

Enrolment Policy

Purpose

1. This Policy outlines the principles governing the enrolment of students in Global Higher Education (GHE) courses in accordance with Domains 1 and 7 of the *Higher Education Standards Framework (Threshold Standards) 2021*.

Scope

2. This Policy applies to all enrolment conditions for all students in GHE higher education courses.
3. Information on acceptance and deferral of offers to GHE courses is outlined in the **Admissions Policy**.

Definitions

4. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

5. This Policy is linked to the Enrolment Procedure.

Policy

Principles

6. Applicants admitted to courses at GHE can be assured that GHE:
 - a) is open and transparent in terms of course requirements;
 - b) will treat each admitted student fairly and equitably;
 - c) will support applicants through the admission and enrolment process and address any identified special needs.
7. GHE provides all information necessary for applicants to accept an offer and maintain their enrolment.
8. GHE acknowledges that due to any number of circumstances a student may seek to vary or withdraw from their enrolment. GHE will respond to such requests according to the requirements of relevant legislation and codes.
9. Where possible, GHE will support students to minimise the impact of any intent to withdraw on their future chance of success, financial position, and/or any visa requirements.
10. While international students holding student visas are required to complete their course within the original expected duration and maintain an equivalent full-time study load, all students have the right, following initial enrolment, to apply to:
 - a) vary their study load;
 - b) transfer between courses;
 - c) transfer between higher education providers;
 - d) request a leave of absence;
 - e) withdraw from their candidature.

11. In considering an application for such a change in enrolment GHE considers:
- a) students' general wellbeing;
 - b) any compassionate and compelling circumstances;
 - c) availability of places in courses and/or units;
 - d) any outstanding fees and charges owed;
 - e) the integrity of an award;
 - f) regulatory requirements.

Right of exclusion

12. GHE reserves the right to cancel a student's enrolment where:
- a) the enrolled student has provided fraudulent, inaccurate or incomplete information;
 - b) a decision has been made to exclude a student based on:
 - i. the outcome of an academic misconduct or non-academic misconduct investigation;
 - ii. unsatisfactory academic progress;
 - iii. non-payment of fees.
13. Students may appeal such a decision in accordance with the **Student Appeals Procedure**.

Associated information

Related Internal Documents	Enrolment Procedure Admissions Policy Academic Progress Policy Communication and Marketing Policy Credit and Recognition of Prior Learning Policy Student Disability Policy Student Diversity and Equity Policy English Language Proficiency Policy Privacy Policy Quality Assurance Policy Records and Data Management Policy Student Academic Integrity and Academic Misconduct Policy Student Complaints, Grievances and Appeals Policy Student Appeals Procedure Student Non-Academic Conduct and Misconduct Policy Student Fees, Charges and Refunds Policy Glossary of Terms
Related Legislation, Standards and Codes	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>
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Change history

Version Control		Version 1.4
Change Summary	11-Feb-20	V1.0 Draft for approved by Board of Directors (BoD) 21-Feb-20 with minor amendments
	5-Mar-20	V1.1 revised version including minor amendments requested by BoD 21-Feb-20 (cl. 13a, added 14) plus administrative updates
	20-Jul-20	V1.2 administrative updates
	9-Dec-21	V1.3 revised for HESF 2021 and administrative updates
	8-Jul-23	V1.4 administrative updates following TEQSA registration

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