

## Enrolment (HE) Procedure

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### 1. Purpose

This procedure describes enrolment processes and assigns responsibility for effective implementation across Higher Education courses.

### 2. Definitions

For the purpose of this procedure the following definitions apply:

Census date: The date in the teaching semester when all enrolment requirements need to be finalised including HECS-HELP, FEE- HELP loans, provision of Tax File Numbers and withdrawing from a subject to avoid incurring a debt or tuition fee.

Concurrent enrolment: Enrolment in more than one course at a time such as non-award study or cross-institutional study.

Course: A program of study, which leads to a higher education award.

Course Withdrawal: The process by which a student who is currently enrolled cancels their enrolment in a course.

Cross-institutional study: Where a student enrolls in a subject at another institution, which will count towards Melbourne Polytechnic studies.

Enrolment: The process by which a student registers for subjects in a course.

Leave of Absence: The process by which enrolled students can request formal approval to suspend their studies following one semester of study up to a maximum period of 12 months.

Refund of fees: Repayment of a sum of money.

Standard Study load: The number of credit points a student enrolls in for the semester of study on a full time (48 credit points) or part time basis (24 credit points).

Study overload: *Where a student enrolls above the standard study load for the semester of study.*

Subject amendment: The addition or removal of a subject enrolment for the semester of study.

Subject withdrawal: The process by which a student removes a subject from their enrolment.

### 3. Responsibility and Accountability

#### 3.1 Enrolment status codes

The following enrolment status and result codes apply to Higher Education courses.

Status Code	Description
WNA	Withdrawn, never attended, not counted as a fail
WE	Withdrawn prior to census date, not counted as a fail
W	Withdrawn up to end of Week 9, not counted as a fail
xx/WN	Withdrawn between Week 10 – 13, and counted as a fail

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### 3.2 Enrolment in a course

All students are required to enrol on the specified date advised in their offer letter. Students can send a proxy to complete the enrolment process on their behalf. People attending as a proxy will be required to present a letter confirming that they have been authorised to enrol on behalf of the student.

Task	Responsibility	Notes
<b>Prior to enrolment session</b>		
Schedule enrolment sessions prior to the commencement of semester in consultation with Schools	Enrolment Centre/Schools	Develop an enrolment session calendar with dates and locations
Send communication (via email using template email from Strata) to students who have been offered a place to attend an enrolment session	Head of Program/ Course Administrator	Includes the following cohorts: Course Transfers Non-award studies Approved re-admission following enrolment lapse Approved re-admission following exclusion from a course
Prepare paperwork for the enrolment session	Course Administrator	Copies of Higher Education enrolment form and course plans
<b>At the enrolment session</b>		
Advise students of the course requirements and provide each student with course plan detailing the subjects for enrolment for the whole year	Head of Program, delegated Academic staff and Course Administrator	
Advise students of fees and payment options	Head of Program/ Course Administrator	
Complete and sign enrolment form with assistance from Head of Program/Course Administrator	Students	
<b>Following the enrolment session</b>		
Escort student group with completed enrolment documentation to the Enrolment Centre	Course Administrator	No requirement to maintain a copy of the enrolment form
Process enrolment on Strata and determine fees, provide student with a confirmation of enrolment and issue the student with a student ID card	Enrolment Centre	Complete processing with student present
Pay fees or complete HECS-HELP or FEE-HELP documentation by the due date	Student	
Forward processed enrolment forms to Academic Registry	Enrolment Centre	Maintain official enrolment record
Contact Academic Registry to obtain a copy of the original enrolment form if required to address enrolment queries	Course Administrator	

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### 3.3 Concurrent enrolment

Task	Responsibility	Notes
Speak with Head of Program regarding concurrent study request including the reasons for the study	Student	Cross –institutional study with another provider Exchange program A VET course Non-award studies
Consider request in light of current Melbourne Polytechnic course/subject offerings and credit to be granted for completed study	Head of Program	
Determine and document decision	Head of Program	
Advise the student of the outcome in writing (via letter or email)	Course Administrator	
Contact Course Administrator in the relevant School to complete enrolment requirements (if approved) prior to the commencement of semester	Student	Melbourne Polytechnic or another provider Refer to enrolment process 3.2 above

### 3.4 Amendment to enrolment

An amendment to enrolment may include adding a subject, removing a subject or replacing one subject with another subject. Students should discuss any subject changes with the Head of Program/Senior lecturer in the first two weeks of semester to ensure changes meet approved course requirements. Subjects cannot be added after the end of the second week of semester.

Following the result release date at the end of the first semester, students must review their subjects for the following semester to ensure they are correctly enrolled. Students who have failed any subject that is a pre-requisite for a subject in the following semester will need to amend their enrolment prior to the beginning of semester and no later than the end of the second week of semester.

