

Enrolment Policy

1. Purpose

This policy outlines the conditions under which students will be considered to have a valid enrolment at UniSmarter.

A student's enrolment is a selection of modules which defines the amount and timing of that study, and the fees and charges that will be applied. Students are responsible for submitting a valid enrolment that is in accordance with student rules, policies and procedures and any other criteria the student is required to meet.

2. Nomination of Modules of Study

A student is required to select a set of modules each Study Period.

A student is not permitted to attend classes, access teaching materials, or engage in the teaching activities unless enrolled in that module. It is the student's responsibility to check that they are enrolled in the correct module each session. Students are able to check their enrollment at all times via the UniSmarter Student Portal. Students are also able to add and withdraw modules, and select the appropriate modules by using the online enrolment system in the UniSmarter Student Portal within the prescribed periods for enrolment and while the UniSmarter Student Portal is open for enrolment.

A student may be prevented from enrolling in a module where:

- the last date for adding modules for the Study Period has passed;
- the module is not offered in the nominated Study Period;
- the student does not satisfy the prerequisite conditions for the module;
- the module is closed because the maximum enrolment number has been reached;
- 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 Success teams;
- the student has been advised of eligibility for exclusion.

3. Enrolment Due Dates

Enrolment for all students undertaking any modules offered by UniSmarter is possible until 5pm on Friday of the week before commencement of the session.

Any student seeking enrolment after this date requires the permission of the Academic Director or nominee.

4. Enrolment Status

The following statuses are used by UniSmarter in relation to student enrolments.

- **Current** - enrolment in modules in the current Study Period. To have a current enrolment status, the student will have:
 - accepted an offer of admission;

- paid such fees and charges as UniSmarter may require to be paid as a condition of enrolment;
- completed any other procedures which may be required as a condition of enrolment;
- completed the enrolment procedures prescribed by UniSmarter.
- **Withdrawn** - approved withdrawal from all modules in a Study Period with no modules planned for a future session; failure to enrol in future sessions.
- **Deferred** - approved suspension of studies for a Study Period.
- **Terminated** - enrolment terminated by UniSmarter, or student excluded from studies on the basis of a particular policy.
- **Past** - completed all requirements of a module.
- **Leave of Absence** – approved suspension of studies for a short period of time during the Study Period but with no change of status.

5. Continuity of Enrolment

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:

- the student has been granted approval to withdraw their enrolment, withdraw from all modules in a Study Period or deferred for one Study Period;
- UniSmarter terminates the student's enrolment or excludes the student in accordance with the provisions of this or other policies of UniSmarter;
- the student has completed all requirements of a module / s.

6. Module Prerequisites

A prerequisite module is one that must be completed, and for which a specified minimum grade must be obtained, before another specified module may be commenced. Module prerequisites are indicated in each Module Outline.

6.1 Minimum Grade to Satisfy Prerequisite Condition

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

6.2 Responsibility for Prerequisite Check

It is the student's responsibility to ensure that prerequisite and corequisite conditions are satisfied when adding a module to their enrolment. If a student fails a module in one Study Period which is a prerequisite for another in a future Study Period, it is the student's responsibility to amend their enrolment for the later Study Period.

If a student fails to amend an enrolment that does not satisfy prerequisite conditions when requested in writing to do so, the student's enrolment in the module concerned may be cancelled.

6.3 Right to Amend Enrolment Program

If the above conditions have not been satisfied, UniSmarter may amend a student's study plan.

7. Confirmation of Enrolment

Students are able to check their enrollment via UniSmarter's Student Portal.

8. Refusal and / or Cancellation of Enrolment

UniSmarter has the right to refuse and/or cancel a student's enrolment if:

- admission to UniSmarter has been gained by misrepresentation, falsification of documents, or other fraudulent means* [refer to the Offer Letter];
- the normal requirements for admission or enrolment have not been fulfilled [refer to the *Admissions Policy* or this *Enrolment Policy*];
- enrolment has not been completed by the enrolment deadline [refer above within this *Enrolment Policy*];
- the required tuition fees have not been paid by the specified date* [refer to the Offer Letter and/or Student Portal];
- the student has previously engaged in any form of academic misconduct associated with UniSmarter* [refer to the *Academic Honesty Policy*];
- the student has behaved in an inappropriate manner towards any member[s] [refer to the *Student Code of Conduct Policy*];
- enrolment by the student would cause any member of UniSmarter, including staff and students, or its agents, to act unlawfully*;
- For any other reason as determined by the UniSmarter management.

**If a student's enrolment is to be cancelled for any of the reasons with an asterisk, UniSmarter will notify the student of the intention to cancel the enrolment and allow the student 7 days to access the Student Complaints and Appeals Policy.*

9. Definitions

N/A

10. Related Documents

- Offer Letter
- Admissions Policy
- Academic Honesty Policy
- Student Code of Conduct

Amendment History

Department:	Academic Affairs	
Approval Authority:		
Initial Approval Date:	7 th July 2020	
Date for Next review:		
Revision Date	Version	Summary of changes
07/07/2020	1	Original