

Enrolment Policy

Document

Document Name	Enrolment Policy
Brief Description	This Policy defines the management of student enrolment by the Sydney Institute of Business and Technology (SIBT).
Responsibility	Senior Management Team
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Version Control

Date/Approval	Version No.	Summary of Changes	Reviewer Name and Department/Office
18/10/2012	1	New Policy	Student and Academic Services
04/11/2013	2	Reviewed policy to include Cross-Course Miscellaneous Study	Student and Academic Services
13/03/2015	3	Updated Policy. Included info on USI for Cert IV TPP. Updated title from College Director and Principal to Academic Director.	Student and Academic Services
05/02/2016	4	SIBT endorsed the updated policy for 2016 to take to Interim Academic Board	Student and Academic Services
11/03/2016	5	Approved and endorsed by Interim Academic Board	Student and Academic Services
04/12/2018	6	Reviewed, approved and endorsed by Academic Board	Student and Academic Services
24/10/2019	7	Updated the Provisional Entry information, reviewed and removed Cross Program Miscellaneous Study which no longer applies.	Student and Academic Services
9/2/2023	8	Major Review	Senior Management Team

Related Documents

Name	Location
Student Complaints and Appeals Policy	SIBT Website
Deferring, Leave of Absence, and Cancelling Student's Enrolment Policy	SIBT Website
Program Progress Policy	SIBT Website
Academic Integrity Policy	SIBT Website
Admissions Policy	SIBT Website
Attendance Policy	SIBT Website

Name	Location
Student Code of Conduct Policy	SIBT Website
Higher Education Support Act 2003	https://www.legislation.gov.au/
Higher Education Standards Framework (Threshold Standards) 2021	https://www.legislation.gov.au/
Education Services for Overseas Students Act 2000	https://www.legislation.gov.au/
National Code	https://www.legislation.gov.au/

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1. Purpose

- a) The Enrolment Policy specifies the way in which the Sydney Institute of Business and Technology (SIBT) administers students' enrolments in all programs, so that the organisation meets its legislative requirements as specified by the Commonwealth Government.
- b) A student's enrolment is delineated by a selection of units in a study period within a program of study, the amount and timing of that study, and the fees and charges that will be applied.

2. Definitions

Term	Meaning
Enrolment/Enrolled Student	A person is considered to be an enrolled student when they have been granted admission to SIBT and signed up to a particular SIBT program. Student program enrolment status is set to 'current' when the program commences.
Study Load	Number of units attempted by student in any given study period.
EFTSL	Equivalent Full Time Study Load (EFTSL) – 8 units attempted per academic year which equates to one (1) EFTSL.
Attempted Unit	Refers to an active enrolment in a unit passed Financial Census Date.
Financial Census Date	Last day of week four (4) in any given study period.
Pre-requisite Unit	A pre-requisite unit is a unit that must be completed, and for which a specified minimum grade must be obtained before another specified program may be commenced. Unit prerequisites are indicated in the Unit Guide for each unit.
Co-requisite Unit	A co-requisite unit is a unit that must be undertaken concurrently with any unit that is listed as a co-requisite as it provides complimentary knowledge.
Deferral	A deferral is a temporary postponement of the program commencement date after an offer in a course of study has been made. Deferral may be initiated by the student or by SIBT.
Leave of Absence	A Leave of Absence is a temporary break from studying after a student has commenced their course of study. Students must apply for the Leave of Absence.
Withdrawal	Withdrawal is a cancellation of the enrolment upon student's request - withdrawal from all units in a study period with no units planned for in a future study period; failure to enrol in future study periods; transfer to another provider. Withdrawal may also occur on the unit level.
Cancellation of Enrolment	Cancellation of an enrolment is a permanent cessation of a student's enrolment initiated by SIBT.
eCoE	electronic Confirmation of Enrolment

3. Application

The Enrolment Policy applies to all students undertaking studies in any of the SIBT programs and comes into effect at the commencement of each study period.

4. Policy Statement

- a) SIBT recognises the need for timely and accurate information on individual students and their programs of study.
- b) A student must be enrolled to participate in the learning activities of their program of study.
- c) Students are responsible for maintaining their valid enrolment and registration details.

