

Enrolment Policy and Procedures

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1. PURPOSE

The Enrolment Policy and Procedures outline the conditions under which students will be considered to have a valid enrolment at Barton Business School ("BBS"). They establish the framework, principles, and procedures that guide the enrolment of domestic and international students in all units and courses offered by BBS.

This policy and these procedures align with the requirements of the [*Education Services for Overseas \(ESOS\) Act 2000*](#), the [*National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*](#), and the [*Higher Education Standards Framework \(Threshold Standards\) 2021*](#).

2. SCOPE

This policy and these procedures apply to all domestic and international students who intend to enrol in units of study or are currently enrolled in units of study offered by BBS.

3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

4. POLICY

4.1. POLICIES PRINCIPLES

The primary principles that underpin this policy are:

- a. BBS is committed to a consistent, fair, and transparent enrolment process.
- b. BBS adheres to the principle of equal access to educational opportunities for students of all backgrounds, experiences, and abilities.
- c. BBS is committed to ongoing monitoring and recording to support students meeting enrolment requirements.
- d. Students must be provided with course information as well as advice and enrolment information to enable successful completion of their enrolment or re-enrolment.
- e. Students must be provided with comprehensive, accessible, and timely information about enrolment, fees, and charges.
- f. New students must only be enrolled after their admission is finalised with evidence of sufficient academic preparation and proficiency in English.

- g. Students must be informed in writing about their rights and responsibilities prior to enrolment.
- h. Any conditions applicable to an enrolment must also be conveyed to students in writing including, but not limited to, numeracy, English language requirements, and literacy requirements.

4.2. ENROLMENT

- a. A student will be eligible to enrol if they have satisfied the requirements outlined in the enrolment process detailed online at BBS's website and in BBS's *Student Handbook*.
- b. A commencing student must have met all admission requirements, have received a *Letter of Offer*, accepted it, and returned a signed copy to an Administration Officer.
- c. A commencing or continuing student must undertake enrolment or re-enrolment each semester on or before the prescribed enrolment or re-enrolment dates to be deemed a BBS student.
- d. Course planning advice must be made available to students on a timely basis so they have adequate time to plan their units each semester before the end of the enrolment or re-enrolment period.
- e. Students may make an appointment with an Administration Officer to seek course planning and enrolment advice from a Course Coordinator.
- f. When making decisions about enrolment or re-enrolment, a student must consider the fees that they incur in the event of late enrolment and enrolment variations (Refer to *Student Fees and Refund Policy and Procedure*).
- g. Students must ensure they nominate for enrolment in the units outlined in the Student Handbook.
- h. International students and other temporary resident visa holders must ensure that their enrolment complies with their visa requirements and conditions.
- i. A student will be deemed to be currently enrolled from the date on which the student has completed the enrolment requirements for a given semester until the release of that semester's results unless:
 - i. The student has been approved to withdraw their enrolment, withdraw from all units in a semester, or take a leave of absence for one semester.
 - ii. BBS has terminated the student's enrolment or has excluded the student in accordance with the provisions of this or other relevant BBS policies.
 - iii. the student has completed all course requirements and is eligible to graduate.
- j. Students usually will not be permitted to enrol in more than a full-time study load, which equates to four (4) units in any semester.
- k. Once enrolled, a student will be entitled to the following:
 - i. Academic and non-academic support services offered by BBS.
 - ii. Participation in the units in which they have enrolled as outlined in Student Handbook.
 - iii. Undertaking assessment and progression of their learning and performance.
 - iv. Receiving results and feedback on assessments.
 - v. Other scheduled activities.

- l. A student not enrolled by the enrolment deadline or re-enrolment deadline will not be considered a student and will not be entitled to access any of the services provided to an enrolled student.
- m. Students may be prevented from enrolling for a number of reasons, such as outstanding fees, disciplinary action, or the unavailability of a unit.
- n. To continue using FEE-HELP for their studies, FEE-HELP legislation requires students to maintain a minimum pass rate relevant to the number of units in which they are enrolled (not their academic pass rate).

4.3. STUDY LOAD AND CREDIT POINT SYSTEM

- a. A student's study load will be determined by the credit point value of the units in which the student is enrolled compared to the standard course load for a semester.
- b. The credit point value is a measure of the proportion of learning the unit represents to a student and is the weighting used to calculate a student's grade point average (GPA).
- c. BBS will have a standard load of 40 credit points per semester.
- d. In any semester, a full-time student must be enrolled in units totalling at least 75 percent (30 credit points) of a standard full-time study load.
- e. In any semester, a part-time student must be enrolled in units totalling less than 75 percent (30 credit points) of a standard full-time study load.
- f. International students on a student visa must enrol in a full-time study load.
- g. Credit points will also be used as a guide to the number of hours a student should dedicate per week to study in each of the units they are undertaking in any semester.
- h. Students must be advised during orientation and on each Unit Outline of the recommended study hours in which they should engage each week across the semester for a ten (10) credit point unit.

