



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

Responsible officer	Dean for Academic and Regional Development	
Contact	Registrar	
Approved by	Academic Board	
Responsible Body	Academic Board	
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Effective date	4 March 2020	
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Compliance Reference	HES_1.1.2.c HES_6.3.2.a HES_7.2.2.c and d.	
Superseded documents	Variation to Enrolment Policy: Education and Counselling V2 October 2018	
Related documents	Special Circumstances Policy: Education; Counselling, Chaplaincy and Spiritual Care; Compassionate Withdrawal Policy: Education; Counselling, Chaplaincy and Spiritual Care; Refund of Tuition Fees and Re-Crediting of FEE-HELP Debt Policy: Education; Counselling, Chaplaincy and Spiritual Care	
Policy classification <i>Select a General OR an Academic option</i>	General	Academic Learning & Teaching

1. PURPOSE

To establish the implications, both financially and academically, for students varying their enrolment by adding, substituting or withdrawing from unit(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 March for Semester 1 and 15 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.

Withdrawal Date	The date after the Census Date of a unit and before which a student must withdraw from the unit and not incur an academic penalty. For semester-length units , the Withdrawal Date will normally be the Friday at the end of the second full teaching week after the Census Date. For intensive units , the Withdrawal Date is approximately 60% of the period from 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.

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 immigration 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 is of the opinion that s/he can reasonably support late commencement in the unit. Any application must be approved by the Faculty Dean.

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 Compassionate Withdrawal. 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.

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.

Withdrawal Date

- 5.12 Withdrawal from a unit between the Census Date and 5pm on the Withdrawal Date will receive no refund and no academic penalty and will be awarded a result of Withdrawn (W) result.
- 5.13 Withdrawal from a unit after the Withdrawal Date will receive no refund and will be awarded a result of Fail Withdrawn (FW).
- 5.14 If ‘special circumstances’ apply and a student is approved for a 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

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

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

[Leave of Absence Policy: Education](#)

[Student Visa Conditions](#)

[Suspension of Candidature Policy: Counselling, Chaplaincy and Spiritual Care](#)

Variation to Enrolment Form.

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3	Academic Board	4 March 2010	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 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

*Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Student Policies, as it may have changed.*