5. Commencing Students

- a) Commencing students are enrolled on completion of all of the following:
 - i. Application for admission;
 - ii. Acceptance of the offer of admission and fulfilment of any conditions attached to the offer;
 - iii. Selection of units of study according to the rules of the program to which an offer of admission has been made (international students are normally required to enrol in a full-time subject load of study each term);
 - iv. Submission of a declaration to be bound by the rules and policies of SIBT
 - v. Completion of any compulsory data collection and Special Requirement information as required by Government departments or agencies;
 - vi. Submission of a Commonwealth Assistance Form (CAF) if they are a Commonwealth Supported Student or a domestic fee-paying student wishing to access FEE-HELP assistance;
 - vii. Provision of documentation for proof of Australian citizenship if a Commonwealth Assisted Student or Commonwealth Supported Student;
 - viii. Provision of documentation for proof of identity;
 - ix. Payment of compulsory fees where applicable;
 - x. Payment of Overseas Student Health Cover for the duration of the student's visa, in accordance with the Commonwealth Government regulations if an international student; and
 - xi. Completion of any other required procedures.

6. Continuing Students

- a) A student is deemed to be currently enrolled from the date on which the student has completed the enrolment requirements for a given study period, until the release of that study period's results, unless:
 - i. The student has been granted approval to withdraw their enrolment, withdraw from all units in a study period or has an approved leave of absence; or
 - ii. SIBT cancels the student's enrolment or excludes the student in accordance with the provisions of this or other policies of SIBT;
 - iii. The student has completed all requirements of a program and is eligible to graduate.
- b) To ensure valid enrolment, continuing students are required to:
 - i. Enrol for the following study period;
 - ii. Register for units or apply for Leave of Absence if not enrolling as per the Deferral, Leave of Absence and Withdrawal Policy;
 - iii. Register for units that comply with the structure and rules of their program;

- iv. Pay all compulsory fees and charges by the prescribed date. Failure to pay fees and charges by the prescribed date will lead to termination of enrolment; and
- c) Complete any other required procedures or Special Requirements according to the rules of their program.
- d) Continuing students not intending to study in a study period must apply for Leave of Absence unless they have completed their program.
- e) Continuing students who are excluded from continuing their program of study will not be permitted to re-enrol into units.

7. Nominating of Units of Study

- a) A student is required to select a set of units each study period. The units selected must conform to the requirements of the program into which the student has been enrolled.
- b) A student is not permitted to attend classes, access teaching materials, or engage in the learning activities of the program, unless enrolled in that program. It is the student's responsibility to check that they are enrolled in the correct units each study period. Students are able to check their enrolment at all times via the SIBT Student Portal. Students are also able to add and withdraw from units and select the appropriate program offering by using the online enrolment system in the SIBT Student Portal within the prescribed periods for enrolment and while the SIBT Student Portal is open for enrolment.
- c) A student may be prevented from enrolling in a unit of study where:
 - i. The last date for adding units for the study period has passed; or
 - ii. The unit is not offered in the nominated study period; or
 - iii. The unit is not offered in the program for which they received an offer of admission; or
 - iv. The student does not satisfy the prerequisite conditions for the unit/program; or
 - v. The unit is closed because the maximum enrolment number has been reached; or
 - vi. The student is attempting to enrol in more than four (4) units in the study period; or
 - vii. The student's progress, performance and/or circumstances have led to the recommendation and implementation of a reduced study load by the Academic and/or Student Services teams; or
 - viii. The student has been advised of eligibility for exclusion.
- d) A student may be permitted to lodge their enrolment despite these conditions if the College Director and Principal, or nominee, determines that extenuating (compelling or compassionate) circumstances (Appendices A and B) warrant the enrolment; or in the case of eligibility for exclusion, the student has submitted an appeal against exclusion.

8. Maintaining Enrolment

- a) Students are responsible for:
 - i. Ensuring they are correctly enrolled and that they meet program completion requirements; and

- ii. Submitting a valid enrolment that is in accordance with student rules, policies and procedures, program requirements, and any other criteria the student is required to meet. The valid enrolment for each study period must be submitted by the end of week two (2) of any study period using SIBT's online enrolment system available in the SIBT Student Portal, unless otherwise advised by SIBT. Any student seeking enrolment after this date requires a permission of from the Academic Director or nominee; and
 - iii. Notifying SIBT of any incorrect enrolment details by the approved Census Date to avoid any academic or financial penalties.
- b) SIBT reserves the right to reject an enrolment which is attempted after the first day of classes in any given study period.
 - c) SIBT will disclose student results to enable a seamless transition into further studies for institutions in which there is an approved articulation agreement. These institutions may share information with SIBT in relation to student results, to inform continuous improvement at SIBT.

