

# Enrolment Policy

## Section 1 - Eligibility for Enrolment

(1) Students may not enrol in a course unless an offer of a place in the course has been made, the offer has been accepted in the prescribed manner and all the conditions for enrolment have been met, as prescribed in Charles Sturt University (the University) academic policies.

## Section 2 - Responsibility for Correct Enrolment

(2) Students are responsible for ensuring that they are correctly enrolled each session.

### Correct Information

(3) Students must ensure that information requested by the University as part of the enrolment process is complete, correct and current.

### Correct Course and Subjects

#### Course Structure

(4) In their first year of enrolment at the University, students shall enrol in the current approved course structure of the course in which they are enrolling, as detailed in the [University Handbook](#) and Graduation Planning System (GPS) for that year.

(5) The course structure shall then apply for the duration of the student's enrolment in the course except in those cases where the Faculty approves an exception. For example, where the student has been admitted into the course with a significant amount of credit or where the University offers the student, or a cohort of students, the opportunity to transfer to another version of the course during their enrolment, for example in order to meet new professional accreditation requirements.

#### Subjects

(6) Subjects must be entered correctly by subject code, and must be part of the course in which the student is enrolled.

#### Prerequisites

(7) Students can only enrol in subjects if prerequisites have been met except under clauses 37 and 38. Prerequisites as a formal bar to enrolment are used only where there is a risk to students or the public which cannot be managed in any other way. For example, prerequisites would be appropriate for practicum or clinical practice subjects. The University will advise of any assumed knowledge in a subject.

#### Due Dates

(8) All other enrolment conditions, including the payment of fees, must be met by the date(s) specified.

## **Due Date for Initial Enrolment in Higher Degree by Research Programs**

(9) When accepting an offer of admission to a higher degree by research program, candidates are expected to enrol within one month of the date of offer, unless a deferment of enrolment is approved (refer section 9 of the [Admissions Policy](#)).

## **Section 3 - Enrolment**

(10) To effect enrolment, students must complete each step of the enrolment process as directed. The declaration for students enrolling online is confirmed by virtue of their logon and submission of data, and for those students completing the pre-printed form, by signing the declaration.

## **Section 4 - Payment of Fees**

### **Enrolment and the Payment of Fees**

(11) The payment of fees associated with enrolment as a student in the University is an essential component of the enrolment process. Enrolment is not complete until all fees associated with enrolment have been paid.

(12) Fees Payable at Enrolment:

- a. any fees or other charges outstanding from previous sessions;
- b. course or tuition fees if applicable. Students choosing to defer fees via a HELP scheme are required to submit a completed Electronic Commonwealth Assistance Form (ECAF) by census date;
- c. the late re-enrolment fee if re-enrolling for the year after the deadline specified in the Principal Dates;
- d. the late Enrolment Addition fee per subject if enrolling after the first week of session.

### **Amounts Payable**

(13) The amount payable for a particular fee in a particular year is published in the Schedule of [Fees and Charges web page](#) for that year.

### **Due Dates for Payment**

(14) Fees associated with enrolment shall be paid by the due date for payment. The due dates for payment are published in:

- a. the Principal Dates;
- b. individual notices or invoices issued to students; and
- c. Commonwealth Assistance Notices.

### **Late Enrolment Addition Fee**

(15) Students who add a subject after the Sunday of the first week of session will incur a Late Enrolment Addition fee for each subject.

### **Extension of Time for Payment**

(16) An extension of time for the payment of fees associated with enrolment shall not normally be granted. Where an extension of time is granted a deferred payment fee may also be payable.

(17) Enquiries regarding the payment of fees associated with enrolment should be made to the Manager, Revenue Services , Division of Finance.

### **Liability for Additional Costs**

(18) Costs incurred by the University in seeking to collect fees associated with enrolment shall be charged to the student and shall become, for that student, an additional cost associated with his or her enrolment.

### **Refund of Fees**

(19) HELP liable students who withdraw from a subject by midnight on the census date for the session will not incur a HELP liability for that subject. If a student in this situation has paid his or her fee for that subject before withdrawal, the student shall receive a refund of the student contribution paid. HELP liable students who withdraw from a subject after the census date for the session shall incur a HELP liability for that subject. The HELP liability for such a subject will only be remitted in special circumstances. Enquiries regarding the remission of an upfront or deferred HELP liability should be made to the Division of Student Administration. Students repeating a subject are liable for the full fee regardless of subject requirements previously completed.