4.4. OVERLOAD OR UNDERLOAD OF STUDY OVERLOAD

- a. Under certain circumstance, students may apply to study more than the maximum number of units (overload) or less than the minimum number of units (underload) in a study period.
- b. Students who wish to overload or underload must consult with the Course Coordinator.
- c. International students must undertake their studies on a full-time basis and complete their course within the expected course duration. Under limited circumstances, BBS may extend the duration of an international student's enrolment if the student is unable to complete the course within the expected course duration. Refer to BBS's *Academic Progression and Student-At-Risk Policy and Procedures* for more details.
- d. A Course Coordinator will assess each request for overload or underload on a case-by-case basis.
- e. Students will be allowed to underload only in the following circumstances:
 - i. The student is experiencing exceptional, compelling circumstances.

- ii. The student provides appropriate evidence and an acceptable explanation of their circumstances.
- iii. The student needs to complete only the remaining units in the final semester of their course.
- iv. The student is limited by the availability of units appropriate to their current course of study or prerequisite requirements.

4.5. PREREQUISITES

- a. A prerequisite unit must be completed and a specified minimum grade must be obtained before another specified unit can be commenced.
- b. Prerequisite units must be indicated in the Unit Outline for each course.
- c. A student must ensure that prerequisite conditions are satisfied when adding a unit to their enrolment.
- d. If a student fails a unit in one semester, which is a prerequisite for a unit the student expects to enrol in during a future semester, the student must amend their enrolment for the later semester.
- e. If a student fails to amend an enrolment that does not satisfy prerequisite conditions when requested in writing to do so, BBS may cancel the student's enrolment in the designated unit.

4.6. IMMEDIATE SUSPENSION OR CANCELLATION OF ENROLMENT

- a. BBS may immediately suspend or cancel a student's enrolment if the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- b. In such cases, BBS will provide the student with written notice of the suspension or cancellation, including the reasons for the decision and their right to appeal the decision under the *Student Complaints and Appeals Policy and Procedures*.
- c. If an appeal is lodged, the student's enrolment will not be maintained during the appeal process if BBS determines that continued enrolment would present an ongoing risk to the student or others.
- d. Where applicable, BBS will update PRISMS and notify the Department of Home Affairs of any suspension or cancellation affecting an international student's enrolment.
- e. For further details on the suspension or cancellation process, students should refer to the *Student Deferment, Suspension, and Cancellation of Enrolment Policy and Procedures*.

5. PROCEDURES

5.1. ENROLMENT DATES

- a. Commencing students can enrol if they have met all admission requirements, received a *Letter of Offer*, accepted it, and returned a signed copy to an Administration Officer.
- b. Except in extenuating circumstances, commencing students must attend the course orientation before the course commences.
- c. Late enrolments will be permitted until the end of week two of the course commencement.
- d. Students will not usually be permitted to enrol after the end of week two of the course commencement unless they obtain the permission of the Dean and only in exceptional circumstances.
- e. After two weeks, a student may be placed on an intervention strategy due to late commencement.
- f. If a commencing international student fails to enrol or has not been granted late enrolment permission, their Confirmation of Enrolment (CoE) will be cancelled.

5.2. ENROLMENT OF COMMENCING STUDENTS

- a. Commencing students must be given their timetables with available units for the first semester for selection.
- b. If commencing students intend to apply for credits from previous studies, they must be referred to the Course Coordinator for advice (refer to *Credit and Recognition of Prior Learning Policy and Procedures*).
- c. Commencing students without credits will be enrolled into four (4) Semester 1 units unless prior arrangements or special considerations are in place.
- d. All international students must enrol at least three (3) units per semester.
- e. After unit selection, commencing students must be referred to a Finance Officer for fee collection.

5.3. ENROLMENT OF CONTINUING STUDENTS

- a. Continuing students must be guided by the Course Coordinator through available units on the timetable and assisted in selecting a full study load based on their previous semester's results.
- b. If a continuing student is at risk of poor academic progress, the Course Coordinator must advise and discuss an intervention strategy with the student.
- c. An Academic Coordinator must update the student management system regarding a student's intervention strategy.
- d. A student must be directed to the Finance Officer for fee collection.

For details about variations of enrolment, refer to the *Student Deferment Suspension and Cancellation of Enrolment Policy and Procedures*.

6. COMPLAINTS AND APPEALS

Complaints and appeals concerning any decision taken in relation to this policy and these procedures should be made in accordance with the *Student Complaints and Appeals Policy and Procedures*.

7. VERSION CONTROL

Document title	Enrolment Policy and Procedures	
Approved By	Board of Directors (BoD) and Academic Board (AB)	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> • Academic Progression and Student At Risk Policy and Procedures • Admission Policy and Procedures • Diversity, Equity, and Inclusion Policy • Student Orientation Policy and Procedures • Marketing and Student Recruitment Policy • Records Management Policy • Student Complaints and Appeals Policy and Procedures • Student Fees and Refund Policy and Procedures • Student Deferment Suspension and Cancellation of Enrolment Policy and Procedures 	
Related Legislation and References	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 • Education Services for Overseas (ESOS) Act 2000 • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 • Higher Education Support Act 2003 • Higher Education Provider Guidelines 2023 	
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