9. Study Load

- a) To ensure academic success and timely completion of studies, students are required to maintain minimum study load requirements.
- b) Accelerated study mode and study loads below minimum levels must be approved the SIBT.

9.1 Domestic Students

- a) A domestic student is deemed a full-time student if they are enrolled in units totalling at least 75% of a full-time study load (0.75 EFTSL or above) in an academic year.
- b) A domestic student is deemed a part-time student if they are enrolled in units totalling less than 75% of a full-time study load (less than 0.75 EFTSL) in an academic year.

9.2 International Students

- a) International students must maintain full-time study load (1 EFTSL) in an academic year in order to meet the Education Services for Overseas Students (ESOS) National Code requirements.
- b) SIBT monitors the workload of student visa holders to ensure they complete their study programs within the duration specified in their Confirmation of Enrolment (eCoE) and do not exceed the allowable portion of online or distance learning.
- c) As part of this monitoring, international students, who are undertaking less than 100% of load in any half-year of their study, must obtain permission from the relevant Program Convenor (for academic reasons) or Student Learning and Welfare Support Manager or nominee (for compassionate reasons) to study a reduced load. SIBT may not be able to issue a new eCoE if students have failed to obtain this approval.

10. Unit Prerequisites

- a) Unless otherwise specified the minimum grade which must be obtained to satisfy a pre-requisite condition is a Pass (P).

- b) It is the student's responsibility to ensure that pre-requisite and co-requisite conditions are satisfied when adding a unit to their enrolment. If a student fails a unit in one study period which is a prerequisite for a unit in which the student expects to enrol in a future study period, it is the student's responsibility to amend their enrolment for the later study period.
- c) If a student fails to amend an enrolment that does not satisfy pre-requisite conditions when requested in writing to do so, the student's enrolment in the program concerned may be cancelled.
- d) If the above conditions have not been satisfied, SIBT may amend a student's study plan.

11. Completion within Program Duration

- a) All students are presumed to complete their studies within expected duration as set out in the Program Progress Policy and specified on the international student's electronic Confirmation of Enrolment (eCoE), unless:
 - i. SIBT has implemented an Intervention Strategy Plan (ISP) for a student; or
 - ii. Extenuating (compassionate or compelling) circumstances are evidenced and accepted (see Appendices A and B); or
 - iii. An approved deferment or Leave of Absence of study has been granted.
- b) International students who do not believe they will complete their program within the timeframe specified on their eCoE should contact a Student Learning Advisor.

12. Late Enrolments

- a) Late enrolment may be considered where a student has extenuating (compassionate and compelling) circumstances (refer to Appendices A and B) and can articulate a clear plan for catching up on any learning and assessment activities missed prior to enrolment. Evidence of extenuating (compassionate and compelling) circumstances will be assessed by the Academic Director on a case-by-case basis, and may include (but are not limited to):
 - i. Unavoidable late arrival in Australia; or
 - ii. Receipt of a letter of offer during week two (2); or
 - iii. Delayed results from the previous study period due to deferred examinations.
- b) In assessing late enrolment requests, the Academic Director, in consultation with the relevant academic Program Convenor, will consider:
 - i. The program and units of study that the student is recommended to study in the study period; and
 - ii. Number of classes and assessment activities missed; and
 - iii. The probability that the student will be successful in their studies, if late enrolment is approved.
- c) If late enrolment is approved, the student must meet with a Student Learning Advisor to receive additional support to catch up on any learning and assessment activities missed to date to promote academic success.
- d) Identified cohorts of students who do not enrol in their studies by the end of week four (4) of study may have their enrolment cancelled.