(20) Fee-paying domestic students who withdraw from all or part of their subject enrolment by midnight on the census date for that session shall receive a full refund of the tuition fees paid for those subjects. After the census date, the liability for such a subject will only be remitted in special circumstances. Students repeating a subject are liable for the full fee regardless of subject requirements previously completed.

(21) International students shall be subject to the University's [International Student Fee Refund Policy](#).

(22) Late fees are not refundable.

## **Section 5 - Commonwealth Supported Student Contribution Scheme (HECS-HELP)**

(23) By the date specified in the Principal Dates, students enrolling in courses to which HECS-HELP applies must:

- a. lodge a HECS-HELP application form if enrolling in the course for the first time or course transferring; and
- b. pay their prescribed student contribution amount if the pay now option was selected.

(24) Failure to submit a HECS-HELP application or to pay the student contribution amount by the specified date will result in the cancellation of a student's enrolment.

(25) A Commonwealth Supported Student who has not submitted a complete HECS-HELP form by the census date of their enrolment in that course, will have their enrolment withdrawn for that session of study. The student may then either: apply to continue with their subject enrolment in the current session as a fee-paying student, or; discontinue their subject enrolment in the current session of study and re-enrol for a future session of study.

(26) Students enrolling in courses in which FEE-HELP is available must submit a complete electronic Commonwealth Assistance Form (eCAF) by the census date. Where no form is received by the census date, the student will incur a charge for the session of study.

(27) Students who intend to utilise a Student Amenities HELP Loan (SA-HELP) must submit a complete electronic SA-HELP form by the census date. Where no form is received by the census date, the student will incur a charge for the session of study.

## Section 6 - Selection of Subjects

(28) Notwithstanding the responsibility of students to select their subject enrolment each session (refer section 2), the following restrictions may apply (refer to clauses 29-35).

### Approval of Subject Selection

(29) A Course Director or Course Coordinator may insist that students in a particular course have their subject selection approved by the Course Director or Course Coordinator or other nominated University officer. Students affected by this Policy will be formally advised of the requirement to have their enrolment approved by the Course Director or Course Coordinator or University officer, for a specified period.

### Maximum Subject Load

(30) Students may not enrol in more than the normal subject load each session, except with the permission of the Course Director or Course Coordinator. The normal subject load is 32 points for a full-time load and 16 points for a part-time load.

### Restrictions on Subject Enrolment

(31) The Course Director or Course Coordinator may place restrictions on the number of subjects students may take in a given session, and/or may specify the particular subjects students may take.

### Subjects Additional to Award Requirements

(32) Students may not enrol as HECS-HELP (i.e. Commonwealth supported) students in subjects additional to those required for an award. Students may however, with the approval of the Course Director or Course Coordinator, apply to enrol in additional subjects as a Single Subject Study (fee paying) student (refer [Admissions Policy](#), section 7).

### Subject Quotas

(33) Students may be prevented from enrolling in particular subjects due to subject enrolment quotas.

### Fee Paying Overseas Students

(34) Full fee paying overseas students are required under their visa regulations to enrol in a normal full-time subject load each session. This requirement may only be relaxed with the approval of the Course Director or Course Coordinator, or where the student is in the final session of the course with less than the full-time session load necessary to complete the course.

### Higher Degree by Research Candidates

(35) Higher Degree by Research candidates are entitled to enrol in two coursework subjects relevant to their research, subject to the approval of the Sub-Dean (Graduate Studies), in accordance with the [Higher Degree by Research Policy - Enrolment and Progress](#), section 10. These subjects will be regarded as part of their course and will incur no additional fees.

## Section 7 - Prerequisites

(36) The University uses prerequisite requirements normally only where there is a risk to students or the public which cannot be managed in any other way. For example, for entry to practicum or clinical practice subjects. The University will advise of any assumed knowledge in a subject.

## **Equivalent Subjects**

(37) Where students have not met the prerequisite for a subject as specified in the University Handbooks, the Course Director or Course Coordinator on the recommendation of the Subject Coordinator may approve the students' enrolment in the subject on the basis of the completion of another subject or other subjects deemed to be equivalent to the prerequisite.

