

# Enrolment Policy

## Document

<b>Document Name</b>	Enrolment Policy
<b>Brief Description</b>	This Policy defines the management of student enrolment into Units of Study at the Sydney Institute of Business and Technology (SIBT).
<b>Responsible Officer</b>	Director of Student and Academic Services
<b>Delegated Approver</b>	Senior Management Team
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## Version Control

Date Approved	Version No.	Summary of Changes	Approver
12/12/2024	9	Updated Relevant Documents. Updated definitions to align with Policy content. Removed policy not aligned to the Purpose and Description including all references to enrolment at Program level. Terminology aligned to systems and operational processes.	Senior Management Team

## Related Documents

Name	Location
Admissions Policy	<a href="#">SIBT Website</a>
Deferring, Leave of Absence, and Cancelling Student's Enrolment Policy	<a href="#">SIBT Website</a>
Student Code of Conduct Policy	<a href="#">SIBT Website</a>
Student Complaints and Appeals Policy	<a href="#">SIBT Website</a>
Student Complaints and Appeals Resolution Procedure	<a href="#">SIBT Website</a>
Program Progress Policy	<a href="#">SIBT Website</a>
Higher Education Support Act 2003	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Higher Education Standards Framework (Threshold Standards) 2021	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
Education Services for Overseas Students Act 2000	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>
National Code of Practice for Providers of Education and Training to Overseas Students 2018	<a href="https://www.legislation.gov.au/">https://www.legislation.gov.au/</a>



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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 recognised 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
<b>Academic Success Plan (ASP)</b>	An individual support plan, based on an individual student needs assessment, that specifies SIBT academic and wellbeing support and the commitment and engagement required by the student.
<b>Attempted Unit</b>	Refers to an active enrolment in a unit after the Financial Census Date.
<b>Co-requisite Unit</b>	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.
<b>eCoE</b>	electronic Confirmation of Enrolment
<b>EFTSL</b>	Equivalent Full Time Study Load (EFTSL) – 8 units attempted per academic year which equates to one (1) EFTSL.
<b>Enrolled Student</b>	A student who has been granted admission into a specific SIBT program and has registered in units of study. Student program enrolment status is set to 'current' when the program commences.
<b>Financial Census Date</b>	The final date students can apply for or withdraw from units, without incurring a debt is the last campus day in week four (4). The Census date is a minimum of 20% of the way through a unit.
<b>Leave of Absence</b>	A Leave of Absence is a temporary break from studying after a student has commenced their course of study. Students must apply for Leave of Absence using the approved form.
<b>Pre-requisite Unit</b>	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.
<b>Reduced Study Load (RSL)</b>	Limit placed on the number of units that can be attempted by student in any given study period.
<b>Registration in a Unit</b>	Students add and withdraw from units, appropriate to their program offering, on the SIBT Student Portal online enrolment system while it is open for enrolment.
<b>Study Load</b>	Number of units attempted by student in any given study period.
<b>Withdrawal</b>	Withdrawal, for the purposes of this Policy, is a cancellation of the enrolment in a unit upon student's request.

## 3. Application

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

#### 4. Policy Statement

- a) A student must be considered actively enrolled in an SIBT program of study.
- b) A student must be registered in a unit of study to participate in the learning activities of their program of study.
- c) Students are responsible for maintaining their enrolment through registration in units of study specific to their Program.

#### 5. Commencing Students

- a) Commencing students are required to complete 5.b and 5.c or d to be deemed actively enrolled prior to Financial Census.
- b) All students have completed:
  - i. Application for admission;
  - ii. Acceptance of the offer of admission and fulfilment of any conditions attached to the offer;
  - iii. Submission of a declaration to be bound by the rules and policies of SIBT;
  - iv. Completion of any compulsory data collection and Special Requirement information as required by Government departments or agencies;
  - v. Provision of documentation for proof of identity;
  - vi. Payment of compulsory fees where applicable;
  - vii. Completion of any other required procedures.
  - viii. Registration in units of study according to the rules of the program to which an offer of admission has been made.
- c) In addition, international students will have also completed:
  - i. Enrolment in a full-time study load each term, unless a Reduced Study Load (RSL) has been approved;
  - ii. 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.
- d) In addition, domestic students may have also completed:
  - i. 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;
  - ii. Provision of documentation for proof of Australian citizenship if a Commonwealth Assisted Student or Commonwealth Supported Student.

