

Title	Enrolment Policy
Category	Academic
Version	v1.0
Approval Authority	Academic Board
Policy Owner & Contact	CEO & Dean or delegate
Approval Date	3/04/2025
Renewal Date	2 years after the Approval Date
Review Date	3 months prior to the Renewal Date
Related Churchill Institute Documents	Student Academic Progress and Course Completion Policy Admissions Policy Advanced Standing Policy Student Grievances and Academic Appeals Policy Student Fees Policy <i>Replaces and rescinds the Deferral, Suspension & Cancellation Policy, and is effective for the semester after the approval date.</i>
HESF 2021 Standard	1.3, 2.2, 5.3, 6.3, 7.2. 7.3
National Code (2018) Standards	3, 9, 10.
External Legislation	N/A

1 PURPOSE

- 1.1 The purpose of this policy is to outline the principles and policy for the enrolment of students at Mpika Holdings Pty Ltd (ACN 612 507 141) trading as Churchill Institute of Higher Education (Churchill Institute / the Institute / CIHE).

2 SCOPE

- 2.1 This Policy applies to all students and all staff involved in the student enrolment process at Churchill Institute.

3 DEFINITIONS

- 3.1 **Academic Calendar:** means a schedule published every year no later than three b(3) months prior to the commencement of semester 1 that specifies the number of semesters offered each year; the semester start and end dates, orientation dates, census dates, examination period dates and other related dates and information.
- 3.2 **Cancellation of Enrolment** means when a student's enrolment and place in the course is cancelled by CIHE due to misbehaviour, poor academic progress / attendance; failure to enrol for a semester of study without an approved deferment or suspension of enrolment and / or failure to pay tuition fees.
- 3.3 **Census Date:** is the final date for a student to withdraw from a unit of study or discontinue their enrolment in the course without academic penalty. Refer to the Refunds schedule in the Student Fees Policy for eligibility of any refunds payable for withdrawal by the census date
- 3.4 **Compassionate or compelling circumstances** means when a student has a serious illness or injury, supported by current medical evidence that includes the expected duration / recovery time of the illness or injury; bereavement of close family members (parents, siblings, or grandparents (where possible a death certificate should be provided); major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the (international) student's studies; a traumatic experience, which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, which has impacted the (international) student and supported by evidence whenever available).
- 3.5 **Compulsory Semester(s):** means semesters 1 and 2 that commence on a Monday (or Tuesday if the Monday is an Australian or NSW public holiday) on the months of March and August, respectively. The Institute may offer a third semester (semester three [3]) that commences on a date in November each year.
- 3.6 **CoE** means Confirmation of Enrolment. It is a one-page document issued to international students after they have accepted an Offer of Admission and paid the deposit for their course: and comprises the course name, Course and provider CRICOS Codes, the Course Start and End Date, amongst other details.

- 3.7 **Defer(ral)** means when a student requests and the Institute approves for the student to defer the commencement of their course until after the course Start Date. Deferral requests will only be considered when the student can demonstrate compassionate or compelling circumstances that prevent them from commencing their course; and if approved, the student must enrol in the next intake semester.
- 3.8 **Enrolment:** the process by which a student selects and registers for units offered as part of their course each semester.; or when the Institute pre-enrols students based on their study load requirements and course planners. Students are financially and academically liable for units they remain enrolled in after the census date for the semester.
- 3.9 **Extraordinary circumstances** mean circumstances that are beyond the control of the student that occurred unexpectedly; and that are not considered as normal or usual.
- 3.10 **Institute** means Churchill Institute of Higher Education.

