

Changes to Enrolment

Introduction

This policy is current as of 13 June 2018.

Scope

This policy is applicable to Kaplan Higher Education Pty Ltd, trading as Murdoch Institute of Technology (“School”).

Purpose

The purpose of the Changes to Enrolment policy is to provide information on:

- The options for students to vary their enrolment patterns
- Procedures for students to follow in relation to variation of enrolment.

Withdrawal or Changing units

Students enrolled at the School can apply to change units or withdraw from a unit via the relevant application form. Students are advised to speak to a School representative about this process who will inform the student of the options available, and the consequences of the students’ decision – academic and financial. School staff must ensure that the changed study load will fulfill the requirements of a Student Visa, where this is applicable prior to approval.

If the student wishes to proceed with the change or withdrawal, he/she must complete the relevant form, obtainable from the website.

Where the request is for a change in unit the School staff member will check to see if there is a place available in an alternative unit that does not clash with the student’s timetable and sign the form. The School representative will make the necessary changes to unit lists and any fees will be calculated and the financial records updated.

Applications to change or withdraw from a unit must be made within the timeframes stipulated by the relevant School business and may have financial and final grade implications. Students should speak to a School representative to discuss these matters in more details.

Deferring or temporarily suspending enrolment

Students wishing to defer or temporarily suspend their enrolment may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to:

- Serious illness or injury
- Serious illness or death of a family member necessitating a return to the student’s home country
- Compelling personal reasons
- Natural disaster.

In most cases a maximum of 12 months can be awarded. Extension beyond this time period is only granted in exceptional circumstances. Students must submit a form to Administration requesting to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate) and pay any relevant fees outlined in the Intermission/Deferral of Studies form. The School will assess the application and make a decision within seven business days.

Returning students

Students returning to study after an approved period of leave should contact Student Services to confirm their re-enrolment no later than two weeks before commencement of the study period.

New students

New students may defer a program that they have been offered only once, unit to approval by the School and other relevant rules and regulations. Tuition and other fees may change when and if a new offer is generated. The policy of the School is to allow deferment of a formal offer until the commencement of the following intake.

Changing or Withdrawing from a course

Students wishing to withdraw from a course should first speak to a School representative as this may impact certain students with visa requirements. Students wishing to pursue this avenue are required to complete the withdrawal from course/program form. Students must ensure that all outstanding fees are paid.

Students who wish to transfer to another School course should speak to their School representative.

Appeals

Should a student wish to appeal a decision made by the School, they are advised to review the Complaints and Appeals policy.

Related policies

This policy should be read in conjunction with the following School policies:

- Access and Equity Policy
- Complaints and Appeals Policy
- Refund policy
- Progression policy

Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Academic.

Policy Category	Academic			
Document Owner	Vice President, Academic			
Review Date	January 2016			
Approved by				
VP, Academic on behalf of the Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Quality & Standards Group	Unpacking of one document into existing document	01.01.2014	01.01.2014
1.1	Quality & Standards Group	Format and wording changes to align across all businesses	22.05.2015	15.06.2015
1.2	Quality & Standards Group	Subjects updated to units	13.06.2018	13.06.2018