

Change of Enrolment Policy and Procedure

Supporting plans, policies and procedures	<ul style="list-style-type: none"> • Admissions and Enrolment Policy and Procedure • Student Complaints and Appeals Policy and Procedure • Credit and Recognition of Prior Learning Policy and Procedure • Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework Policy • Student Refund Policy and Procedure • Student Support, Welfare and Wellbeing Policy and Procedure • Academic Progression and At Risk Student Policy and Procedure • Student Refund Policy and Procedure • Assessment & Moderation Policy and Procedure • Learning and Teaching Policy • Marketing and Student Recruitment Policy • Conferral of Awards and Graduation and Academic Documentation Policy • Non-Academic Misconduct Policy and Procedure • Academic Integrity Policy and Procedure
Related legislation and references	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Version	2.0
Approved by	Academic Board
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Document Review	This document is to be reviewed every two years at a minimum from the date of final approval.

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by CEO	
1.0	Reviewed and approved by the Academic Board via email circulation on 11 March 2022	Minor grammatical and structural changes made
2.0	Reviewed and approved by the Academic Board on 14 June 2022	Updates made following the response to the TEQSA Request for Information (REQ06238)

Background and Scope

This document outlines the requirements and processes for the variations of enrolment of students (both domestic and international students) into all MIHE courses.

Purpose

The purpose of this policy is to provide information on options the students have to vary their enrolment and the processes students need to follow to vary their enrolment.

Definitions

Refer to Glossary of Terms.

Policy

MIHE's changes to enrolment processes must be transparent, fair, consistent, and equitable and ensure that enrolment documentation is accurate and authentic.

Enrolment

MIHE offers one course, the Bachelor of Business (Marketing) which is a three-year degree for full time students (with three trimesters per year). The Course requires 24 units to be completed with each unit worth 10 credit points. Students require a minimum of 240 credit points to be awarded the Course. Refer to the Course Proposal or Student Handbooks for details.

Unit Enrolment

Students are required to nominate the selection of units for each trimester in accordance with the course requirements. It is the student's responsibility to ensure that the selection of units conforms to the requirements of the Course. MIHE will assist students to enroll if impediments preventing the students from enrolling and MIHE will monitor and manage classes.

International students must comply with the study load requirements specified in their Confirmation of Enrolment (CoE). The maximum enrolment for any student will normally be restricted to 30 credit points per trimester (three units per trimester). Students may enrol in more than three units only if approved by the Dean. Consideration for enrolling in more than three units may include failing a unit which is a prerequisite for a later unit or left with only one more unit to graduate the course. The standard and expected enrolment for a full-time student is 80 credit points in an academic year. Students are not permitted to undertake more than the minimum number of credit points required to complete their degree without the approval of the Dean.

Enrolment Deferral

Successful applicants may defer their enrolment in MIHE courses, but the deferment period must not exceed one year. They must apply to the Dean in writing of their intention to defer the commencement of course. The Dean will determine and communicate to the applicants the process, terms and conditions of any deferment. In case of refusal of an application, the Dean will inform the student in writing outlining the reason(s) and the student's right to appeal.

Suspension or Termination of Enrolment

When students are suspended or terminated, they will not be allowed to attend classes or tutorials. The reasons for suspension or termination could be for academic or other disciplinary reasons which may include but not limited to:

- False or misleading information provided by the student;

- Failure to obtain a waiver from unit prerequisites;
- Unsatisfactory academic progress;
- Failure to pay fees and other charges;
- Academic or non-academic misconduct;
- Cancellation of unit due to low student enrolment or unavailability of teaching staff.

Census Date

The Census Date will be the last date in which a student may withdraw from a unit without any academic penalty. The Census Date will be 21 days after commencement of the unit. Domestic students will not incur a debt or financial penalty if they withdraw prior to the Census Date. International students may be liable for fees and financial penalties if they withdraw after unit commencement and prior to the Census Date depending on their Student Agreement and the Student Refund Policy and Procedure.

