



VARIATION TO ENROLMENT POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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Higher Education Standard	HES_1.1.2c; 6.3.2.a; 7.2.2c&d		
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1. PURPOSE

To establish the implications, both financially and academically, for students varying their enrolment by adding, substituting, or withdrawing from units(s).

2. DEFINITIONS

Key Term - Acronym	Definition
Administration Date	The date by which students are expected to have finalised their enrolment. Up to and including that date units may be added or removed for the semester without financial or academic penalty.
Census Date	The date on which enrolment in a unit becomes effective and students become financially liable for the unit. For semester-length units , the Census Date is normally 15 or 31 March for Semester 1 and 15 or 31 August for Semester 2. For all units , including those taught in intensive mode, the Census Date must be no less than 20% of the period from the commencement of the unit to the final date for completion of assessment tasks.
Variation to Enrolment Fee	An administrative charge that can be charged to enrol in units after the Administration Date.

3. SCOPE

This policy applies to all students enrolled Education, Counselling or Chaplaincy and Spiritual Care at Morling College.

This policy takes into account the Higher Education Provider (HEP) Guidelines (16 September 2013) under Higher Education Support Act 2003 and the Education Legislation Amendment (Provider Integrity and Other Measures) Act 2017.

4. POLICY STATEMENT

After initial enrolment in an academic period a student may apply to add a unit, substitute one unit for another, or withdraw from a unit of study. The implication of will depend on the timing of the variation in the teaching period of the unit(s). The relevant dates are published on the Morling College website before enrolments open for each academic year.

5. PRINCIPLES

Student Responsibility

- 5.1 It is the student's responsibility when deciding to vary their enrolment to understand the implications on the length of candidature and timeframes required to complete their award.
- 5.2 Students are responsible for being aware of the specific dates that apply to their enrolment in units of study. Dates that apply to units offered in Intensive and Semi-intensive mode may be different to regular semester-long units of study.
- 5.3 Students are responsible for ensuring that any specified pre-requisites or co-requisites are met when applying for a Variation to Enrolment. The College may cancel a student's enrolment in a unit if the specified requirements for enrolment in the unit have not been met.
- 5.4 International students studying in Australia must be aware that there may be student visa consequences for students who drop below a full-time load.

Addition or subtraction of Units

- 5.5 A student may apply to add a unit, or withdraw from a unit, before 5pm on the Administration Date (AEST) and incur no financial or academic penalty.
- 5.6 A student would not normally be allowed to add a unit after the Administration Date.
- 5.7 Any application for the addition of units after the Administration Date would only be allowed where the lecturer or Faculty Dean is of the opinion that s/he can reasonably support late commencement in the unit. Any application must be approved by the Director of Student Services.

Withdrawal of units

- 5.8 Students may withdraw from units any time during the period of study. However, financial and/or academic penalties may apply depending on the date of withdrawal. Refer to **Fee and Academic Implications** below for details.

Special Circumstances

- 5.9 In some instances, “special circumstances” may be deemed to apply to a student’s situation. Students seeking to withdraw from a unit of study after the Census Date due to Special Circumstances should apply for a Tuition Fee Refund (TFR; formerly known as ‘Compassionate Withdrawal’ [CW]). This allows withdrawal without academic or financial penalty. See the Special Circumstances Policy: Education; Counselling, Chaplaincy and Spiritual Care; the Compassionate Withdrawal Policy: Education; Counselling, Chaplaincy and Spiritual Care; and the Refund of Tuition Fees and Re-Crediting of FEE-HELP Debt Policy: Education; Counselling, Chaplaincy and Spiritual Care.

Fee and Academic Implications

Administration Date

- 5.10 MC reserves the right to charge a Variation to Enrolment Fee for the addition of any unit after the Administration Date. No administrative fee is charged for Withdrawing from a unit.

Census Date

- 5.11 Withdrawal from a unit up to 5pm on the Census Date will receive a full refund and incur no academic penalty.
- 5.12 Withdrawal from a unit after the Census Date will receive no refund and will be awarded a result of Fail Withdrawn (FW) or Fail (F).
- 5.13 If ‘special circumstances’ apply and a student is approved for a Tuition Fee Refund/Compassionate Withdrawal (see Compassionate Withdrawal Policy: Education; Counselling, Chaplaincy and Spiritual Care), they may withdraw after the Census Date without financial or academic penalty and will be awarded a Withdrawn (W) result.

6. RELATED DOCUMENTS AND LEGISLATION

Compassionate Withdrawal Form

Variation to Enrolment Form

[Education Legislation Amendment \(Provider Integrity and Other Measures\) Act 2017](#)

[Higher Education Provider \(HEP\) Guidelines under the Higher Education Support Act 2003](#)

[Student Visa Conditions](#)

HES_1.1.2.c; 6.3.2.a; 7.2.2.c and d.

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
4.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords. Responsible officer and contact updated. Changed 5.7 to approval by Director of Student Services
4.00	Academic Board	16 September 2020	16 September 2020	Removed reference to Withdrawal date. Change to 5.7 approval by Registrar. CW changed to TFR. 5.4 Changed immigration to Student Visa. 5.9 Added Tuition fee refund (TFR) 5.10 and 5.13. Added: No administrative fee is charged for Withdrawing from a unit.
3	Academic Board	4 March 2020	4 March 2020	Added Compliance references. Amended to ensure clarity and to reflect the change in the Administration Date. Removed reference to 'substitution of units'
2	Academic Board	17 Oct 2018	17 Oct 2018	Added Chaplaincy and Spiritual Care. Added 2017 legislation to 3; removed reference to admin fees; removed the possible need to return materials on withdrawal; streamlined and formatted to new template
1	Academic Board	Dec 2014	Dec 2014	New policy

Download this policy anew with each use, as it may have changed.