4 PRINCIPLES

- 4.1 The Churchill Institute of Higher Education shall:
- 4.1.1 provide students with transparent, accurate and timely enrolment information at their orientation and for every semester thereafter; and shall publish this policy on the Institute's website.
 - 4.1.2 provide students with contact information and access to staff for advice on completing their enrolment each semester .
 - 4.1.3 provide enrolment rules to manage students' progression through the course; student requests for deferral and suspension of enrolment (leave of absence); failure to enrol by the due date; or when a student has not made academic progress and / or fails to pay outstanding fees.
 - 4.1.4 provide software for online enrolment that mitigates the risk of cyber-attacks and data theft, which is also is user-friendly, efficient and continuously open for students to enrol during the enrolment periods.
 - 4.1.5 cap enrolments in identified classes to maintain benchmarked student:staff ratios and to facilitate enhanced levels of student participation and engagement.
 - 4.1.6 In principle, not offer a unit where there are less than ten (10) enrolments unless that unit is required for students' course progression and completion purposes.

5 ENROLMENT POLICY

5.1 Enrolment Load

- 5.1.1 Domestic students may enrol in either a full-time or part-time study load; and international students must enrol in a full-time study load, unless the Institute approves a load reduction as an academic intervention strategy and / or due to the student demonstrating compassionate or compelling circumstances.

- 5.1.2 International students who are approved a load reduction for a semester are still required to complete their course by their CoE Course End Date; and will need to study in semester 3 to complete eight units in one year.
- 5.1.3 A full-time enrolment load requires the completion of 8 units totalling 80 credit points or the equivalent of 1 EFTSL per year, as outlined in the course structure.
- 5.1.4 A student may enrol in five (5) units a semester if they attained a grade of Pass (P) or higher in 4/4 units in the prior semester; and a student may not enrol in more than five (5) units a semester.
- 5.1.5 To maintain enrolment in the course, an international student must enrol in eight (8) units per year (or equivalent) and a domestic student must enrol in at least four (4) units per year (or equivalent) to complete their course within the permissible part-time completion period.

5.2 Enrolment Dates

- 5.2.1 Enrolment will open for each semester either on the same day or shortly after student results are released for the prior semester.
- 5.2.2 Students who are eligible to sit a Supplementary Examination for a unit must enrol in the unit for the current semester. Should the student pass the supplementary examination (results are released before the census date) the student's enrolment in the unit will be withdrawn and the student will need to enrol in an additional unit to maintain a full-time study load.
- 5.2.3 This Institute will either enrol students in units each compulsory semester based on their study load requirements and study plans; and pending software availability, students may be directed enrol themselves in units.
- 5.2.4 The CEO & Dean or delegate may approve students to enrol until the end of week 1 but only when CEO & Dean or delegate determines the student and / or market has demonstrated extraordinary circumstances that hindered on time enrolment.
- 5.2.5 Enrolment after week 1 will not be permitted unless approved by the CEO & Dean or delegate; and only when the student can demonstrate extraordinary / compassionate or compelling circumstances, and that the late enrolment does not place the student at unnecessary academic risk.

5.3 Availability of Units

- 5.3.1 The Institute shall make enough units available each semester to accommodate students studying a full-time study load.
- 5.3.2 In semester 3, a reduced number of units will be offered that will be determined based on student progression requirements and other factors.

5.4 Variation of Enrolment

- 5.4.1 Students may apply to change or add units until the published enrolment closing date each semester based on their course structure and / or as approved by their Course Coordinator.

- 5.4.2 Permission to change or add units may depend on course progression requirements and class availability.
- 5.4.3 For international students, withdrawal from individual unit(s) (other than changing units) which results in the reduction of a full-time study load, may only be permitted when the student has been placed on a reduced study load as an academic intervention strategy or for verified compassionate or compelling reasons.

