

# Terms and Conditions of Enrolment

Students must read, understand and comply with the following requirements for the duration of their studies at the Institution:

## General conditions

1. Abide by the rules, policies and procedures of the Institution as detailed in the Institution's Policy Library.
2. Acknowledge that policies and fees will be reviewed and amended regularly.
3. It is a student's responsibility for completing all requirements associated with admission, enrolment, assessment and academic progression in compliance with relevant policies and procedures.
4. Understand that the main form of communication between the Institution and a student will be electronic, via email, and a student will regularly check his/her Institutional email account. Notices sent to a student's Institutional email account or by SMS will be deemed to have been received by the student at the time sent by the Institution.
5. Abide by the *Student Code of Conduct*.
6. Comply with any applicable Australian Government legislation.

## Study management

1. Attend all timetabled classes and examinations while a student remains enrolled at the Institution.
2. Comply with the rules of the course of study.
3. The Institution is not obliged to offer a particular course or subject in a given

study period and may alter staffing, location or content arrangements.

4. It is a student's responsibility to enrol by census date in each study period.

5. For normal fulltime enrolment, students are expected to enrol in the maximum allowable credit points per study period. Students may only apply to increase the number of subjects or load (also known as overload), according to the *Change of Study Load Procedures*.

### Fees

1. Pay any applicable fees and charges as required by the Institution on or before the specified due dates.

2. After census date, a financial liability will be incurred for any course which a student is enrolled.

3. Be familiar with the refund policies of the Institution detailed in the Acceptance of Offer and Written Agreement.

### Changes to enrolment

1. The Institution reserves the right to cancel or suspend a student's enrolment, according to the *Suspension and Cancellation Procedures*, including (but not limited to) on the basis of:

a. An offer is made after submission of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant, agent, delegated authority or certifying authority (*Admissions Policy*);

b. Breach the *Terms and Conditions of Enrolment*, including (but not limited to) failure to pay tuition or other fees to the Institution;

c. Misbehaviour by the student (*General Misconduct Policy, Student Code of Conduct and General Misconduct Procedures*);

d. A breach of course progress or attendance requirements (*Academic*

*Progression Policy, ELICOS Course Progression Policy (and procedures) and ELICOS and Foundation Attendance Policy (and procedures));*

e. A breach of academic integrity (*Academic Integrity Policy and Academic Integrity Procedures*).

2. A student may apply to defer their commencement for a maximum of 12 months. Approval may be granted in limited circumstances for international students, according to the *Deferral Procedures*.

3. A student choosing to withdraw from their course of study before a study period commences or during a study period must advise the Institution in writing according to the *Withdrawal Procedures* and the applicable refund policy will apply.

4. After studies have commenced, a student must seek approval to take a leave of absence, not normally exceeding a total of 12 months. Approval may be granted in limited circumstances for international students, according to the *Leave of Absence Procedures*.

5. A student applying to transfer to another course within the Institution must satisfy the entry requirements of the new course, according to the *Admissions Policy* and the related *Change of Course Procedures*.

6. In limited circumstances a student may apply to the relevant Dean for approval to enrol in concurrent courses at the Institution.

#### International students

1. International students must comply with their student visa provisions and the requirements of the Education Services for Overseas Students Act 2000 (ESOS Act) and associated National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) including:

a. maintain enrolment and meet course progression requirements, according to the *Academic Progression Policy* (and procedures) and *ELICOS Course*

*Progression Policy* (and procedures); and attendance requirements for foundation and ELICOS students, according to the *ELICOS and Foundation Attendance Policy* (and procedures);

b. complete their course within the time specified on their Confirmation of Enrolment (COE), unless an extension has been granted according to the *Extension of Course Duration Procedures*;

c. enrol in a fulltime load in each study period unless otherwise approved by the Institution, according to the *Change of Study Load Procedures*;

d. notify the Institution within seven days of a change in contact details;

e. hold overseas student health cover for the duration of their visa;

f. students under 18 must maintain adequate accommodation, support and general welfare arrangements, according to the *Under 18 Student Policy*.

2. International students must be aware of their individual student visa conditions.

3. The circumstances the Institution will enrol an international student transferring to the Institution and releasing an international student from the Institution to another registered provider, prior to the completion of six months of study in their principal course are detailed within the *Transfer Between Providers Policy* and *Release Request Procedures*.

4. The Institution is obliged to inform the relevant Government department when there is a change to an international student's enrolment, including students who do not commence their course on the expected commencement date, according to the *Non-Commencement of Study Procedures*.

5. In each enrolled study period, study at least one subject that is not by online learning, unless a student is completing the last subject of their course.

Student or provider default

1. If the Institution ceases to teach a course or if it closes entirely all students are protected by the Australian Government's Tuition Protection Service (TPS).
2. An international student defaults in relation to a course at the Institution if:
  - a. the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
  - b. the student withdraws from the course at the location (either before or after the agreed starting day); or
  - c. the Institution refuses to provide, or continue providing, the course to the student because of one or more of the following events:
    - i. the student failed to pay an amount he or she was liable to pay the Institution, directly or indirectly, in order to undertake the course;
    - ii. the student breached a condition of his or her student visa;
    - iii. misbehaviour by the student.
3. In the case of student default, the applicable refund policy may apply.

Approved by Board of Directors on 7 December 2020