### 3.5 Subject withdrawals

Students with a HECS-HELP or FEE-HELP loan will not incur fees for subject withdrawals prior to the census date. Students will be eligible for a refund for any upfront fees paid to Melbourne Polytechnic. Students will remain liable for fees for any subject withdrawals after the census date. A refund may be possible in special circumstances. Refer to Student Enrolment, Fees and Charges Policy (section A.4.7).

International students may amend their enrolment in specific circumstances. This may result in a reduced study load and a change to their expected course duration, which may have visa implications. Refer to International Students Completion of Studies within the Expected Duration Policy.

Task	Responsibility	Notes
Speak with Head of Program/Senior lecturer regarding changes to enrolment and the circumstances for the change	Student	No later than first 2 weeks of semester
Generate amendment to enrolment form from Strata, assist student to complete and sign form	Head of Program/Course Administrator	Includes adding a subject, withdrawing a subject and withdrawing from a course

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		A student can withdraw a subject up to the end of the teaching semester
Forward request to Head of Program/Senior lecturer to sign (only if HOP not included in previous step)	Course Administrator	
Consult with International Office regarding international student changes prior to approving any changes	Head of Program	Complete relevant paperwork such as <i>Application to Reduce Full Time Study Load</i> for international students
Determine and authorise amendment to enrolment form (if approved)	Head of Program/Senior lecturer	
Forward completed amendment to enrolment form to Academic Registry to process the subject change on Strata and advise Subject Coordinators of change to enable updates on Moodle, class lists, teacher appointments and tutorial distribution	Course Administrator	Maintain official enrolment record
Process enrolment change and forward a confirmation of enrolment to the student to verify the enrolment change	Academic Registry	
Process tuition fee refund for subject withdrawals prior to census date	Academic Registry	A FEE HELP or HECS-HELP student will incur no debt for subject withdrawals prior to census date  Upfront fees paid to Melbourne Polytechnic for subjects withdrawn prior to the census date will be refunded
Contact Academic Registry to obtain a copy of the original amendment to enrolment form if required to address enrolment queries	Course Administrator	

### 3.6 Course Withdrawal

Students are encouraged to speak with the Head of Program/Senior lecturer about any course concerns and/or academic support they need with their studies early in the semester. Students can withdraw from a course at any time during the year however need to be aware that fees for that semester will not be refunded after the census date.

International students seeking to withdraw should discuss their intention with the International Office regarding possible visa implications. International students may be eligible for a partial refund as per the International Withdraw, Transfer and Refund Policy.

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Task	Responsibility	Notes
Speak with Head of Program/Senior lecturer regarding course withdrawal and the circumstances for ceasing study in the course	Student	
Discuss any concerns with the course and/or explore other course options with the student	Head of Program/Senior lecturer	For example, leave of absence, change to another course or provider
Complete amendment to enrolment form	Student with assistance from Course Administrator	Includes adding a subject, withdrawing a subject and withdrawing from a course
Consider request and liaise with International Office regarding international course withdrawal	Head of Program/Senior lecturer	Refer to International Student Withdrawal, Transfer and Refund Policy
Determine and authorise amendment to enrolment form	Head of Program/Senior lecturer	
Forward completed and signed amendment to enrolment form to Academic Registry to process the course withdrawal on Strata and advise Subject Coordinators of change to enable updates on Moodle, class lists, teacher appointments and tutorial distribution	Course Administrator	Maintain official enrolment record
Process course withdrawal and forward a confirmation of enrolment to the student to verify the enrolment change	Academic Registry	
Process tuition fee refund for a course withdrawal prior to the census date	Academic Registry/International Office	A FEE HELP or HECS-HELP student will incur no debt for a course withdrawal prior to census date  Upfront fees paid to Melbourne Polytechnic for subjects withdrawn prior to the census date will be refunded

### 3.7 Study load

Domestic students can undertake full time or part time study in a course. Study overload is possible to support accelerated completion of a course. International students are expected to maintain a full-time study load. However, there may be instances where international students may need to underload their enrolment where required subjects are not available, repeating failed subjects and timetable clashes.

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Task	Responsibility	Notes
<b>Request to overload</b>		
Discuss option to overload with Head of Program/Senior lecturer prior to the commencement of semester	Student	
Consider request based on student's academic record and course completion timelines	Head of Program/Senior lecturer	Credit average or above in the last 12 months of study
Provide recommendation to Head of School	Head of Program/Senior lecturer	
Consider matter and approve/reject request	Head of School	
Advise student of the outcome in writing (via letter or email)	Course Administrator	
Generate amendment to enrolment form from Strata	Course Administrator	Includes adding a subject, withdrawing a subject and withdrawing from a course
Contact student to complete amendment to enrolment form	Course Administrator	
Forward signed amendment to enrolment form to Head of Program/Senior lecturer to authorise form	Course Administrator	
Forward signed amendment to enrolment form to Academic Registry to process the change on Strata and advise Subject Coordinators of change to enable updates on Moodle, class lists, teacher appointments and tutorial distribution	Course Administrator	Maintain official enrolment record
Process enrolment change and forward a confirmation of enrolment to the student to verify the enrolment change	Academic Registry	
<b>Request to reduce load</b>		
Discuss option to reduce load with Head of Program/Senior lecturer prior to the commencement of semester	Student	
Consider request based on student's academic record, circumstances and course completion timelines	Head of Program/Senior lecturer	
Generate amendment to enrolment form from Strata	Course Administrator	Includes adding a subject, withdrawing a subject and withdrawing from a course
Download <i>Application to Reduce Full Time Study Load</i> for international students		
Contact student to complete amendment to enrolment form and <i>Application to Reduce Full Time Study Load</i> for international students	Student	