## **Waiver of Prerequisites**

(38) Where students have not met the prerequisites for a subject as specified in the University Handbooks, the Course Director or Course Coordinator in consultation with the Subject Coordinator may waive the prerequisite if the students can demonstrate other attainments or experience which suggests the students would be able to successfully complete the subject. Students requesting a waiver should complete the [Request for Waiver of Pre-requisite form](#).

## **Grades and Prerequisites**

(39) The following grades will not satisfy prerequisite requirements: AW, FL, FW, US and NA. Incomplete grades such as SX, AE, AA and GP will provisionally satisfy prerequisite requirements for enrolment purposes. If an incomplete grade is then subsequently resolved to AW, FL, FW, US or NA it will not satisfy prerequisite requirements. (Refer [Assessment Policy - Coursework Subjects](#) for description of grades.)

## **Failure to Meet Prerequisites**

(40) Enrolment in a subject is null and void if students have not met the prerequisite, other than as permitted under clause 37. Students who enrol in a subject in anticipation of passing its prerequisite may be withdrawn from the subject if the prerequisite is not subsequently passed.

## **Credit**

(41) The granting of credit in a subject is equivalent to a pass in the subject for prerequisite purposes.

# **Section 8 - Student Identification**

## **Student Numbers**

(42) Upon initial enrolment at the University, students will be issued with a student number which must be quoted in all correspondence with the University. This number will be retained by a student and used whenever he or she commences a new course with the University.

## **Identification Cards**

### **Issue of Cards**

(43) Students enrolling for the first time with the University shall be issued with an identification card displaying their photograph. Students are required to provide the University with a suitable photograph for this purpose. The identification card will remain effective for the length of the student's association with the University.

### **Use of Cards**

(44) An identification card is a student's authority to access a range of University services and facilities as determined by the University and including the authority to attend classes, receive teaching materials, sit examinations and borrow specified materials from the University. Students are required to carry the identification card on their person while on University premises.

## **Obligations Regarding Use**

(45) Acceptance of an identification card signifies that a student undertakes to use the card for the purposes for which it is issued and to be bound by the rules or conditions, as amended from time to time, which are specified in relation to any of those purposes.

## **Replacement of Cards**

(46) Identification cards shall be replaced subject to the payment of the prescribed fee.

# **Section 9 - Personal Data**

## **Responsibility for Personal Data**

(47) Students must notify the University of any change of name, address or other personal data recorded with the University. Students are responsible for checking all personal data and must advise of changes by updating their details in the [Online Administration](#) portal on the University's website as they occur or by writing to the Division of Student Administration. Documentation is required when notifying a change of name.

## **Appeals Against Decisions**

(48) Failure to advise of changes to personal data will not be accepted as grounds for appeal against University decisions.

# **Section 10 - Confirmation of Enrolment and HELP Liability**

(49) Students are required to confirm their enrolment and HELP liability by the census date specified in the Principal Dates by checking the enrolment details provided to them by the University.

## **Corrections to Enrolment**

(50) Corrections to enrolment resulting from the enrolment confirmation must be lodged with the Division of Student Administration by the census date.

## **Late Corrections**

(51) Corrections to subject enrolment after the census date will only be processed if the appropriate late fee is paid. If approved, such corrections will also be conditional upon the student paying an increased HECS-HELP liability or upfront subject fees.

# **Section 11 - Re-enrolment**

(52) All continuing students are required to re-enrol each year by the date specified in the Principal Dates. Students will be notified of the re-enrolment period each year. A late fee will apply to students who re-enrol after the deadline for the re-enrolment.

## **Re-enrolment During Examination of Theses or Other Examinable Works (PhD, Master by Research and Professional Doctoral Programs)**

## **During Candidature**

(53) An enrolled candidate shall be required to re-enrol as specified in clause 52 until the thesis or other examinable work has been submitted for examination or until termination of the candidature by the candidate or by the Research Committee (or, for coursework professional doctoral programs, by the Faculty), whichever comes first.

## **Following Examination of a Thesis or Other Examinable Work**

(54) A candidate may be required by the Research Committee(or, for a coursework professional doctoral program, by the Faculty) to re-enrol while making revisions to the thesis or other examinable work or to undertake other such work prescribed by the Research Committee(or the Faculty). A candidate will not be required to re-enrol during periods of leave of absence granted by the Research Committee(or, for a coursework professional doctoral program, by the Faculty).