5.5 Course Transfers

- 5.5.1 A student may be permitted to transfer from one course to another course offered by the Institute when:
 - 5.5.1.1 The student has successfully completed at least one semester of the course they are currently enrolled in;
 - 5.5.1.2 The designate course is CRICOS approved (for international students); and the admissions criteria (academic, English language and any other criteria of the designate course are the same as the student's current course); or a separate Application for Admission will be required.
 - 5.5.1.3 The designate course has not reached its enrolment quota (if applicable)
 - 5.5.1.4 The designate course is at the same AQF level as the student's current course; or when the designate course is offered within the same nested award as the current course, it is at the same or one AQF level higher than the student's current course.
 - 5.5.1.5 Approving the student to transfer into the designate course is unlikely to cause unreasonable risk to the student and/ or the Institute.
- 5.5.2 Subject to meeting the requirements 5.5.1 above and the Ater approval of the CEO & Dean or delegate, the student must be notified the course transfer has been approved and the notification must include (if applicable)
 - 5.5.2.1 If the student was awarded advanced standing in the current course, the student accepts they may not receive the same amount of advanced standing (credit) in the designate course due to differences in unit offerings between their current and designate course.
- 5.5.3 If a course transfer is declined, it will be because the student did not meet the requirements of 5.5.1 above; or other reasons and the student must be advised in writing of the decision and the reasons.
- 5.5.4 When a course transfer request is not approved, the student may submit an academic appeal per section 7 of this policy.

5.6 Repeating Units

- 5.6.1 When a student receives a Fail (F) or Fail Non-Submission (FNS) grade for a compulsory unit in their course, the student is required to repeat the unit (including all assessments) and pay the tuition fee for the unit.
- 5.6.2 A student shall not be permitted to enrol in a unit after they have attempted it two (2) times.
- 5.6.3 After two (2) enrolment attempts of the same unit, the CEO & Dean or delegate may approve a unit substitution for the student.
- 5.6.4 When a unit substitution is approved, the student shall be advised in writing of any implications for the professional accreditation and recognition of their course by any accrediting / registration authority that may apply.
- 5.6.5 If the student is in their final semester of enrolment and has otherwise passed all other units required to complete their course, the CEO & Dean may approve an academically defensible alternative assessment (such as a *viva voce* or similar) to support the student's course completion; unless the professional accreditation of course prohibits such assessments.

5.7 Withdrawal from a Course

- 5.7.1 Students may withdraw permanently from the course, without academic penalty, by the census date.
- 5.7.2 A withdrawal of enrolment in a course is permanent and the student's place in the course will be cancelled.
- 5.7.3 The student will need to submit another Application for admission to be considered for re-admission at a future date.
- 5.7.4 Re-admission is *not* guaranteed and is based on the Admissions Policy.
- 5.7.5 International students must be enrolled for at least six (6) months from the Course Start Date to withdraw from the course; and
 - 5.7.5.1 if enrolled for *less than six (6) months from the course Start Date*, students will require a Release Letter from the Institute that will only be issued based on compassionate or compelling circumstances experienced by the student (with supporting evidence); and
 - 5.7.5.2 the student will also be required to provide an Offer of Admission or CoE from the designate higher education provider to a course at the same AQF level.
- 5.7.6 Any refund of tuition fees a student may be owed due to withdrawing from the course will be paid per the timing of the request as outlined in the Refund Schedule of the Student Fees Policy.

5.8 Deferral of Course Commencement

- 5.8.1 Deferral of the Course Commencement applies to both domestic and international students.

