

**Policy Owner:** Academic Director / Associate Principal

**Keywords:** Enrolment, Registration, Study Load, Confirmation of Enrolment (CoE), Transfer of Provider

**Policy Code:** QTDPO003

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## 1. INTENT

1.1 This Policy describes the principles to be applied to all Enrolment-related activities at Australian College of Business and Technology ('ACBT' or the 'College')

## 2. ORGANISATIONAL SCOPE

2.1 This Policy applies to all Students at ACBT and its Partner Providers.

## 3. DEFINITIONS:

3.1 The *Glossary of Policy Terms* applies to this Policy.

## 4. POLICY CONTENT: ENROLMENT

4.1 A Student's Enrolment consists of a selection of Units which defines a Course of study, the amount and timing of that study, and the fees and charges that will be applied.

4.2 ACBT reserves the right to Refuse an Enrolment in a Course and/or Registration in a Unit which is attempted after the due date.

4.3 To be considered for Enrolment in a Course at ACBT, applicants must:

- a) be eligible for Enrolment, as outlined in the ACBT or Partner Provider published information;
- b) have lodged an application for Enrolment at ACBT;
- c) have satisfied any Course prerequisites or additional selection criteria established for entry to a particular Course;
- d) be at least 17 years of age by 31 December in the year prior to Admission;

demonstrate an adequate command of English, as indicated in the requirements for entry;

- e) not have a history of transfer to more than two educational institutions in Australia.

### **Unit Registration**

- 4.4 Students are responsible for submitting a valid Unit Registration for each Study Period via the ACBT / ECC LKA Portal by a specified date and in accordance with ACBT's Policies and Procedures, Course requirements, and any other criteria the Student is required to meet.
- 4.5 A Student is not permitted to attend classes, access teaching materials, or engage in the teaching activities of the Unit, unless Registered in that Unit. It is the Student's responsibility to check that they are Registered in the correct Units each Study Period.
- 4.6 Subject to Clause 4.5 above, Students are able to check their Registration, add and withdraw Units, and select the appropriate Units offered using the online enrolment system AXIS on the Student Portal.
- 4.7 A Student may be prevented from Registering in a Unit where:
- the last date for adding subjects for the Study Period has passed;
  - the Unit is not offered in the nominated Study Period;
  - the Unit is not offered in the Course for which they received an offer of Admission;
  - the Student does not satisfy the prerequisite conditions for the Unit;
  - the Unit is closed because the maximum Enrolment number specified for the subject has been reached; or
  - The Student is attempting to Enrol in more than 4 (four) Units points in the Study Period.
  - Outstanding payments and fees
- 4.8 A Student may be permitted to Register in a Unit in spite of these conditions if the Academic Director determines that Special Circumstances warrant the Registration.
- 4.9 ACBT or Partner Provider students should familiarize themselves with the Refunds Policy in regard to financial penalties. See: <http://www.acbt.net/policies>
- Withdrawal from a Unit before close of business on Friday, Week 4. The Unit is removed from the academic record and no academic penalty is incurred.
- 4.10 Students may appeal against financial and/or academic penalties incurred, where there are extenuating or unforeseen circumstances resulting in their withdrawal. Refer to the *Complaints and Appeals Policy* at <http://www.acbt.net/policies>

### **Continuity of Enrolment**

- 4.9 A Student is deemed to be Currently Enrolled from the date on which the student has undertaken the Registration requirements for a given Study Period until the release of that Study Period's Results, unless:
- the Student has been granted approval to Defer for one Study Period;
  - ACBT Terminates or Suspends the Student's Enrolment or Excludes the Student in accordance with the provisions of this or other ACBT policies; or

- c) the Student has completed all requirements of a Course and is eligible to Graduate.

### **Completion within Course Duration**

- 4.10 Students are required to complete their Course of Study within the duration specified on their Confirmation of Enrolment (CoE). Exceptions to this are outlined in the *Enrolment Procedures*.

**Study Load**

- 4.11 A Student's Study Load for Foundation and Diploma Programs is determined by the Credit point value for the courses in which the student is enrolled when compared to the standard Course load for a trimester.
- 4.12 A full-time Student is one who is Registered in Units totaling at least 75% of a standard full-time academic load in any Study Period.
- 4.13 A part-time Student is one who is Registered in Units totaling less than 75% of a standard full-time academic load in any Study Period.
- 4.14 A part-time Study Load is generally only available to Domestic Students.

**Pre-requisites**

- 4.15 It is the Students' responsibility to ensure that Pre-requisite and Co-requisite conditions are satisfied when adding a subject to their Enrolment.

**Students with Disabilities**

- 4.16 ACBT is committed to providing equal opportunities for Students with Disabilities and promotes strategies to develop a flexible teaching and learning environment able to meet the needs of a diverse range of Students.
- 4.17 ACBT requires students to provide information (including medical or other professional advice) regarding the nature of their disability and special needs during the Admissions and Enrolment processes.

**Students and Transfer of Provider requests**

- 4.18 When applying to study with ACBT, potential students are provided with a range of information outlining entry requirements, Course structures and articulation Pathways. As such, requests for Transfer will take into consideration the range of information provided to prospective Students prior to the Application and Enrolment at the College.
- 4.19 All requests by Students to Transfer to ECC from another Provider, will be determined with reference to the *ESOS Act 2000* and related legislative instruments and ACBT *Enrolment Procedures*.

**5. ACCOUNTABILITIES AND RESPONSIBILITIES:**

- 5.1. The **Academic Director / Associate Principal** is responsible for approving variations to Enrolment and/or Study Load.
- 5.2. **Academic Program Coordinators** are responsible for monitoring Student Study Loads in alignment with this Policy and communicating with Students identified as not adhering to the Policy.
- 5.3. The **Admissions Manager** is responsible for issuing and assessing CoE extensions.
- 5.4. All **Staff** and **Students** are required to comply with the content of this Policy and to seek guidance in the event of uncertainty as to its application.

### 6. RELATED DOCUMENTS:

6.1. This Policy is supported by the *Enrolment Procedures*.

6.2. Relevant to this Policy are the following:

*Academic Progression Policy*

*Admissions Policy*

*Credit and Recognition of Prior Learning (RPL) Policy*

*Fitness to Study Policy*

*Student Conduct Policy*

6.3. This Policy was developed in line with requirements set out in:

*Education Services for Overseas Students (ESOS) Act 2000*

[National Code of Practice for Providers of Education and Training to Overseas Students](#)

[Higher Education Standards Framework \(HESF\)](#)

[Australian Qualifications Framework \(AQF\)](#)

[AQF Qualifications Pathway Policy](#)

*ACBT-ECC Educational Services Agreement*

### 7. CONTACT INFORMATION:

For queries relating to this document please contact:

<b>POLICY OWNER</b>	Academic Director / Associate Principal
<b>ALL ENQUIRIES CONTACT:</b>	Quality and Compliance Manager
<b>TELEPHONE:</b>	011 2565595
<b>EMAIL ADDRESS:</b>	

### 8. APPROVAL HISTORY:

<b>POLICY APPROVED BY:</b>	Academic Council / Senior Management Group
<b>DATE POLICY FIRST APPROVED:</b>	June 2017
<b>DATE LAST MODIFIED:</b>	June 2022
<b>REVISION HISTORY:</b>	June 22. Adoption of a principle-based approach to policy.
<b>NEXT REVISION DUE:</b>	October 2023