13. Refusal and/or Cancellation of Enrolment

- a) SIBT (the College Director and Principal or nominee) has the right to refuse and/or cancel a student's enrolment if:
- i. Admission to SIBT has been gained by misrepresentation, falsification of documents, or other fraudulent means (refer to the Offer Letter); or
 - ii. The normal requirements for admission or enrolment have not been fulfilled (refer to the Admissions Policy); or
 - iii. Unit enrolment has not been completed by the enrolment deadline. This is considered a passive student-initiated withdrawal (refer to the section 8 of this policy); or
 - iv. The required fees have not been paid by the specified date (refer to the Offer Letter and/or Student Portal); or
 - v. The student has previously been engaged in any form of academic misconduct associated with the academic program of SIBT (refer to the Academic Integrity Policy); or
 - vi. The student has previously been engaged in any form of non-academic misconduct (refer to the Student Code of Conduct); or
 - vii. The student has failed to satisfy the minimum academic performance level required (refer to the Program Progress Policy); or
 - viii. International Foundation Program student has failed to maintain the minimum level of attendance (refer to the Attendance Policy); or
 - ix. Enrolment by the student would cause any member of SIBT, including staff and students, or its agents, to act unlawfully; or
 - x. Department of Home Affairs (DHA) has cancelled the student's visa; or
 - xi. For any other reason as determined by the College Director and Principal.
- b) SIBT will notify the student of the intention to cancel the enrolment and allow the student 20 working days to access the Student Complaints and Appeals process in accordance with the Student Complaints and Appeals Policy.
- c) SIBT may, by written notice, vary conditions of enrolment as necessary to comply with any law, regulation, or amendment thereof, as derived from those of the Commonwealth of Australia.

Appendix A: Extenuating (Compassionate and Compelling) Circumstances

- a) Extenuating (compassionate and compelling) circumstances are unusual or abnormal events or situations that:
 - i. Occurred on or after the Financial Census Date, or the impact of which was realised on or after Financial Census Date;
 - ii. Are beyond a student's control and could not reasonably have been foreseen or prevented; and
 - iii. Have been severe enough to prevent them from successfully completing their unit of study.
- b) Extenuating (compassionate and compelling) circumstances include, but are not limited to:
 - i. Serious illness or injury, including deterioration of a pre-existing health condition;
 - ii. Family or personal circumstances which have severely impacted the student's ability to continue with study;
 - iii. Bereavement of close family members such as parents or grandparents;
 - iv. Major political upheaval or natural disaster, in the case of international students this may include such situations occurring in their home country requiring emergency travel where this has impacted on the international student's studies;
 - v. A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports);
 - vi. Where SIBT was unable to offer a pre-requisite unit, or the international student has failed a pre-requisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- c) Students whose circumstances are outside the ones listed above should seek assistance from the Student Support or other professional services and attach supporting documentation obtained from them. The 'other' circumstances may include but are not limited to:
 - i. Severe disruption to domestic arrangements;
 - ii. Relationship breakdown;
 - iii. Religious observance or obligations;
 - iv. Formal legal commitments;
 - v. Jury duty;
 - vi. Military or/and emergency service;
 - vii. Service with a recognised emergency management service;
 - viii. Participation in significant national or international events.
- d) Students will need to be able to prove their claim for extenuating (compassionate and compelling) circumstances by providing appropriate supporting documentation (see Appendix B).

Appendix B: Acceptable Supporting Documentation

Circumstances	Documents
Visa Delay/Refusal	<ul style="list-style-type: none"> A letter advising that the applicant has not been able to obtain a visa yet issued by Department of Home Affairs (DHA); Visa refusal letter issued by Department of Home Affairs (DHA).
Failure to meet academic and/or English entry requirements	<ul style="list-style-type: none"> IELTS (or similar) test results; or High school results (or similar)
Medical and Health	<ul style="list-style-type: none"> An original certificate/letter/report from a doctor or registered treating health professional on a letterhead, including signature or providers stamp, provider's number, and a statement that student was unable to attend classes; A medical certificate stating just "illness" or "medical condition" or "medical reason" may not be sufficient.
Personal and Welfare	<ul style="list-style-type: none"> A statement from a doctor, counsellor, social worker, or independent member of the community (e.g., A Justice of the Peace or a Minister of Religion); A certificate from a funeral director; A death certificate; A certified call to Australian Defence Forces; A letter/report describing the nature of emergency attended by the State Emergency Service or Country/Rural Fire Service; A copy of an accident report; A court summons or similar.
Academic	<ul style="list-style-type: none"> A copy of any academic advice received from their program convenor or a student learning advisor.

