

Enrolment Policy (GC)

Queensland Institute of Business Technology Pty Ltd
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Document

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Brief Description	This Policy outlines the conditions under which students will be considered to have a valid enrolment at Griffith College.
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Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
08/08/2019	11	Policy changes prior to December 2019 are found on H drive.	Director, Student and Academic Services
09/11/2022	12	Reviewed for accuracy and currency, incorporated RASCI table and relevant legislation	Manager, Student and Academic Services

Related Documents

Name	Location
Academic Integrity Policy	Policy HUB
Admissions Policy	Policy HUB
Program Progression Policy	Policy HUB
Student Code of Conduct	Policy HUB
Student Complaints & Appeals Policy	Policy HUB
Student Fees and Charges Policy	Policy HUB
Application for Miscellaneous Study	Online Forms
Application for Cross-Institutional Study	Online Forms
Application for Single Course of Study	Online Forms

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1 Purpose and Scope

1.1 Introduction

This Enrolment Policy sets out the approach of Griffith College relating to the management of student enrolment at Griffith College.

1.2 Purpose

The purpose of this Policy is to outline the conditions under which students will be considered to have a valid enrolment at Griffith College.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's Academic Integrity Policy, Admissions Policy, Program Progression Policy, Student Code of Conduct, Student Complaints & Appeals Policy and Student Fees and Charges Policy.

2 Policy Statement

A student's enrolment is a selection of courses which defines a program of study, 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, program requirements, and any other criteria the student is required to meet.

All students must submit a valid enrolment for each Trimester by the specified due date using Griffith College's online enrolment system available in the Griffith College Student Portal, unless otherwise advised by Griffith College. Students who submit their enrolment after the due date will be charged a late enrolment fee. Griffith College reserves the right to reject an enrolment which is attempted after the due date.

Griffith College will disclose student results to Griffith University to enable seamless transition into further studies. Griffith University may share information with Griffith College in relation to student results, to inform continuous improvement at Griffith College.

2.1 Nomination of Courses of Study

A student is required to nominate a set of courses each Trimester by enrolling in each course which they intend to undertake. The courses selected must conform to the requirements of the program into which the student has been admitted and must satisfy any requirements for the course.

A student is not permitted to attend classes, access teaching materials, or engage in the teaching activities of the course, unless enrolled in that course. It is the student's responsibility to check that they are enrolled in the correct course(s) each Trimester. Students are able to check their enrolment at all times via the Griffith College Student Portal. Students are also able to add and withdraw courses, and select the appropriate course offering by using the online enrolment

system in the Griffith College Student Portal within the prescribed periods for enrolment and while the Griffith College Student Portal is open for enrolment.

A student may be prevented from enrolling in a program of study where:

- the last date for adding courses for the Trimester has passed;
- the course is not offered in the nominated Trimester;
- the course is not offered in the program for which they received an offer of admission;
- the student does not satisfy the prerequisite conditions for the course;
- the course is closed because the maximum enrolment number specified for the course has been reached;
- the student is attempting to enrol in more than 40 credit points in the Trimester;
- the student has been advised of eligibility for exclusion.

A student may be permitted to lodge their enrolment in spite of these conditions if the Director, Student and Academic Services, or nominee, determines that special circumstances warrant the enrolment; or in the case of eligibility for exclusion, the student has submitted an appeal against exclusion.

2.2 Enrolment Due Dates

Enrolment for new students undertaking any program offered by the College is possible until 5pm Friday of week one of the Trimester for Diploma of Health Care students, and 5pm Friday of week two of the Trimester for all other programs.

Online enrolment for continuing students in all programs is possible until 5pm Friday of week one of the Trimester for Diploma of Health Care students, and 12 pm Sunday of week one of the Trimester for all other programs.

Any student seeking enrolment after these dates requires the permission of the relevant Program Convenor, or the Senior Manager, Student and Academic Services.