#### 6. Continuing Students

- a) Continuing students are deemed to be actively enrolled from the Financial Census date in their first study period, until the release of their final results at the conclusion of their last study period.
- b) A continuing student is no longer considered enrolled if:
  - i. The student has been granted approval to withdraw their enrolment,
  - ii. The student has withdrawn from all units in a study period or
  - iii. The student has an approved leave of absence; or
  - iv. SIBT cancels the student's enrolment in an SIBT Program or excludes the student in accordance with Section 13 of this Policy;
- c) To ensure their enrolment is active, continuing students are required to:

- i. Register in units for the following study period before the end of self-enrolment period (late enrolment, before census date can be approved by the Academic Director based on extenuating circumstances)
  - ii. Register in the units that comply with the structure and rules of their program;
  - iii. Pay all compulsory fees and charges by the due date.
  - iv. 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 in accordance with the Deferral, Leave of Absence and Cancelling Students Enrolment Policy.
- e) Continuing students who have been excluded from their SIBT program will not be permitted to enrol in units.

## 7. Registering for Units of Study

- a) Students are responsible for:
- i. Selecting a set of units each study period that conforms to the requirements of the program they are enrolled in.
  - ii. Only attending classes, accessing teaching materials, or engaging in the learning activities of the units they have a registration in.
  - iii. Checking that they are registered in the correct units each study period by checking the SIBT Student Portal.
  - iv. Adding and withdrawing from units and selecting the appropriate program offering on the online enrolment system while the SIBT Student Portal is open for enrolment.
- b) A student may be prevented from registering 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; or
  - v. The unit is closed because the maximum enrolment number has been reached; or
  - vi. The student is attempting to register in more than four (4) units in the study period; or
  - vii. Progress, performance and/or circumstances resulted in a block on enrolment where:
    - a reduced study load has been implemented; and
    - an appointment with Student Services team is required prior to enrolment; or
    - The student has received an Intention to Cancel Enrolment Notice.
- c) A student may be permitted to lodge their enrolment despite any of the conditions outlined in 7.b (i-vii) if the appropriate authority, 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. Appropriate authorities may include:
- i. Academic Director for academic conditions
  - ii. Director of Student and Academic Services for non-academic conditions

- iii. Student Appeals Committee for conditions under appeal

## 8. Maintaining Enrolment

- a) Students are responsible for:
  - i. Ensuring they are correctly enrolled in the units that meet program completion requirements; and
  - ii. Completing unit registration that is in accordance with student rules, policies and procedures, program requirements, and any other criteria the student is required to meet. Unit registration for each study period must be completed 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 permission from the Academic Director or nominee; and
  - iii. Notifying SIBT of any incorrect enrolment details by the Financial Census Date to avoid any financial penalties.
- b) SIBT considers a failure to register in units of study before the enrolment deadline, and where there has been no communication with staff, a passive student-initiated withdrawal.

## 9. Study Load

- a) To ensure academic success and timely completion of studies, students must maintain the minimum study load required.
- b) Applications for accelerated study must be approved by the Academic Director
- c) Reduced Study Load Applications must be approved by the Student Services Manager

### 9.1 Domestic Student's Study Load

- 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 Student's Study Load

- 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 study load and mode of study of student visa holders to ensure they can complete their programs within the duration specified in their electronic Confirmation of Enrolment (eCoE) and do not exceed the allowable portion of online or distance learning.
- c) International students, who are undertaking a reduced study load (RSL) in any half-year of their study, must obtain prior permission from the relevant Program Convenor (for academic reasons) or Student Services Manager or nominee (for compassionate reasons).

- d) SIBT may not be able to issue a new eCoE if students have failed to obtain appropriate 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 registering in a unit.
- c) If a student fails a prerequisite unit in one study period they cannot register in the subsequent unit until they have passed the prerequisite. It is the student's responsibility to amend their enrolment (if they enrolled before results were released) to ensure compliance with the program requirements.
- d) If the above conditions have not been satisfied, SIBT may amend the student's study plan to ensure compliance with the program requirements.

## 11. Completion within Program Duration

- a) All students are expected to complete their studies within the program duration set out in their Letter of Offer and Acceptance, Program Progress Policy and as specified on the international student's eCoE, unless:
  - i. SIBT has implemented an Academic Success Plan (ASP) for a student identified as at risk of not completing within the program duration; or
  - ii. An application for Extenuating (compassionate or compelling) circumstances was received and approved (see Appendices A and B); or
  - iii. An approved deferment or Leave of Absence 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 demonstrate a willingness and the ability to catch up on any missed learning and assessment activities. 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 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 likelihood 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 missed learning and assessment activities to ensure academic success.
- d) Students who have not registered in units of study before the start of the study period will be sent an 'Intention to Cancel Due to Non-Enrolment Notice'.

### 13. Refusal and/or Cancellation of Enrolment

- a) The College Director and Principal (or nominee) has the right to refuse and/or cancel a student's enrolment in a program 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 registration 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 for the units of study the student has registered for (refer to the Offer Letter and/or Student Portal); or
  - v. The student has been engaged in any form of academic misconduct associated with an SIBT program (refer to the Academic Integrity Policy); or
  - vi. The student has 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 provide details on the appeals process as per 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.