# **Section 12 - Adding Subjects to an Enrolment**

## **All Students**

(55) Students who wish to add a subject to their enrolment should do so by updating their enrolment in [Online Administration](#) portal on the University's website. Addition of subjects after the Sunday of the first week of session requires prior approval from the relevant Subject Coordinator and will incur a late fee for each subject. A request to add each subject after census date requires the submission of a Late Application to Add Subject Form.

## **Deadlines**

(56) Subject to Section 6 and a place being available in a subject, students may add subjects to their enrolment up until midnight on the census date of the session.

## **Deciding Applications**

### **Applications Received by the Deadline**

(57) The Division of Student Administration shall approve an application received by the deadline provided that there is a place available in the subject and the student is eligible to enrol in the subject, and seek confirmation of approval by the Subject Coordinator if the addition is after the Sunday of the first week of session. The Division of Student Administration shall decline all other applications.

### **Applications Received After the Deadline**

(58) The Division of Student Administration shall decline an application received after the deadline if a place is not available in the subject or if the student is ineligible to enrol in the subject. The Division of Student Administration shall refer all other applications to the Head of Teaching School (on the recommendation of the Subject Coordinator) for decision. Applications will only be approved in exceptional circumstances.

## **Notification**

(59) The Division of Student Administration will notify the outcome to the student in writing.

# **Section 13 - Withdrawal from Subjects**

## **Withdrawal**

(60) Students who wish to withdraw from a subject, up to and including census date, should do so at [Online](#)

[Administration](#) portal on the University's website and follow the instructions for deleting a subject. To avoid a fail grade in a subject, subject withdrawal needs to be actioned on or before the census date for the session. Where withdrawal is actioned after the census date, and the student wishes to be considered for approved withdrawal (AW), clauses 64-66 apply.

## **Withdrawal by the Census Date**

### **Session - Length Subjects**

(61) If a student notifies withdrawal from a subject by midnight on the census date for the session, enrolment in the subject will not be recorded on the student's transcript, except where required by legislation or other provision.

### **Withdrawal from all Subjects**

(62) If students withdraw from all subjects by midnight on the census date for the session, they will be considered not to have enrolled and should request Leave of Absence.

### **Annual Subjects**

(63) If withdrawal is actioned by midnight on the census date of the first session, enrolment in the subject will not be recorded on the student's transcript except where required by legislation or other provision. Withdrawal from any annual subject in the weeks preceding the census date of the second session will count as a failure unless the student applies for and is granted approved withdrawal (AW).

## **Withdrawal After the Census Date**

(64) Unless the Head of School, Course Director or Course Coordinator, in consultation with the relevant Subject Coordinator recommends and records the grade approved withdrawal (AW), grade pending (GP) or a supplementary examination (SX), students who withdraw after the census date in a session will be failed in the subject. In such cases the grade fail (FL) will be recorded unless the student was not assessed on any of the compulsory assessment tasks in the subject in which case the grade FW (Fail Withdrawn) will be recorded.

### **Grounds for Approved Withdrawal After the Census Date**

(65) Approved withdrawal (AW) after the census date will only be granted where:

- a. misadventure or extenuating circumstances apply (refer [Special Consideration Policy](#), section 3); and
- b. the student was making satisfactory progress at the time the misadventure or extenuating circumstances occurred.

(66) The granting of Approved Withdrawal (AW) after the census date does not mean that the student is entitled to the automatic remission of their HECS-HELP debt, FEE-HELP debt or tuition liability for that subject.

### **Cancellation of Student Contribution Liability**

(67) Where students are granted Approved Withdrawal (AW), Fail Withdrawn (FW) or Fail (FL) in a subject after census they may apply in writing within one calendar year of the notification of the grade to the Division of Student Administration for a refund/remission of their HECS-HELP, FEE-HELP or tuition liability for that subject.

(68) Such applications are approved only in special circumstances (as defined in the Commonwealth Higher Education Support Act) and must be fully documented. Further information is available on the [Enrolment Policy - Application Remission or Reimbursement](#) form.



