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National Academy of Professional Studies (NAPS)

Enrolment Policy and Procedure

Related Documents	SS015 Student Selection and Admissions Policy and Procedure SS003 Students Transfer Policy M005 Record Management Procedure SS020F Change of Course Form NAPS SS020F2 Notification of Withdrawal or Enrolment Cancellation Form NAPS SS020F1 Request for Suspension Form
HE Standards Framework 2015	Standard 1.1.1 (Admissions and enrolment policy, procedures and processes) Standard 1.1.2a-c (Change of Enrolment policy) Standard 1.1.3 (Conditions of enrolment; Institutional enrolment requirements) Standard 1.3. (Equivalent educational opportunities) Standard 5.3 (Data on student progress) Standard 7.2.4 (Admissions and enrolment policy)

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1. Policy Rationale

Students' enrolment is a fundamental element in their study programs and the cornerstone for NAPS' monitoring student progress and reporting to relevant government authorities. The purpose of this policy is to establish the principles, guidelines, conditions and procedures for the enrolment of students in the Academy.

2. Overview and Application

This policy and related procedures apply to post-admission processes concerning students enrolled in any course offered by the Academy. They apply to all international and domestic students admitted to the Academy. They cover:

- enrolment;
- re-enrolment;
- change of enrolment;
- withdrawal from a unit or units;
- cancellation of enrolment
- suspension of enrolment;
- deferment of leave of absence; and
- extension of course duration.

Subject to this policy and any applicable government regulations, a student who is admitted to the Academy may enrol in the course of study for which they have been admitted. A student who is enrolled may change, cancel, or defer their enrolment subject to the procedures and conditions in this policy. A student may also withdraw from a unit subject to the conditions in this policy. The Academy may also cancel or suspend a student's enrolment subject to this policy and in accordance with any relevant government regulations.

3. International Students: Confirmation of Enrolment

Confirmation of Enrolment (CoE) is an official document issued by NAPS to an international student following admission. The document confirms that the student has accepted a place in a course and has paid their tuition fees and Overseas Student Health Cover premium (OSHC).

Any international student holding a Student Visa (subclass 500) studying at NAPS requires a CoE issued by the Academy and a visa from the Department of Home Affairs for the entire length of their study program. A student will be issued with a CoE once the Academy has verified their International Student Acceptance and Payment Agreement and fees that are due are paid.

A student will require a new CoE if they are:

- an international student studying on a student visa (subclass 500);
- returning to studies from a Leave of Absence or Suspension;
- transfer to another program within NAPS; or

- unable to complete their course within the duration specified on the COE that was initially issued for the commencement of their course.

4. Overseas Student Health Cover (OSHC)

It is a condition for issuing a CoE that a student must have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. OSHC gives students access to out of hospital and in hospital medical services. Without the OSHC, a student will not be eligible for the issuing of a student visa.

Information on cost and the procedures for obtaining OSHC can be found at:

- <https://allianzassistancehealth.com.au/en/student-visa-oshc/>
- <https://oshcaustralia.com.au/en>
- <https://www.bupa.com.au/health-insurance/oshc>
- <https://www.medibank.com.au/overseas-health-insurance/oshc/>
- <https://www.ahmoshc.com.au>

It is the policy of the Academy to assist students with inquiries concerning OSHC. It is however the responsibility of a student to choose the relevant cover and to make the necessary payments for the issuing of the cover.

5. Security Checks

None of the courses currently offered by the Academy requires security checks as a condition for enrolment. However if required by relevant Australian legislation, the Academy will require a security check as a condition for the issuing of a COE. Where the Academy requires a security check, it will be the responsibility of the student to obtain the relevant police clearance and pay an related fees to the authorities concerned.

6. Enrolment Conditions

- 6.1 Unless authorised by the Dean or nominee of the relevant department or school, a student is not permitted to attend any classes for any unit offered by the Academy unless they are validly enrolled.
- 6.2 It is a condition of enrolment that the student must meet the language proficiency requirement in the course they have applied for. The requirement for each course are listed in the courses section of the NAPS website.
- 6.3 It is a condition for enrolment in each course that the student meets any prerequisites for the course. The Academy may not approve an enrolment where a student does not satisfy the prerequisites.
- 6.4 It is condition for enrolment that the student pays all fees invoiced and owing to the Academy by the due date specified in the invoice or the Academic Calender as published on the NAPS website. In the case of continuing students, enrolment fees due may include:
 - course tuition fees;

- miscellaneous fees including fines for late returns and other charges by the Library; or
- other fees payable but outstanding and owing to the Academy.

Where a student does not pay fees owing, NAPS may refuse to re-enrol the student. Where the student is enrolled, the Academy may cancel the enrolment if the fees remain unpaid for 30 days after the date specified for payment in the Academic Calendar or the date indicated in the invoice, whichever is later.