### 14. Appeal

- a) Students can appeal decisions made under this policy within 20 working days from the receipt of the notification in accordance with the Student Complaints and Appeals Policy.

### 15. Review

- a) This Policy will be reviewed by the Responsible Officer and the Quality and Compliance Manager every three (3) years, or following any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.



## 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 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. Religious observance or obligations;
  - iii. Formal legal commitments;
  - iv. Jury duty;
  - v. Military or/and emergency service;
  - vi. Service with a recognised emergency management service;
  - vii. Participation in significant national or international events.
- d) Students must be able to prove their claim for extenuating (compassionate and compelling) circumstances with appropriate supporting documentation (see Appendix B).

## Appendix B: Acceptable Supporting Documentation

Circumstances	Documents
<b>Visa Delay/Refusal</b>	<ul style="list-style-type: none"> <li>A letter advising that the applicant has not been able to obtain a visa yet issued by Department of Home Affairs (DHA) or</li> <li>Visa refusal letter issued by Department of Home Affairs (DHA)</li> </ul>
<b>Failure to meet academic and/or English entry requirements</b>	<ul style="list-style-type: none"> <li>IELTS (or similar) test results; or</li> <li>High school results (or similar)</li> </ul>
<b>Medical and Health</b>	<ul style="list-style-type: none"> <li>Online medical certificates provided as a result of technology-based patient consultations are considered an appropriate alternative to consulting with a patient in the same physical room.</li> <li>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;</li> <li>A medical certificate stating just "illness" or "medical condition" or "medical reason" may not be sufficient.</li> <li>Medical Certificates/Letters or Report MUST provide the dates they cover.</li> </ul>
<b>Personal and Welfare</b>	<ul style="list-style-type: none"> <li>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);</li> <li>A certificate from a funeral director;</li> <li>A death certificate;</li> <li>A certified call to Australian Defence Forces;</li> <li>A letter/report describing the nature of emergency attended by the State Emergency Service or Country/Rural Fire Service;</li> <li>A copy of an accident report;</li> <li>A court summons or similar.</li> </ul>
<b>Academic</b>	<ul style="list-style-type: none"> <li>A copy of any academic advice received from their Program Convenor or a Student Learning Advisor.</li> </ul>

In accordance with the Australian Medical Association's (AMA) guidance, online medical certificates provided as a result of technology-based patient consultations are an appropriate alternative to consulting with a patient in the same physical room, when they are used:

- i. as an adjunct to normal medical practice;
- ii. for regular patients of the practice;
- iii. for patients who have been referred by another medical practitioner; and
- iv. when it is clinically appropriate for the patient's circumstances.

SIBT will accept online medical certificates if:

- i. it is evident that a tele-health consultation was necessary and appropriate in the given circumstances, based on the criteria listed above;
- ii. it was provided by an AHPRA registered provider; and
- iii. it can be confirmed that the service was provided as a Tele-Health Service e.g. through Skype, FaceTime etc.

All online medical certificates submitted as part of an application will be verified as part of the process to confirm their appropriateness and authenticity.

Supporting documentation for extenuating (compassionate or compelling) circumstances **MUST**:

- a) 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 specific dates they covered;
  - v. The level of impact of the special circumstances.
- b) Be in English (or accompanied by certified translation), on official letterhead (if relevant), signed, and dated.

What are **NOT** acceptable supporting documents:

- a) 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.
- b) 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.

## Appendix C: Program Enrolment and Unit Statuses

Program 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"> <li>Accepted an offer of admission to a program of study;</li> <li>Paid fees and charges required by SIBT as a condition of enrolment;</li> <li>Completed any other procedures which may be required by SIBT as a condition of enrolment.</li> </ul>	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 <b>ONLY</b> 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 <b>BEFORE</b> 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 <b>ONLY</b> on the basis of Extenuating (Compassionate and Compelling) Circumstances.</i>
		Withdrawn	Post FCD	no	When Leave of Absence is applied <b>AFTER</b> the Financial Census Date and approved <b>NOT</b> on the basis of Extenuating (Compassionate and Compelling) Circumstances.

Program 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 <b>BEFORE</b> Financial Census Date <b>ONLY IN THE FIRST STUDY PERIOD</b> 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 <b>BEFORE</b> 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 <b>AFTER</b> the Financial Census Date and approved <b>NOT</b> 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 <b>BEFORE</b> the Financial Census Date.
		Terminated	Post FCD	n/a	When cancellation of enrolment by SIBT occurs <b>AFTER</b> 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.