2.3 Enrolment Status

The following statuses are used by Griffith College in relation to student enrolments:

Current - enrolment in courses in the current Trimester. To have a current enrolment status, the student will have:

- accepted an offer of admission to a program of study;
- paid such fees and charges as Griffith College may require to be paid as a condition of enrolment;
- completed any other procedures which may be required as a condition of enrolment;
- have completed the enrolment procedures prescribed by Griffith College.

Withdrawn – formal withdrawal from the primary award in which the student is enrolled.

Leave of Absence – an approved postponement of a student's studies from the primary program in which the student is enrolled, as a result of compassionate or compelling circumstances.

Deferred – Temporarily put studies on hold (adjourn, delay, postpone) from the primary program in which the student is enrolled, after the student's first census.

Cancelled – formal cancellation from the primary program in which the student is enrolled prior to the student's first census.

Terminated - enrolment terminated by Griffith College, or student excluded from College on the basis of a particular policy.

Past - completed all requirements of a program.

2.4 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 Trimester, until the release of that Trimester's results, unless:

- the student has been granted approval to withdraw their enrolment, withdraw from all courses in a Trimester or take leave of absence for a period of one Trimester
- Griffith College terminates the student's enrolment or excludes the student in accordance with the provisions of this or other policies of Griffith College;
- the student has completed all requirements of a program and is eligible to graduate.

2.5 Academic Load and Credit Point System

A student's academic load is determined by the credit point (CP) value of the courses the student is enrolled within when compared to the standard program load for a Trimester. Griffith College programs have a structure of 40 credit points per Trimester excluding Health Science, Engineering and Science programs which have a standard load equivalent to 30 credit points per trimester. All Griffith College courses are valued at 10 credit points.

Griffith College uses a credit point system for all courses for the purposes of calculating student academic load for internal and external reporting. The credit point value is a measure of the proportion of the volume of learning which the course represents to a student, and is the weighting used to calculate a student's grade point average (GPA).

A Griffith College Diploma is typically made up of 80 credit points, a Griffith College Associate Degree in Business is made up of 160 credit points, and the Foundation Program is made up of 80 credit points.

A full-time student is one who is enrolled in courses totalling at least 75% of a standard full-time academic load in any Trimester. In all programs offered by Griffith College, this will be a course enrolment load of at least 30CP.

A part-time student is one who is enrolled in courses totalling less than 75% of a standard full-time academic load in any Trimester. In all programs offered by Griffith College, a course enrolment load of less than 30CP will constitute part-time academic load.

Study load is a matter of student discretion in all cases with the exception of the following circumstances:

- student is enrolled in the Foundation Program;
- student commences their studies in Trimester 3 of any year;
- student is studying in Australia under the provisions of a Student Visa, who will not complete their program within the duration specified in their Confirmation of Enrolment (CoE) if they reduced their study load.

Any student whose circumstances reflect those stipulated above is required to be enrolled in 40 credit points per Trimester and must have a current enrolment in every Griffith College Trimester until the student has completed all courses within their program. Any variation to this requirement must be approved.

Credit points are also used as a guide to the number of hours per week a student should dedicate to study in each of the courses they are undertaking in any Trimester. Students are advised during Orientation, via Program Factsheets, and on each Course Outline of the recommended hours of study, including contact hours, they should engage in each week across the Trimester for a 10 CP course. For example, students are advised that they should complete approximately 10 hours of study (i.e. 1 hour per credit point) per week for each 10 CP course they undertake (e.g. 4 hours in class plus a minimum of 6 hours of independent study).

2.6 Prerequisites

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

2.7 Minimum Grade to Satisfy Prerequisite Condition

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

2.8 Responsibility for Prerequisite Check

It is the student's responsibility to ensure that pre-requisite and co-requisite conditions are satisfied when adding a course to their enrolment. If a student fails a course in one Trimester which is a prerequisite for a course in which the student expects to enrol in a future Trimester, it is the student's responsibility to amend their enrolment for the later Trimester.

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 course concerned may be cancelled.

2.9 Right to Amend Enrolment Program

If the above conditions have not been satisfied, Griffith College may amend a student's enrolment program.