6.5 Where a continuing international student fails to pay fees owing by the due date, they will be considered as not enrolled and may be reported to the relevant Australian authorities as not having met their student visa conditions.

6.6 A valid enrolment is conditional on completing a NAPS enrolment form. It is the responsibility of a student to include accurate and current details of the following:

- current residential address in Australia,
- mobile phone number(s), and
- emergency contact details.

It is the responsibility of every student to notify Student Services of any changes in their contact information. In the case of international students, it is a condition of their student visa that they notify the Academy of any changes with seven (7) days.

6.7. In the case of a continuing student, as a rule a student is not permitted to progress to or enrol in the next level of their studies unless they have successfully completed all the requirements in the preceding level.

6.8 As a rule, a student shall not enrol in more than four units in a trimester. In exceptional circumstances, the Dean of the relevant department or school may permit such an enrolment if the Dean is satisfied that the student is capable of taking an overload. In any event, the Dean shall not permit any student to enrol in more than five (5) units in a trimester.

6.9 A student who is enrolled in the Academy but seeks to enrol in a unit or course in another institution shall first obtain the written permission of the Dean or nominee if the student intends to claim credit for such a unit. Any permission shall be subject to limitations contained in this policy.

7. Enrolment Procedure

7.1 Students may enrol online through NAPS' Learning Management System (currently Moodle). Students may also enrol by downloading and completing the enrolment course enrolment form.

7.2. The date for the commencement of enrolments shall be announced through Moodle. It is the responsibility of each student to check their Moodle sites for announcements. All completed enrolment forms must be submitted by the due date indicated in the announcement on Moodle and in the NAPS Academic Calendar.

- 7.3. All valid enrolments shall be confirmed and entered in the students of progression. Where a student's enrolment is refused or where the enrolment requires amendments, the student shall be informed accordingly, and any amendments entered in the students record.

8. Change of Enrolment: Withdrawal from a Unit or Changing Units

- 8.1 Before a student withdraws from or changes a unit, they should see a counsellor at the Student Services Office or the Course Convenor. Consulting Student Services Office or the Course Convenor will assist students in making the appropriate decisions regarding changes in their enrolment.
- 8.2 After speaking to Student Services Office or the Course Convenor, and making the decision to change their enrolment by withdrawing from or changing a unit, students should complete the NAPS SS020F Change of Enrolment form from the NAPS website and file the completed form with the Student Services Office.
- 8.3 On receipt of the completed change of the NAPS SS020F Change of Enrolment Form, the Students Services Office shall forward the form to the Dean or nominee for consideration and assessment.
- 8.4 Approval of changes in enrolment may be subject to financial costs as determined by the Academy.
- 8.5 Approval of changes in enrolment is subject to course progression rules under the NAPS SS013 Student Progression and Exclusion Policy.
- 8.6 In the case of International Students, any change in enrolment is also subject to student visa conditions particularly where the change in enrolment impacts on course duration or load. These matters must therefore be addressed in any consultation between the student and the Student Services Office or the Course Convenor and the student advised accordingly.
- 8.7 Where a student's application for change in enrolment or withdrawal from a unit is approved, Student Services shall notify the student in writing and shall file and record the change on the student's record of progression.

9. Leave of Absence

- 9.1 NAPS expects full-time students to be available full-time to attend classes. However, should a student need to undertake a leave of absence for a period of five (5) or more consecutive class days, they should first consult with an advisor in the Student Services Office to ensure that they are aware of any academic or other risks that may be accrued as a result of the absence. If after that consultation they still want to apply for a leave of absence, they must complete a Leave of Absence Form.
- 9.2 Examples of situations that may involve a leave of absence include:
- When student who signed up for a fast-track option involving three trimesters a year, then decides to take an absence during one of the trimesters. This absence will only be granted for the summer trimester (Trimester 3). Students will have to resume their studies in the first trimester of the new year following the summer (ie in Trimester 1).

- Students who need to take an absence of (five) 5 or more days at the start of or during a trimester.
- 9.3 Where a student's absence means that they are unable to meet the academic requirements or maintain their academic progress in a unit, they should consult with the Student Services Office regarding the possibility of deferring or suspending their studies.
- 9.4 If a student decides to defer or suspend their studies after consultations with Student Services Office or the Course Convenor, they should complete the NAPS SS020F1 Request for Suspension Form and submit the form for approval by the Dean or nominee.
- 9.5 In the case of International Students, suspension or deferral of studies may impact their student visa conditions. For this reason, students should contact and seek advice from the Department of Home Affairs as to the impact of course deferral or suspension on their student visa.