- 5.8.2 A student who has formally accepted their Offer of Admission may be permitted to defer the commencement of their course and enrolment in units until the next intake semester, which shall only be considered:
- 5.8.2.1 when the student makes the request before the semester start date and can evidence compassionate or compelling circumstances with appropriate evidence to the satisfaction of the CEO & Dean, or delegate; or
 - 5.8.2.2 in the unlikely event the Institute is unable to offer the course from the semester commencement date, the Institute shall notify all students with the revised commencement date.
- 5.8.3 When a Deferral of Course Commencement is approved by the CEO & Dean, or delegate, the student shall be notified in writing:
- 5.8.3.1 That the approval to Defer the Course Commencement and until the next intake semester has been approved and is approved *once* only.
 - 5.8.3.2 Any subsequent request(s) to defer the commencement of the course shall usually not be approved under any circumstances; or only in the unlikely event the Institute is unable to offer the course at the next intake semester.
 - 5.8.3.3 For international students, approved course deferral shall also result in the update and reissue of their Offer of Admission and CoE with the amended course start and end dates, which may have implications for their student visa. It is the student's responsibility to make enquiries with the Department of Home Affairs accordingly.
 - 5.8.3.4 Any fees already paid by the student that may be refundable to the student and / or may be held on credit due to an approved course deferral will be determined in accordance with the Student Fees Policy.
 - 5.8.3.5 Commencing (new) students who are not approved for Deferral shall be provided he reasons in writing; and may either:
 - 5.8.3.5.1 commence the course at the original Course Start Date; or
 - 5.8.3.5.2 may appeal the decision per section 7 of this policy for compassionate or compelling reasons only; where the student will retain their place in the course until the internal appeal is determined and notified as either dismissed or upheld; and
 - 5.8.3.5.3 if the appeal is dismissed, the student's place in the course will be cancelled
 - 5.8.3.6 The readmission of a student whose place in the course has been cancelled is not guaranteed and shall be determined in accordance with the Admissions Policy.
 - 5.8.3.7 Continuing students are ineligible for Deferral and must instead apply for a suspension of enrolment (Leave of Absence).

5.9 Suspension of Enrolment (Leave of Absence)

- 5.9.1 Continuing students may apply for a suspension of enrolment, which may be for a short period, or the duration of the semester based on compassionate or compelling circumstances only.
- 5.9.2 A short period suspension will not be entered into the student's academic record, but their attendance will be adjusted accordingly; and the student will be supported by Unit Coordinators who, for any assessments due during the suspension period (except the final examination), will extend the due dates for a reasonable period.
- 5.9.3 A whole semester suspension of enrolment will be recorded as Leave of Absence (LOA).
- 5.9.4 Continuing students may apply to suspend their enrolment and take LOA by the course start date and no later than the census date for the semester based on compassionate or compelling circumstances that are acceptable to the CEO & Dean or delegate.
- 5.9.5 For domestic students a maximum of two (2) Leave of Absence periods (semesters) may be taken separately or consecutively *after* they have completed their first semester of their course of study.
- 5.9.6 For international students, a maximum of one (1) semester as Leave of Absence may be taken *after* they have completed at least one semester of their course; and if approved, the student will be advised that taking LOA will likely require an extension of the student's CoE course End Date, which may have implications for their student visa. It is the student's responsibility to make enquiries with the Department of Home Affairs about their student visa when their CoE End Date is extended.
- 5.9.7 Commencing students wishing to defer the commencement of their course and semester 1 enrolment are to apply for a *Deferral of Course Commencement* per section 5.8 of this policy.

5.10 Recommencement after an approved Suspension of Enrolment (Leave of Absence)

- 5.10.1 The Institute will contact all students approved for Leave of Absence at the conclusion of the applicable semester with advice to enrol for the next applicable semester.
- 5.10.2 If a student does not return and re-enrol in the next applicable semester, they will be issued a Notification to Cancel their Enrolment and place in the course (section 5.11.4 also applies).

5.11 Enrolment: Students at Academic or Financial Risk

- 5.11.1 Students identified as being at "academic risk" may be placed on a reduced study load by the Institute for one or more semesters.
- 5.11.2 Students identified as being "at risk" due to unpaid fees may enrol in the next semester units but will also be sent a Notification to Cancel their Enrolment per the Student Fees Policy .

- 5.11.3 A student issued Notification to Cancel their Enrolment for failure to make academic progress or for non-payment of fees will remain enrolled in units for the current semester pending the decision outcome of an appeal (if lodged by the student within 20 working days of the issue of the intention to cancel notice).
- 5.11.4 The Institute shall not cancel the student's enrolment for any reason until the internal appeal process has been exhausted (when accessed on time) and the appeal decision is unsupportive of the student
- 5.11.5 The Institute will only reinstate a cancelled student's place in the course based on the successful outcome of an external appeal they may submit.