Waiver to Prerequisite Units

Units that have a prerequisite unit can only be enrolled in by students that have achieved a minimum pass grade for the prerequisite unit(s). The Dean may waive this requirement under exceptional circumstances which will be assessed on a case-by-case basis.

Withdrawal from unit(s) or course

Students that withdraw from a unit or the course:

- on or prior to the Census Date will not incur an academic penalty (units withdrawn from on or prior to the Census Date will not appear on a student's Academic Transcript).
- after the Census Date will incur an academic penalty (the units that they withdraw from after the Census Date will appear on their Academic Transcript as Withdrawn (W) in accordance with the Assessment & Moderation Policy and Procedure).

Students that withdraw from a unit after the Census Date shall be deemed to have failed that unit unless there are specific circumstances which are assessed and approved by the Dean.

Leave of Absence

Students wishing to be absent from class for 5 or more consecutive days during the trimester may be required to take leave of absence. Leave of Absence may be granted if the Dean is satisfied that the Leave of Absence is justified under specific circumstances not related to the student's academic ability or diligence.

Change of Enrolment Procedure

The change of enrolment procedure is described in the table below.

Items	Description and Notes
1. Deferral	<ul style="list-style-type: none"> • Students intending to defer must notify in writing through email to the Dean as soon as possible that they are not intending to commence their studies at the date indicated on the CoE. They must also indicate when they would be most likely to commence. • MIHE may defer the enrolment of a student if it believes there are compassionate or compelling circumstances. Any student intending to defer their studies is required to provide evidence to show compassionate or compelling circumstances. <p><i>Compassionate or compelling circumstances are usually those beyond the control of the international student and which have an impact upon the international student's course progress or wellbeing. These could include, but are not limited to:</i></p> <ul style="list-style-type: none"> ○ <i>serious illness or injury, where a medical certificate states that the international student was unable to attend classes;</i> ○ <i>bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);</i> ○ <i>major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the international student's studies;</i> ○ <i>a traumatic experience, which could include:</i> <ul style="list-style-type: none"> ▪ <i>involvement in, or witnessing of a serious accident; or</i> ▪ <i>witnessing or being the victim of a serious crime, and this has impacted on the international student (these cases should be supported by police or psychologists' reports)</i> ○ <i>where the registered provider was unable to offer a pre-requisite unit, or the international student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.</i> <ul style="list-style-type: none"> • Students will be advised that deferral may have an impact on their student visa. • Students must be advised that, if deferral is granted, they will need to seek advice from the Department of Home Affairs on the potential impact on their student visa. • Students must be advised that, if deferral is granted, MIHE will report the change to the international student's enrolment through PRISMS (under section 19 of the ESOS Act). • Once the completed request has been received, it will be processed within 14 business days. • The Dean will determine and communicate to the applicants the process, terms and conditions of any deferment. • Revised Letter of Offer and CoEs will be issued by Student Administration Staff as appropriate and the new documentation will be sent to the student. • In case of refusal of an application, the Dean will inform the student in writing outlining the reason(s) and the student's right to appeal. • Student Administration Staff will record the deferral request, supporting documents, outcome, revised Letter of Offer and CoEs in the Student Management System.

