

Student Enrolment Policy

1. Purpose	<p>This Policy sets out the responsibilities in regard to students enrolling into the courses and units of Edvantage Institute Australia and includes:</p> <ul style="list-style-type: none"> • The enrolment process, • Paying the required fees, • Student study load, • Cross institutional study, • The student enrolment variations such as deferral, suspension and cancellation • Course transfer within EIA, and • Transfer between education providers.
2. Regulatory Alignment	<p>HESF: 1.3 Orientation and Progress; 2.4 Student Grievance and Complaints; 6.3 Academic Governance; 7.2 Information for Prospective and Current Students;</p> <p>ESOS Act - National Code of Practice for Providers of Education and Training to Overseas Students 2018: Standard 6 Overseas Student Support Services; Standard 7 Overseas Student Transfers; Standard 8 Overseas Student Visa Requirements; Standard 9 Deferring, Suspending or Cancelling the Overseas Students' Enrolment; Standard 10 Complaints and Appeals</p>
3. Scope	<p>This policy applies to all students enrolled at EIA and the staff who are involved in the student enrolment processes. The policy specifies when additional requirements or restrictions apply only to international students.</p>
4. Policy	
4.1 General	<p>4.1.1 EIA monitors the student enrolment load of every student to confirm that they are on track to successfully finish the course within the expected duration. International students must maintain an enrolment and study load consistent with that defined in the student's Confirmation of Enrolment (CoE).</p> <p>4.1.2 In compliance with the ESOS Act 2000, EIA will advise Home Affairs via PRISMS of any change to an international student's enrolment changes, or student's failure to meet visa conditions. The enrolment changes may include:</p> <ol style="list-style-type: none"> a. Student completed course early b. Student transferred to another provider

	<ul style="list-style-type: none"> c. Student notified cessation of studies d. EIA's decision to cease student enrolment due to <ul style="list-style-type: none"> i. Non-payment of fees ii. Disciplinary reasons iii. EIA's default of being unable to deliver course. <p>4.1.3 EIA will ensure to have documented procedures for assessing, approving and recording all student enrolment changes.</p> <p>4.1.4 Enrolment changes may affect an international student's visa and these students are advised to seek advice from the Department of Home Affairs (DoHA) on the potential impact on their student visa.</p> <p>4.1.5 Student requests for enrolment changes must be in written form. EIA's response to student requests must be in writing and informing students of the EIA's appeal process should the request be rejected.</p>
4.2 Enrolment Details	<p>4.2.1 EIA is committed to providing quality services to support student enrolment process, minimizing any issues that may impact on student progress.</p> <p>4.2.2 EIA ensures the structured processes in place to keep accurate records of student enrolment and academic history.</p> <p>4.2.3 Students are responsible for maintaining correct enrolment and current personal details with EIA. Any changes in contact and/or emergency details should be lodged with Student Services as soon as practical. International students are reminded that it is a condition of their student visa that they notify EIA of any such changes within 7 days. EIA reserves the right to refuse enrolment or graduation if the above has not been satisfied.</p> <p>4.2.4 Students are accountable for being aware and understanding the requirements of the course and units that they are required to enrol in to complete their study.</p> <p>4.2.5 Students must communicate with EIA promptly if any concerns or issues arise that may affect their enrolment status and/or their study progress.</p> <p>4.2.6 Students who are new to EIA must attend the EIA's Orientation Session prior to, or concurrent with, their enrolment at EIA.</p>
4.3 Tuition Fee Payment	<p>4.3.1 Students are advised of fees, charges and the payment due dates in their Letter of Offer and Acceptance. Students are also invoiced for the upcoming fees before the commencement of each trimester.</p> <p>4.3.2 New students are required to pay the deposit within 90 days of the offer issue date. Continuing students</p>

	<p>must make the fee payment by the Friday prior to the commencement date of the trimester.</p> <p>4.3.3 Students may be refused enrolment into a study period until a preceding study period's fees are paid in full.</p> <p>4.3.4 Payment plans can be negotiated, at the discretion of the General Manager or delegate, if a student is not able to pay their tuition fee in full when due. If the request is based on genuine financial hardship, it is the student's responsibility to provide sufficient evidence.</p> <p>4.3.5 Not adhering to the tuition payment deadlines will result in students being categorized as indebted to the Institute. Students who fail to make payments for any of the following may be considered debtors of EIA:</p> <ol style="list-style-type: none"> The fees related to the chosen course of study; Fines and charges imposed by the Library for late returns; or Any other penalties, fines, or charges from EIA <p>4.3.6 Students who persist in being indebted to EIA may encounter the following consequences:</p> <ol style="list-style-type: none"> Inability to attend lectures or tutorials Exclusion from sitting examinations Loss of access to electronic lecture materials and databases Withholding of academic results Withholding of the Testamur and/or transcripts, preventing graduation Refusal to re-enrol in future courses Cancellation of current enrolment. <p>4.3.7 International students who fail to make timely fee payments will be considered as having an inactive enrolment status at EIA. Consequently, they may face the possibility of being reported to the Department of Education and/or the Department of Home Affairs for not fulfilling the conditions of their student visa.</p>
4.4 Study Load	<p>4.4.1 EIA operates over three (3) study periods (trimester) with two (2) of these being compulsory study periods in each academic calendar year. Students can elect to study additional units during non-compulsory Summer trimester.</p> <p>4.4.2 International students must be enrolled in a full-time study load of 8 units (100 credit points) per academic year, which means 4 units (50 credit points) in each study period unless:</p> <ol style="list-style-type: none"> The student is in his/her final study period and is left with less than four (4) units remaining in which to enrol, or The student has been approved for a non-standard enrolment by EIA under certain circumstances, or