5.12 Failure to Enrol

- 5.12.1 when a student has not been approved for a Course Deferral or Leave of Absence for the semester they are required to study units in semesters 1 and 2; and in semester 3 if required to finish their course by the Course End Date
- 5.12.2 when a student has not enrolled in units / presented for class if pre-enrolled for a compulsory semester or semester 3 (if required) by the enrolment or specified deadline, the student will be issued a Notification to Cancel their Enrolment.
- 5.12.3 late enrolment will not be considered unless the student a) responds in writing to the notification to cancel their enrolment within 20 working days of its issue date; and b) can evidence extraordinary or compassionate or compelling circumstances that prevented them from enrolling by the enrolment deadline / presenting for class, which is at the discretion of the CEO & Dean or delegate to accept; and.
- 5.12.4 the CEO & Dean or delegate shall determine if approving the late enrolment would place the student at unreasonable academic risk based on the timing of the request and the student's academic history (grades) and any other applicable factors.
- 5.12.5 The student may appeal the decision to decline a request for late enrolment in accordance with section 7 of this policy.

6 PROCEDURES

- 6.1 The procedures (process) for pre-enrolment by the Institute or to guide students in how to enrol in units each semester with staff contact details and dates, shall be published and communicated directly to students in advance of each semester.

7 APPEALS

- 7.1 A student may submit an academic appeal if they are dissatisfied with a decision outcome regarding their enrolment per the Student Grievances and Academic Appeals Policy.

8 RESPONSIBILITIES

8.1 Governance Responsibilities

- 8.1.1 The Academic Board is the Approval Authority for this policy and has associated academic governance responsibilities.

8.2 Operational Responsibilities

- 8.2.1 The CEO & Dean or delegate is the Owner of this policy and is responsible for its implementation and review.

8.3 Students' Responsibilities

8.4 Students are responsible for:

- 8.4.1 Presenting for class when pre-enrolled by the Institute or for enrolling in semesters 1 and 2 for each year of their course, unless the CEO & Dean or delegate has approved a course deferral or suspension of enrolment; or has specified they must also enrol in semester 3 to complete their course by their CoE End Date;
- 8.4.2 planning and understanding their course sequence and structure to meet all course completion requirements; and contacting their Course Coordinator or Student Services for advice.
- 8.4.3 Advising the Institute of any changes to their personal details and contact information within seven (7) days of the change .
- 8.4.4 informing the Institute of any circumstances when they occur that may prohibit their enrolment by the specified deadline.
- 8.4.5 paying their fees in full by the payment due date, and as otherwise applies per the Student Fees Policy.
- 8.4.6 submitting the required documentation by the specified date(s) when applying for Deferral of Course Commencement, Suspension of Enrolment or withdrawal from a course or unit, with supporting documentation, where applicable.

9 APPROVAL AND REVIEW DATE

- 9.1 This policy is effective (in-force) for two (2) years from the date of approval by its Approval Authority unless the Approval Authority specifies otherwise; and will be reviewed at least 3 months prior to its Renewal Date or earlier as recommended by its Owner.

10 PUBLICATION RULE

- 10.1 This Policy will be published internally and externally.

11 VERSION CONTROL

Version	Approver	Date	Details
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v0.1	Academic Board	3/04/2025	Draft for Academic Board Approval
v1.0	Academic Board	3/04/2025	Draft (v0.1) approved without amendments.

12 BENCHMARKING

1.1 The below policies were benchmarked when creating this policy:

12.1.1 [Macquarie University: Enrolment Policy](#)

12.1.2 [Charles Sturt University \(CSU\): Enrolment and Fees Policy](#)