10. Course Transfer within NAPS

It is not uncommon for a student to find, especially in their first year, that their original course of study is not the one best suited for them. NAPS students are able to apply to transfer to another NAPS course as long as they meet the admissions standards of the course to which they are transferring. Before transferring, however, they should meet with the Course Convenor or an advisor in Student Services so that they make an informed choice and fully appreciate any academic issues in relation to credits, progression and financial impact. International students who transfer courses will receive a new Certificate of Enrolment evidencing the new course details.

11. Deferring, Suspending or Cancelling Enrolment

- 11.1 NAPS may act to defer, suspend or cancel the enrolment of any student who has seriously breached the Student Code of Conduct (for example by breaching Academic Integrity Standards).
- 11.2 Students who fail to pay their fees or other amounts owed to NAPS or students who have failed to make satisfactory progression may also be deferred, suspended or have their enrolment cancelled in accordance with NAPS SS013 Students Progression and Exclusion Policy
- 11.3 NAPS students may themselves apply to have their enrolment deferred, suspended or cancelled subject to the procedures in the policy.
- 11.4 Students seeking to defer, suspend or cancel their enrolment should submit their application in writing and include the specific request, reasons for the request and supporting evidence where relevant. The application must be submitted to Student Services.
- 11.5 NAPS will consider the application and make a decision within five (5) working days. Absent exceptional circumstances, the maximum deferral that can be approved is two (2) consecutive terms.
- 11.6 New students may make an application for a deferral at the start of their course.
- 11.7 The application or request for deferring, suspending or cancelling enrolment must be made before the census date. Where such an application or request is made after the census date, the Academy reserves the right to charge the tuition fees due in the trimester.

11.8 NAPS charges administration fees for deferral or suspension as indicated on the Form: Application for a Deferral or Suspension.

12. International Students Seeking to Defer or Temporarily Suspend Enrolment

International students wishing to defer or temporarily suspend their enrolment may only do so where they can demonstrate compassionate or compelling circumstances, such as:

- serious illness or injury to the student or serious injury or death of a close family member that requires the student to return home;
- compelling personal reasons amounting to circumstances that significantly impact the student's personal wellbeing;
- natural disaster or a major political upheaval in the student's home country that requires emergency travel which has impacted on the student's studies; or
- a traumatic experience that impacts a student such as witnessing serious crime.

13. Other Deferral or Suspension

NAPS may also grant a deferral or suspension when it is unable to offer a pre-requisite unit and the student consequently has insufficient number of units to enrol; or when a student has failed a pre-requisite unit and therefore cannot enrol in a sufficient number of units.

International students should seek advice from the Department of Home Affairs on the potential impact to their student visa. NAPS will notify the relevant government departments of this change to enrolment, via the Provider Registration and International Student Management System (PRISMS).

14. Course Withdrawal and Enrolment Cancellation

14.1 Students wishing to withdraw from a course should first speak to a NAPS representative and complete the NAPS SS020F2 Notification of Withdrawal and Enrolment Cancellation Form.

14.2 Students must pay all outstanding fees to NAPS at the time of making a request to withdraw from the NAPS course.

14.3 In the case of International students, course withdrawal will lead to a cancellation of the Certificate of Enrolment which may impact their student visa. NAPS will notify the relevant government departments of this change to enrolment via the Provider Registration and International Student Management System (PRISMS). Students should seek advice from the Department of Home Affairs on the potential impact to their visa.

15. Domestic Students Wishing to Defer or Suspend Enrolment

Domestic students wishing to defer or temporarily suspend their enrolment must return to study and complete their course within the maximum course duration, as specified in NAPSSS013 Student Progression and Exclusion Policy.

16. Returning After an Approved Suspension of Studies

All students returning after an approved suspension of studies should contact the NAPS Admission Office and confirm their re-enrolment. This should be done no later than two weeks before commencement of the trimester.

17. Appeals

Students may appeal any decision in relation to deferral, suspension or cancellation applying the process outlined in NAPS' Complaints and Appeals Policy. Students should note that a decision to suspend or cancel enrolment made by NAPS under this policy will not take effect until the student has been given the opportunity to complete an internal appeal, unless the student's health or wellbeing (or the wellbeing of others) is likely to be at risk.

18. Policy Review

NAPS is committed to good Governance and this policy will be reviewed by the Course Advisory Committee of the Academic Board every three years to ensure it remains relevant and reflective of best practice. Any staff member who wishes to make a comment about this policy may forward their suggestions to the NAPS Registrar.

19. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult the NAPS Registrar.

20. Further Resources

www.teqsa.gov.au/glossary-terms-part-higher-education-standards-framework-2015

<https://www.gostudy.com.au/australia-visa/student-visa/>

<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>