## **Extension of Time to Complete a Subject (Grade Pending (GP) or Supplementary Examination (SX))**

(69) Where circumstances warrant, the Subject Coordinator may recommend an extension of time to complete the subject (Grade Pending (GP) or, where the student is prevented from sitting the final examination, the Subject Coordinator may recommend a Supplementary Examination (SX). Where misadventure or extenuating circumstances are such as to prevent students from completing the subject within reasonable time (for a Grade Pending (GP) assessment must normally be finalised no later than 12 months after the end of the session in which the Grade Pending (GP) was granted) the Subject Coordinator may recommend Approved Withdrawal (AW).

(70) Where a student does not complete the requirements for a subject and is not officially withdrawn or provided with an extension of time to complete the subject, and the student had at least one assessment task assessed, the grade Fail (FL) will be awarded. If the student was not assessed on any compulsory assessment tasks the grade Fail Withdrawn (FW) will be awarded.

## **Notification**

(71) All approved withdrawals, including those made before the census date, will be notified by the Division of Student Administration. A student whose application for approved withdrawal is declined will be offered the option of continuing with the subject or of discontinuing the subject and being graded Fail Withdrawn (FW) or Fail (FL).

# **Section 14 - Leave of Absence**

## **All Courses Except PhD, Master by Research and Professional Doctoral Programs**

### **Maximum Leave Permitted**

#### **Australian Students**

(72) Students may be granted leave of absence from their course.

(73) Students who wish to apply for leave of absence in their first session of enrolment in a course shall be required to apply to defer the commencement of their course (refer to [Admissions Policy](#), Section 9).

(74) Except with the approval of the Executive Dean, the amount of leave granted during candidature in course may not exceed four sessions in any four consecutive calendar years.

#### **Fee Paying Overseas Students**

(75) Fee paying overseas students in Australia on a student visa are normally not permitted to take leave of absence. Such students who wish to apply for leave must apply to the Division of Student Administration as provided in clauses 76-78 and provide reasons for their request. Only in exceptional circumstances will applications be approved.

#### **Applications for Leave**

(76) Students must apply to the Division of Student Administration at the [Online Administration](#) portal on the University's website and follow the instructions to take leave for appropriate session(s).

(77) Applications for leave exceeding four sessions in any four consecutive calendar years must be documented as specified in the [Special Consideration Policy](#).

(78) The deadline for applications is midnight on the census date of the session in which leave is required.

## **Applications after Census Date**

(79) Where students apply for leave of absence in a session after the census date, the applications will be treated as applications for withdrawal after census for that session under Section 13.

## **Deciding Applications**

(80) Applications will be decided by the Executive Director, Division of Student Administration, or authorised officer, or the Course Director or Course Coordinator, Sub-Dean or Executive Dean within the policy and delegations approved by the Faculty Boards.

## **Notification of Leave**

(81) The decision with respect to an application for leave will be notified in writing by the Division of Student Administration.

## **Coursework Professional Doctoral Programs**

### **Maximum Leave Permitted**

(82) The amount of leave granted during candidature shall normally be up to a total of two sessions. Applications for leave of absence exceeding two sessions shall only be approved in exceptional circumstances.

### **Applications for Leave**

(83) Students must apply to the Division of Student Administration in writing to take leave of absence, specifying the session(s) in which they wish to take leave (e.g. Session 1, 2010) and giving reasons for the application.

### **Deciding Applications - Notification of Leave**

(84) Refer clause 80.

## **Higher Degree by Research Programs**

(85) Higher Degree by Research candidates are required to be formally enrolled for two academic Sessions per calendar year for each year of their candidature, excepting where a specified period of Leave of Absence has been approved.

(86) The academic policy governing Leaves of Absence from Higher Degree by Research programs are published in the [Higher Degree by Research Policy - Enrolment and Progress](#).

# **Section 15 - Re-enrolment After Leave of Absence**

(87) Students granted leave of absence shall re-enrol as continuing students when they resume their course. Such students will be sent enrolment instructions at the appropriate time. Students returning from leave should not apply for admission as commencing students.

# **Section 16 - Failure to Re-enrol**

## **Expectation of Enrolment**

(88) Students eligible to enrol in a particular session are expected to enrol in that session unless they have been granted leave of absence.