2.10 Confirmation of Enrolment

Students are able to check their enrolment via Griffith College's Student portal.

2.11 Provisional Enrolment at the College

In special circumstances, a student may be permitted provisional enrolment within a Diploma or Associate Degree in Business program for which they have not yet completed a necessary pre-requisite course. In these circumstances, the student may be permitted to undertake the necessary pre-requisite course/s whilst at the same time undertaking up to two additional courses from the program for which they have been granted provisional entry.

Diploma or Associate Degree in Business courses that may be undertaken during provisional enrolment are only those not dependent on the pre-requisite course/s. Students may undertake a maximum of three courses (including the prerequisite course/s) per Trimester whilst provisionally enrolled.

Unconditional enrolment within a program will be dependent upon the student having successfully completed the necessary pre-requisite course/s.

If a student does not successfully complete the pre-requisite course during their first Trimester of study, the student will be permitted to reattempt the pre-requisite course/s and continue with the Diploma or Associate Degree in Business program in provisional mode, however, will once again only be permitted to take courses from the Diploma or Associate Degree in Business that are not dependant on the pre-requisites.

Students that do not successfully pass the pre-requisite course/s will be permitted to reattempt the pre-requisite course/s whilst in provisional mode, once only.

2.12 Transfer between campuses

A student will nominate their preferred campus of study at the time of application to the College. Students are not permitted transfer between campuses after an offer has been accepted or throughout the duration of their studies in that accepted program or packaged pathway.

Should a student have evidence of compassionate or compelling circumstances that demonstrates why a campus transfer is imperative, they may apply in writing to the Academic Director, or nominee.

2.13 Concurrent Enrolment at Griffith University

2.13.1 International Students

An international student with one (1) course remaining in their Diploma or Associate Degree in Business program may apply to commence their studies at Griffith University on a miscellaneous study basis. Students will only be permitted to enroll in a maximum of two courses at Griffith University whilst completing their studies at Griffith College.

Students will only be granted permission to enroll concurrently at both institutions if they have at least achieved the required grade point average (GPA) or higher, in their Griffith College program (GPA requirements by program).

To apply for miscellaneous study, students will be required to submit Griffith University's Single Course of Study Application to Griffith College at least 10 working days prior to the commencement of Griffith University classes.

2.13.2 Domestic Students

A domestic student who has one (1) course remaining in their Diploma or Associate Degree in Business program may apply to commence their studies at Griffith University on a miscellaneous study basis. Students will only be permitted to enrol in a maximum of two courses at Griffith University whilst completing their studies at Griffith College.

Students will only be granted permission to enrol concurrently at both institutions if their grade point average (GPA) is equivalent to Griffith University's most recent admission rank for entry to the relevant Bachelor program. To apply, students will be required to submit Griffith University's Single Course of Study Application to Griffith College at least 10 working days prior to the commencement of Griffith University classes

2.14 Cross-Institutional Study

A student who is enrolled in a program of study at another institution may apply to undertake courses at Griffith College for credit towards their program.

An Application to study at Griffith College as a Cross-Institutional Student must be submitted to the relevant Program Convenor no later than 10 working days prior to the commencement of the Trimester for which the application applies.

All applications must be submitted together with documentation from the student's home institution indicating that the Griffith College course(s) they wish to undertake have been approved for the purpose of fulfilling the requirements of their primary program.

Approval to undertake cross-institutional study will only be given where the student has:

- satisfied the entry requirements for the course; and
- satisfied pre-requisite requirements for the course; and
- not exceeded the maximum enrolment limit for the program in that Trimester.

2.15 Cross-Program Miscellaneous Study at Griffith College

2.15.1 Foundation Program

A student with one or two courses remaining in their Foundation Program may be eligible to commence their Diploma studies at the College on a miscellaneous study basis. Eligible students will be permitted to enrol in a maximum of three courses in total, whilst undertaking cross-program miscellaneous study.

Students will only be eligible to enrol concurrently in both programs if they have a GPA of 3.5 or higher.