	<p>c. the study load across the annual 3 trimester period will enable the international student to complete their program within duration stipulated by their CoE.</p> <p>4.4.3 The Dean or delegate is responsible for monitoring the study load of all students.</p> <p>4.4.4 On a case-by-case evaluation by the Dean or designated authority, students might be permitted to take an overload in a specific study period. The maximum number of units a student can undertake during any study period is determined by the full-time study load plus one, as specified.</p> <p>4.4.5 As part of an Intervention Strategy, students may be granted permission to underload in situations involving compelling and compassionate circumstances. This could be due to insufficient prerequisites for a full-load of study. Such decisions are made on a case-by-case basis and assessed by the Dean or an authorized representative. For cross-institutional or non-award students, studying one unit in a study period is allowed without requiring prior approval from the Dean.</p> <p>4.4.6 A student who underloads must consider the impact on this decision on the availability of the underload unit(s) in subsequent study periods and on any prerequisite requirements. International students must consider if this could impede their ability to maintain enrolment in a full-time load.</p>
4.5 Cross Institutional Study	<p>4.5.1 EIA students can request enrolment at another higher education institution for credit towards their EIA degree under certain conditions:</p> <ol style="list-style-type: none"> The unit to be studied at another higher education institution must be directly related to the student's enrolled course at EIA and that unit is not available at EIA for the trimester where the student needs to take it, and no alternative elective units are available; The unit must show an approved alignment with EIA's course structure, learning outcomes, and assessment requirements; and For international students, they should not have taken more than one-third of their course through online or distance learning. International students must also complete at least one unit in a face-to-face setting each study period. There is an exception for students with only one unit left to complete; they can study this unit online, even if they've already completed more than one-third of their course through online or distance learning. This rule also applies to cross institutional study. <p>4.5.2 Students who apply for cross institutional study are responsible for:</p> <ol style="list-style-type: none"> Obtaining proof that the corresponding unit(s) at the external institution aligns with the accreditation criteria of their EIA course and submitting this evidence to EIA; Validating with relevant professional organizations whether the desired cross-institutional unit

	<p>meets the standards set by the accrediting body for accreditation intentions;</p> <ul style="list-style-type: none"> c. Maintaining a satisfactory performance within the course and successfully completing the specific unit; d. Informing EIA in case there is a likelihood of not adequately completing the chosen study unit and collaborating with both the other institution and EIA to establish an effective plan for intervention. This plan aims to ensure timely completion of the unit within the anticipated duration and fulfillment of course progression requisites; e. Furnishing EIA with an official academic transcript from the external institution when completing the advanced standing application process. <p>4.5.3 All fees are set by and payable to the institution where the unit is being undertaken.</p> <p>4.5.4 Students from other providers are welcome to study single or multiple units at EIA as a non-award student. Applications must be in writing using the Student Enrolment Procedure.</p>
4.6 Deferral, Suspension and Cancellation	<p>4.6.1 EIA will only approve a delay in commencing studies or a temporary pause in studies if there are compassionate or compelling reasons that EIA acknowledges as requiring a temporary delay or interruption to a student's education.</p> <p>4.6.2 Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> a. Serious illness or injury, where a medical certificate states that the student was unable to attend classes; b. Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided); c. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or d. A traumatic experience which could include: <ul style="list-style-type: none"> i. involvement in, or witnessing of a serious accident; or ii. 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) e. Where EIA was unable to offer a pre-requisite unit <p>4.6.3 Students or EIA may initiate the process of deferral, suspension, or cancellation of enrolment.</p>