## **Notification of Failure to Re-Enrol**

(89) Students eligible to enrol who fail to enrol shall be advised of the requirement of continuing enrolment and in accordance with the student's wishes, the Executive Director, Division of Student Administration shall:

- a. place them on leave of absence for the session in question, in accordance with Section 14; or
- b. where the student has used up his or her entitlement to leave of absence, refer the matter to the relevant Executive Dean of Faculty for determination; or
- c. withdraw them from the course (including those students who fail to respond by the due date).

## **Notification of Status**

(90) Students shall be notified, in writing, of their status by the Executive Director, Division of Student Administration.

## **Conditions of Withdrawal**

(91) Students withdrawn from a course cease to be a student of the University and must apply for admission to a course in accordance with the [Admissions Policy](#) should they later wish to resume studies.

# **Section 17 - Enrolment in More Than One Course**

(92) With the exception of PhD, Master by Research and Research Professional Doctoral programs (refer clause 93) students may enrol concurrently in two or more Charles Sturt University courses, or in a course of the University concurrently with courses at another institution. Students who enrol concurrently must meet the normal requirements of their courses including minimum progression rates. They must also satisfy clause 30 (Maximum Subject Load) and may only enrol in more than a normal session load with the written approval of the Executive Dean of Faculty, on the advice of the relevant Course Director or Course Coordinators after course structures and proposed study sequences have been carefully checked and confirmed. The University will not make special arrangements or grant concessions to students to accommodate their concurrent enrolment.

## **Higher Degree by Research Programs**

(93) Normally, no candidate may enrol in a course leading to the award of another degree or diploma while enrolled in a higher degree by research program. However, candidates may enrol in additional courses of study with the approval of the Research Committee on the advice of the Principal Supervisor and Executive Dean of the Faculty.

# **Section 18 - Transfer Between Study Modes and Study Loads**

## **All Courses Except PhD, Master by Research and Professional Doctoral Programs**

(94) Provided places are available in subject quotas, and students have completed one session of study, students may transfer from enrolment in the internal mode to enrolment in the online learning mode and vice versa. Students are permitted to be enrolled as a mixed mode student in the same session.

(95) On campus International students on an international visa are restricted in the number of subjects they are able to study by the online learning mode. Such students should ensure they do not breach the requirements of the Education Services for Overseas Students (ESOS) National Code and should seek permission from the Division of Student Administration.

## **PhD, Master by Research and Professional Doctoral Programs**

(96) A candidate in a PhD or Master by research program may request to transfer from:

- a. full-time to part-time candidature; and/or
- b. internal to online learning mode;

or vice versa. Such requests shall be made on the appropriate form available from the Research Office.

(97) Candidates enrolled in a professional doctoral program shall normally enrol in the online learning mode and take a part-time study load. However, the Research Committee, on the recommendation of the Executive Dean of Faculty may approve a candidate's enrolment in a full-time load (either in the internal or online learning mode) for a period of the candidacy.

## **Section 19 - Enrolment After Exclusion**

(98) Enrolment after exclusion is not automatic. Excluded students may apply for re-admission, after a period of exclusion, to any course offered by the University under the [Admissions Policy](#) in competition with other applicants.

(99) Students should provide evidence that the circumstances operating at the time of exclusion no longer apply and/or that they have taken action during the period of exclusion to improve the likelihood of success in the course or research program.

## **Section 20 - Refusal of Enrolment**

### **Indebtedness to the University**

(100) Students who are indebted to the University by reason of non-payment of any fee or charge, and who fail to make satisfactory settlement of indebtedness after receipt of due notice, may be refused enrolment or have their enrolment cancelled.

## **Section 21 - Course Policy**

(101) Course Policy is the conditions within which students must select their subjects, undertake practical work and fulfil any other requirements of the course. Course policy are specified annually in the University Handbooks.

### **Changes to Course Policy**

(102) The Faculty Board or the Academic Senate may approve changes to course regulations at any time and such changes shall apply as decided by the Faculty Board or the Academic Senate. Students will not be disadvantaged academically as a result of such changes.

## **Section 22 - Classes**

### **Tutorial Attendance**

(103) No tutorial is to be held in any subject before the first lecture of that subject in the session.

### **Class Free Period**

(104) Wednesdays from 3.00-5.00 pm will be free from classes on all campuses to facilitate student and staff meetings

and similar University activities.

## Status and Details

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