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Forward signed forms to Head of Program/Senior lecturer to authorise	Course Administrator	
Forward signed form to Academic Registry to process the change on Strata	Course Administrator	Maintain official enrolment record
Process enrolment change and forward a confirmation of enrolment to the student to verify the enrolment change	Academic Registry	
Forward completed <i>Application to Reduce Full Time Study Load</i> for international students (if approved) to International Office	Course Administrator	

### 3.8 Leave of absence

Leave of absence is possible after one semester of study up to a maximum period of 12 months.

Task	Responsibility	Notes
Speak with Head of Program/Senior lecturer regarding leave of absence request including the circumstances for the leave	Student	
Complete and sign leave of absence application form	Student with assistance from Course Administrator	Domestic students complete Higher Education leave of absence form International students complete Application for Deferral or leave of absence form
Consider request against criteria and liaise with International Office regarding international student requests	Head of Program/Senior lecturer	Student has completed one semester of study Student will be able to complete the course within the required time frame  For international students refer to: International Students Deferral and Leave of Absence Policy International Student Withdrawal, Transfer and Refund Policy
Determine and document decision	Head of Program/Senior lecturer	
Advise the student of the outcome in writing (via letter or email)	Course Administrator	Maintain list of students approved for leave of absence
Forward signed leave of absence form to Academic Registry/International Office (if approved) to process leave of absence on	Course Administrator	Maintain official enrolment record

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Strata		
Process request and forward a copy of the form to the student to confirm the period of leave of absence	Academic Registry	

### 3.9 Re-enrolment in a course

Students intending to continue with studies in the following year are required to re-enrol by the specified due date.

Task	Responsibility	Notes
<b>Prior to re-enrolment session</b>		
Schedule re-enrolment sessions for October/November in consultation with Schools	Enrolment Centre/Schools	Develop an enrolment session calendar with dates and locations  Preferable for sessions to be scheduled while students are still on campus
Send communication (via email using template email from Strata) to re-enrolling students to attend an enrolment session	Head of Program/ Course Administrator	
Generate a personalised re-enrolment form for each student	Course Administrator	
<b>At the re-enrolment session</b>		
Advise students of the course requirements for the following year	Head of Program	
Remind students of fees and payment options	Head of Program/ Course Administrator	
Complete and sign re-enrolment form with assistance from Head of Program/Course Administrator	Students	Seek assistance/briefing from Enrolment Centre to ensure all sections on the form are completed correctly
<b>Following the re-enrolment session</b>		
Escort student group with completed re-enrolment documentation to the Enrolment Centre OR Bundle forms and deliver to the Enrolment Centre for processing	Course Administrator	No requirement to maintain a copy of the enrolment form
Process re-enrolment on Strata and determine fees, provide student with a confirmation of enrolment OR Email confirmation of enrolment to the student	Enrolment Centre	
Pay fees or complete HECS-HELP or FEE-HELP documentation by the due date if changing fee option	Student	



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Forward processed re- enrolment forms to Academic Registry	Enrolment Centre	Maintain official enrolment record
Contact Academic Registry to obtain a copy of the original re-enrolment form if required to address enrolment queries	Course Administrator	
Amend enrolment following result release date up to the end of the second week of the following semester.	Student	Refer to Amendment to enrolment section

### 4. Supporting Documents and Templates

[Enrolment \(HE\) Policy](#)

[Amendment to Enrolment Form](#)

[HE Re-Enrolment and Addition to Enrolment Form](#)

[Higher Education Enrolment Form](#)

[Higher Education Leave of Absence Application Form](#)

[Student Enrolment Fees and Charges Policy](#)

[Student Enrolment Fees and Charges Policy-Part E Schedule 1 Rules for Refund of Fees and Charges for International Students](#)

[International Students \*Completion of Studies within Expected Duration Policy\*](#)

[International Students Application for Withdrawal and Refund Form](#)

[International Students Deferral and Leave of Absence Policy](#)

[International Students Deferral or Leave of Absence Application Form](#)

[International Students Withdrawal, Transfer and Refund Policy](#)

[International Students Withdrawal, Transfer and Refund Procedure](#)

[Reduced Study Load Application Form](#)

### 5. Procedure Control

<b>Approving authority</b>	<i>Academic Board</i>
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