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	<ul style="list-style-type: none"> • Student Administration Staff will report The Department of Home Affairs of student's deferral via PRISMS. • All correspondence will be recorded in the Student Management System.
2. Leave of Absence	<ul style="list-style-type: none"> • To apply for leave, students must complete the Leave of Absence Form, attaching all supporting documents to ensure the approval process runs smoothly. • These applications will be assessed by the Dean on a case-by-case basis and the student will be notified of the outcome within 14 business days of receiving the application. • Leave of Absence may be granted if the Dean is satisfied that the Leave of Absence is justified under specific circumstances not related to the student's academic ability or diligence. • If a student needs to be absent for an extended period and is unable to maintain their academic progress, they should discuss suspending their studies with the Dean.
3. Withdrawal	<ul style="list-style-type: none"> • Students are advised to discuss this request with Student Administration Staff prior to submitting the application. • Student may apply to the Dean for withdrawal without academic penalty, which may be granted if the Dean is satisfied that the cancellation is justified under specific circumstances not related to the student's academic ability or diligence. • These applications will be assessed by the Dean on a case-by-case basis and would consider the following as potential acceptable grounds for granting withdrawal without academic penalty: <ul style="list-style-type: none"> ○ Serious health issue or personal trauma since the Census Date. Students will need to provide evidence of the health issue or trauma, such as medical or counsellor certificates. ○ Demonstrable change in personal circumstances since the Census Date as supported by personal declaration by way of a signed Statutory Declaration and other independent and professional documentation (such as medical certificate) and supporting evidence (such as severe financial stress, severe illness or demise of an immediate family member, etc.). • Withdrawal requests will be processed within 14 business days of receiving a complete application. • Student Administration Staff will check for any outstanding fees or Library dues. Student Administration Staff will also check for any special arrangements or issues recorded in the Student Management System. • Withdrawal requests may be refused if the student has not completed six months of their principal course or if there are outstanding fees. • Student Administration Staff will cancel the enrolment according to the date on the withdrawal form, in the Student Management System and via PRISMS. The withdrawal form will be kept in the Student Management System. • Student Administration Staff will revoke student's access to MIHE premises and facilities.
4. Suspension, Termination or Cancellation	<ul style="list-style-type: none"> • Students will be informed in writing of MIHE's intention to suspend or cancel their enrolment including the reason(s) for the decision. The advice must include information for the student that: <ul style="list-style-type: none"> ○ cancellation may have an impact on their student visa ○ the student has 20 business days in which to access the appeals process ○ useful information is available on the Department of Home Affairs website and through the helpline. • Students will be advised on their avenues to appeal the decision.

	<ul style="list-style-type: none">• Students must be advised that if suspension or cancellation action is taken, they will need to seek advice from the Department of Home Affairs on the potential impact on their student visa.• Students must be advised that if suspension or cancellation action is taken, MIHE will report the change to the international student's enrolment through PRISMS (under section 19 of the ESOS Act).• MIHE will not terminate the student until the internal Appeals process is completed unless extenuating circumstances relating to student welfare apply.• Student Administration Staff will finalise the cancellation within 14 business days of appeal period passing or if any appeal findings are in favour of the original decision to cancel.• Students who access external appeals have 10 business days to provide Student Administration Staff with evidence of having accessed the external appeals process after being advised that their internal appeal was unsuccessful.• Students do not need to be enrolled during the external appeals process and their cancellation may be reported to the Department of Home Affairs.• Student Administration Staff will report The Department of Home Affairs of student's enrolment cancellation via PRISMS.• All correspondence will be recorded in the Student Management System.
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Returning Students

All students returning after an approved leave of absence or suspension of studies must contact MIHE Student Administration Staff to confirm their re-enrolment no later than 10 business days before commencement of the trimester.

Fees and charges (including withdrawal from Courses)

The MIHE Student Handbooks outline the fee structure for all MIHE courses. The Student Handbooks also contain all relevant information regarding details of what and how fees are payable, potential changes to fee structure, the procedure for applying for a refund of fees on withdrawal (if any). For details refer to the Student Refund Policy and Procedure.

Privacy and Confidentiality

MIHE will ensure that the rights of all students to privacy and confidentiality are respected by all staff, including those with special needs or those who seek counselling or advocacy support. Students' personal information will be appropriately secured against unauthorised access or disclosure in accordance with its Privacy Policy.

Complaints and Appeals

Students may at any time, appeal a decision of MIHE. The processes for student appeals are detailed in the *Student Complaints and Appeals Policy and Procedure*.