF) 2015 Domain 1 Student participation and attainment

**Approval and Amendment History**

<b>Approval Authority:</b>	Western Sydney University International College Board of Directors
<b>Policy Owners:</b>	Academic Director/Academic Leadership Team
<b>Approval Date:</b>	1 December 2017
<b>Date for Next Review:</b>	12 November 2026



<b>Amendments</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
1/12/2017	1	New policy developed
28/6/2019	2	<p>Reformatted sections</p> <ul style="list-style-type: none"> <li>• Section 5 replaced section 7.4</li> <li>• Section 6 replaced section 7.5</li> <li>• Section 7 replaced section 7.1.1</li> <li>• Section 8 replaced sections 7.1-7.3, 7.6-7.15</li> <li>• Section 9 is a new section which replaced POL 33 Completion Within Expected Duration Policy</li> <li>• Appendix A replaced section 8</li> </ul> <p>Updated definitions: deleted Miser as this is not applicable to WSUIC courses; added CoE, at risk, CRICOS, PRISMS, TEQSA, Immigration</p> <p>Updated section 10 with revised quality and compliance statement</p> <p>Updated section 12 with relevant National Code standards and HESF 2015 domains</p>
31/07/19	2.1	The policy has been revised in accordance with feedback at June 28 Board of Directors Meeting. Changes to the policy include revising the scope of policy to include students studying WSUIC Courses.
16/10/2020	2.2	Minor grammatical updates, reviewed as a part of Diploma of Arts application submission.
9/11/2022	2.3	<p>Minor grammatical updates, addition of Policy numbers to mentioned policies.</p> <p>Removal of reference to SSAF Fees.</p> <p>Changes to Clause 8.8.2 and removal of Clause 8.8.3</p>
12/11/2024	2.4	<p>Minor grammatical updates</p> <p>Removal of definition of "EFTSL"</p> <p>Addition of Student Misconduct to the definition of "Excluded"</p> <p>Addition of Student Misconduct to the definition of "Suspended"</p> <p>Addition of Student Misconduct Rule to Clause 6.3</p>



## **APPENDIX A:**

### **Guidelines on what Constitutes Extenuating Circumstances:**

1. Extenuating circumstances are defined as 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 lectures or tutorials or meet other attendance requirements in order to meet the compulsory requirements; or
    2. complete the required assessable work; or
    3. sit the required examinations, or complete other course requirements because of their inability to meet the above.
2. Students will need to prove their claim for extenuating circumstances by providing appropriate independent supporting documentation. WSUIC will not approach doctors, hospitals, police, etc. to obtain documentation on behalf of the student; however, it may seek verification from these agencies that the certificate has been issued to the student.