- a) Supporting documentation for extenuating (compassionate or compelling) circumstances must be from an independent source or authority, and clearly indicate:
 - i. What the special circumstances were;
 - ii. When they occurred;
 - iii. How long they lasted;
 - iv. The level of impact of the special circumstances.
- b) A personal statement from a student, their friend or family member, outlining their circumstances is not sufficient evidence to demonstrate extenuating (compassionate and compelling) circumstances.
- c) For international students a lack of funds is not accepted by the Department of Home Affairs (DHA) as an extenuation (compassionate and compelling) reason to defer or take leave. It is a condition of a student visa that students have access to funds to cover their tuition fees and cost of living for their first year of study in Australia. International students should not rely on income from paid employment while in Australia to cover their fees and living expenses during this period. Students experiencing an unexpected and unforeseeable change in circumstances should meet with student support to discuss their situation.
- d) Supporting documentation must be in English (or accompanied by certified translation), on official letterhead (if relevant), signed, and dated.

Appendix C: Enrolment and Unit Statuses

Enrolment Status	Description	Unit status	FCD	SC	Scenarios
Not Commenced	Accepted an offer of admission to a program of study.	Confirmed	n/a	n/a	'Not Commenced' status is in place until a program commences.
Current	<ul style="list-style-type: none"> Accepted an offer of admission to a program of study; Paid fees and charges required by SIBT as a condition of enrolment; Completed any other procedures which may be required by SIBT as a condition of enrolment. 	Confirmed	n/a	n/a	'Current' status is in place from the commencement of the program.
Deferred	A delayed commencement date after an offer in a course of study has been made. Deferred status may be only applied up until the Financial Census Date of the first study period.	Cancelled	Pre FCD only	Yes – only INTL	<i>International students are able to apply for the deferral of a course ONLY on the basis of Extenuating (Compassionate and Compelling) Circumstances.</i>
On Leave	A Leave of Absence (post commencement) is a temporary break from studying after a student has commenced their course.	Cancelled	Pre FCD	no	When Leave of Absence is applied for BEFORE the Financial Census Date and approved.
			Post FCD	yes	When Leave of Absence is approved on the basis of Extenuating (Compassionate and Compelling) Circumstances and when the Extenuating (Compassionate and Compelling) Circumstances are approved for unit withdrawal. <i>International students are able to apply for the Leave of Absence ONLY on the basis of Extenuating (Compassionate and Compelling) Circumstances.</i>
		Withdrawn	Post FCD	no	When Leave of Absence is applied AFTER the Financial Census Date and approved NOT on the basis of Extenuating (Compassionate and Compelling) Circumstances.

Enrolment Status	Description	Unit status	FCD	SC	Scenarios
Cancelled	Approved withdrawal from all units in a study period with no units planned for in a future study period.	Cancelled	Pre FCD	n/a	Student initiated withdrawal BEFORE Financial Census Date ONLY IN THE FIRST STUDY PERIOD of the commenced program.
Withdrawn	Approved withdrawal from all units in a study period with no units planned for in a future study period; failure to enrol in future study periods; transferred to another provider.	Cancelled	Pre FCD	no	Student-initiated withdrawal BEFORE Financial Census Date in any study period other than the first study period of the commenced program.
			Past FCD	yes	When student-initiated withdrawal is approved on the basis of Extenuating (Compassionate and Compelling) Circumstances and when the Extenuating (Compassionate and Compelling) Circumstances are approved for unit withdrawal.
		Withdrawn	Post FCD	no	When student-initiated withdrawal is applied AFTER the Financial Census Date and approved NOT on the basis of Extenuating (Compassionate and Compelling) Circumstances.
Terminated	Enrolment cancelled by SIBT on the basis of a particular policy.	Cancelled	Pre FCD	n/a	When cancellation of enrolment by SIBT occurs BEFORE the Financial Census Date.
		Terminated	Post FCD	n/a	When cancellation of enrolment by SIBT occurs AFTER the Financial Census Date.
Suspended	Student enrolment is suspended due to breach of any of the SIBT policies, procedures, or codes.	Confirmed	n/a	n/a	
Completed	Student completed all the requirements for the award.	Confirmed	n/a	n/a	

FCD – Financial Census Date (end of week 4)

SC – Extenuating (Compassionate and Compelling) Circumstances.