2.15.2 Diploma

A student with one or two courses remaining in the Diploma of Business or Diploma of International Tourism & Hotel Management program may apply to commence their Associate Degree in Business studies at the College on a miscellaneous study basis. Students will be

permitted to enrol in a maximum of four courses whilst undertaking cross-program miscellaneous study, however the number of courses approved, may be reduced, depending on a student's prior academic performance.

Students will be required to submit a Griffith College Application Miscellaneous Study Application to Griffith College prior to the commencement of classes, and must then adhere to the specified enrolment dates as outlined above.

2.16 Miscellaneous Study outside of an award

2.16.1 International Students

Due to visa restrictions, international students are unable to undertake miscellaneous study outside of an award.

2.16.2 Domestic Students

Individuals wishing to take a course, or courses, to upgrade or expand their knowledge without committing to an entire degree may seek admission as a miscellaneous student.

Applications must include details of educational achievement together with certified documentation and must state precisely the course/s to which admission is being sought.

A miscellaneous student is admitted to undertake a particular course or courses and is required to re-apply for additional courses in subsequent Trimesters. In some circumstances, if an individual is subsequently admitted to a program they may apply for their miscellaneous study, if applicable, to be given credit towards that program.

2.17 Completion within Program Duration

International students are required to complete their program of study within the duration specified on their Confirmation of Enrolment (CoE), unless:

- Griffith College has put in place an intervention strategy for a student;
- the student has compassionate or compelling circumstances that warrant the extension of their CoE; or
- an approved deferment or suspension of study has been granted.

Students who do not believe they will complete their program within the timeframe specified on their CoE should contact an Student Learning Advisor.

2.18 Amendment, Refusal and/or Cancellation of Enrolment

Griffith College has the right to amend, refuse and/or cancel a student's enrolment if:

- admission to Griffith College has been gained by misrepresentation, falsification of documents, or other fraudulent means* [refer to the Admissions Policy];
- the normal requirements for admission or enrolment have not been fulfilled* [refer to the Admissions Policy or within 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 Student Fees and Charges Policy];
- the student has previously engaged in any form of academic misconduct associated with the academic program of Griffith College* [refer to the Academic Integrity Policy];
- the student has failed to satisfy the minimum academic performance level required [refer to the Program Progression Policy] *;
- the student has behaved in an inappropriate manner towards any member[s] of the University and/or College community* [refer to the Student Code of Conduct];
- enrolment by the student would cause any member of Griffith College, including staff and students, or its agents, to act unlawfully*;
- Department of Home Affairs (HA) has cancelled the student's Visa; or

- For any other reason as determined by the College Director and Principal*.

** If a student's enrolment is to be cancelled for any of the reasons with an Asterix, Griffith College will notify the student of the intention to cancel the enrolment and allow the student 20 working days to access the Griffith College Student Complaints & Appeals Policy and process.*

Griffith College 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 or the State of Queensland.

3 Responsibilities

Responsibility	DSAS	AD	PC/PA	SASM	PAC	All
Maintain currency of policy	C	I	A	I	R	I
Development and oversight of Program Structure	I	A	S	CR	C	I
Creation of Timetable for nomination of courses	C	A	S	R	I	I
Maintaining enrolment due dates	A	I	C	R	I	I
Update of Student Management System (Programs, Courses and Study Plans)	A	C	C	R	I	I
AD = Academic Director, DSAS = Director, Student & Academic Services, SASM = Manager, Student & Academic Services, PC = Program Convenor, PAC = Program Advisory Committee; All = Staff, R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed						

4 Compliance

4.1 General

The Director, Student and Academic Services will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through College website, digital campus, communication and support from Student and Academic Services and Support teams.

4.2 Relevant Legislation

Higher Education Support Act 2003

ESOS Act 2000

Higher Education Standards Framework 2021 (Threshold Standards)

National Code of Practice for Providers of Education and Training to Overseas Students 2018

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Director, Student and Academic Services	Policy Hub	Permanently with control in place for revisions	Policy Hub archive