	<p>4.6.4 Applicants for deferral are required to inform EIA in writing before the commencement of the study period, unless exceptional circumstances arise. For instance, if a student is unable to contact EIA due to an accident or injury, or if they need to urgently return home for medical reasons and are unable to request a deferral beforehand. When a deferral is approved by EIA, EIA will transfer any prepaid tuition fees to the study period when the student commences their studies.</p> <p>4.6.5 Students have the right to apply for the suspension of their study at any time after their course commences on compassionate and compelling grounds. The application must be in written form.</p> <p>4.6.6 The deferral and suspension will be no longer than a study period. Requests for an extended deferral or suspension duration will be evaluated and approved only under extraordinary situations, and solely if EIA determines the presence of compassionate and compelling reasons that justify such an extension.</p> <p>4.6.7 Students have the right to apply for the cancellation of their studies at any time. However, if the request for cancellation is made within six months of starting the course, EIA may reject the application or refuse to release the student.</p> <p>4.6.8 A student will be deemed to have advised EIA of cessation of their studies where they do not return after a holiday break, suspension or deferment, or fails to enrol in any subject for a compulsory study period.</p> <p>4.6.9 Deferring, suspending or cancelling an enrolment may affect a student's visa where applicable. EIA will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.</p> <p>4.6.10 EIA may initiate a suspension of studies or cancellation of enrolment for a student on the grounds of:</p> <ol style="list-style-type: none"> Non-payment of course fees by the specified invoice date Student misconduct in accordance with the guidelines outlined in the Student Code of Conduct Policy, including academic and non-academic misconduct Lack of participation in studies during the initial study period, characterized by minimal or no attendance and submission of assessments throughout the designated timeframe, as determined by the Student Academic Progress Policy Unsatisfactory course progress as per the Student Academic Progress Policy. <p>4.6.11 EIA may also initiate a suspension of studies for a student in circumstances where EIA is unable to offer a core unit of study which is the student pre-requisite unit in a particular study period.</p>
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4.7 Course Transfer within EIA	<p>4.7.1 Any student who wishes to transfer to another eligible EIA course can apply in writing using the EIA Course Transfer Application Form.</p> <p>4.7.2 A student may only transfer between equivalent levels of award.</p> <p>4.7.3 Applications for transfer must be received by EIA no later than the commencement date of the upcoming study period.</p> <p>4.7.4 Applicants for transfer must meet the entry requirements for the course. International students must also meet any international admission criteria.</p> <p>4.7.5 Applicants for transfer will be notified in writing of the result of their application.</p> <p>4.7.6 An international student granted transfer to another course will be issued with a new Letter of Offer and Acceptance. Upon the student acceptance of the offer, the current CoE will be cancelled and a new CoE related to the new course will be issued via PRISMS.</p> <p>4.7.7 Differences in course structures and unit availability may result in some adjustment to the standard minimum time for completion.</p> <p>4.7.8 Students who transfer courses can apply for Advanced Standing for the units they have successfully completed in the previous course.</p>
4.8 Transfer Between Registered Providers	<p>4.8.1. International Students who have completed over six months of their main course are exempt from the requirement to obtain approval for transferring between registered education providers.</p> <p>4.8.2 EIA will not knowingly admit an international student attempting to switch from another registered provider's course prior to the student fulfilling six months of their primary course of study, except under the following circumstances:</p> <ol style="list-style-type: none"> The releasing registered provider or the course in which the student is enrolled is no longer registered. The releasing registered provider has received a registration-related penalty from the ESOS agency that bars the student from continuing their main course at that registered provider. The releasing registered provider has consented to release the student, and the date and rationale for this action are documented in PRISMS. Any government sponsor of the student deems the change to be in the student's best interest and has provided written support for the transfer.

	<p>4.8.3 If a release is granted by EIA, it will be at no cost to the international student.</p> <p>4.8.4 If EIA rejects a student release request, it will inform the student in writing of:</p> <ul style="list-style-type: none">a. The reasons for the rejection; andb. The student’s right to access to EIA’s Student Complaints and Appeals Policy. <p>4.8.5 EIA will not finalise the release refusal status in PRISMS until the appeal finds in favour of EIA, or the student has chosen not to access the complaints and appeals processes within the 20-working day period, or the student withdraws from the process.</p> <p>4.8.6 Any student transferring to or from another registered provider may be required to obtain an academic transcript of the studies already undertaken.</p>	
4.8 Records Management and Appeals	<p>4.8.1 EIA will remain records all student requests for the above enrolment variations and the EIA’s decision-making process in the Student Management System and in the Provider Registration International Students Management System (PRISMS), in accordance with the EIA’s ICT Security Policy.</p> <p>4.8.2 If a student’s request for the above enrolment changes is denied by EIA, or if the student disagrees with EIA’s decision to their request for their enrolment changes, the student may appeal the decision in accordance with the Student Complaints and Appeals Policy.</p>	
Administrative Details		
Policy Owner	Managing Director	
Implementation Officer	Dean	
Approved Authority	Board of Directors	
Definitions	See EIA Glossary of Terms	
Version History		
Version	Approved/Effective Date	Amendments
2.0	4 Sep 2023	<ul style="list-style-type: none">• Integrated the existing Student Enrolment Policy and Procedure, Full Time Study Load Policy and Procedure, and Overseas Student Transfer Policy and Procedure• Added principles of cross institutional study in the policy• Separated policies from procedures