Enrolment Procedure

1 Purpose

To establish the requirements and guidelines for Student Enrolment, including Course Enrolment, Leave of Absence, and changes to Enrolment status.

2 Scope

This Procedure applies to all Domestic and International Students Enrolling in University Coursework, including Coursework Programs and non-Award pathways, and should be read in conjunction with the Admissions Procedure and the Credit and Exemption Procedure.

This Procedure does not apply to Enrolment for Higher Degree by Research (HDR) Students. Please refer to the HDR Admissions and Enrolments Procedure.

3 Procedure Overview

This Procedure outlines the steps and requirements for Students to manage their Enrolment, including Course selection, study load maintenance and Enrolment adjustments. It details the process to request Leave of Absence and address changes to Enrolment status, ensuring compliance with academic and visa regulation.

This Procedure aligns with the:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 1.1 Admissions; Standard 7.2 Information for Prospective and Current Students
- *National Code of Practice for Providers of Education and Training to Overseas Students (2018):* Standard 3: Formalisation of Enrolment and Written Agreements, Standard 8: Overseas student visa requirements; Standard 9: Deferring, Suspending or Cancelling the Overseas Student's Enrolment
- *Higher Education Support Act 2003*
- *Education Services for Overseas Students Act 2000*

4 Procedures

Students enrolled in Coursework Programs and non-Award pathways must meet the program

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specific Enrolment requirements as published by the University.

4.1 Academic Calendar

The University publishes an official Academic Calendar on the University's website prior to Enrolment opening for the next Academic Year.

The Academic Calendar specifies the dates of Study Periods, as well as Formal Examination periods, study breaks, public holidays and critical administrative dates, including Census Dates, dates for application for Admission, Enrolment and withdrawal.

The University will ensure the following information is published prior to Enrolment opening for the following academic year:

- Program and Course information through the University Handbook
- Course Fee schedules
- Academic Calendar and key administrative dates for each Study Period
- Resources and support for self-service Enrolment

4.2 Enrolment in Courses

Students must enrol by the last date to enrol as specified in the University Academic Calendar for the relevant Study Period. The Courses in which Students are enrolled must align with the requirements of the Academic Program to which they have been admitted.

Students are responsible for ensuring correct Enrolment, including verifying correct offerings for Courses offered at multiple locations or in different modes of study.

In certain circumstances where Students cannot enrol themselves, the University will manage Student Enrolment directly.

4.2.1 Requisites

Students are responsible for planning their Enrolment to understand the course requisites and ensure all Pre-requisite, Co-requisite, and Anti-requisite conditions are met as they progress through their Academic Program. If requisite conditions have not been met, the Course Enrolment may be withdrawn. In exceptional circumstances, the Program Director (or delegate) may waive a Pre-requisite or Co-requisite condition upon receiving a request from the Student.

4.2.2 Majors and specialisations

In programs that require the completion of a major or specialisation, Students are responsible

for nominating their selection at the time of their initial Enrolment.

During the course of study, Students may change their major or specialisation, provided they have considered the amount of overlap between components, availability of electives, and how the change might affect their overall program requirements. It is recommended that Students seek advice prior to making a change.

4.2.3 Late Enrolment

The Academic Calendar specifies the last day to add a new Course for each Study Period. Permission to enrol in a Course after this date may be granted by the Course Coordinator, provided the Student will not be disadvantaged by the late Enrolment. In exceptional circumstances, and where possible, the University may enrol a Student in a Course after the last date for adding Courses, up to the Census Date.

Enrolment in a Course after the Census Date is not permitted.

4.2.4 Commonwealth Supported Places

Students who are offered a Commonwealth Support Place (CSP) are eligible to enrol in Courses upon meeting the following conditions before the Census Date of their first Study Period:

- Complete an Electronic Commonwealth Assistance Form (ECAF) for a HELP loan request.
- Provide their Unique Student Identifier (USI).
- For Students requesting a HELP loan, provide their Tax File Number (TFN) or a certificate of application for a TFN.

Students enrolled in a CSP who fail to meet the conditions described above by the Census Date will have their Enrolment withdrawn for that Study Period. If Students enrol in additional Units, beyond the normal requirements of their Academic Program, those additional Units will be charged on a fee-paying basis.

Students who are not eligible for a Commonwealth Supported Place or are admitted into a program that does not offer a Commonwealth Supported Place, will be offered a Full-Fee Paying Place (excluding International Students). Full fee-paying places do not offer subsidies and Students are liable for the full cost of each Course they enrol in.

Domestic Students may be eligible to defer payment of their tuition fees using the Higher Education Loan Program (HELP). Students in a Full-Fee Paying Place will be required to pay the fees by the fee due date of each Study Period they are enrolled. Domestic Students eligible to defer their payment of their tuition fees to the Higher Education Loan Program (HELP) will

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need to have completed their HELP form prior to the Census Date and have provided their USI and TFN. Students who do not pay their fees by the fee due date or have not completed their HELP form by Census, will have their Course enrolment cancelled.

International Students are not eligible to receive an Australian Government subsidy and are required to pay full international tuition fees. Students who do not pay their fees by the fee due date, will have their Course Enrolment cancelled.

Students enrolled in a CSP are not permitted to undertake Courses beyond the required number for their program of study.

4.2.5 Administrative Correction to a Student's Enrolment

The University may correct a Student's Enrolment at any time if it has been established that any relevant conditions exist, including:

- A request to correct Enrolment was submitted prior to the relevant administrative date but was not actioned.
- An error was made by the University in processing a Student's Enrolment.
- Documented evidence exists of academic or administrative advice that has resulted in a negative impact on a Student's ability to enrol, withdraw, or complete a Course.
- A Student has not met the Enrolment requirements for Enrolment in a Course.
- An application for Credit was approved after the Student Enrolled in the corresponding Course.
- Another reason consistent with applicable legislation and University Policy Instruments.

Where an administrative correction involves withdrawal of a Course after the Census Date for the relevant Study Period, there will not be an associated grade or fee liability for the enrolment.

Administrative corrections to Enrolment may occur at any time. Corrections made past the relevant Study Period Census Date will require approval from the Deputy Academic Registrar.

Students will be advised of any administrative corrections to Enrolment as soon as they are made.

4.3 Readmission

Students seeking readmission following a period of Suspension or Exclusion must apply for readmission to their program of study or to transfer to another program of study. Readmission will be refused if the conditions of the Suspension or Exclusion have not been met. For details

on readmission following Exclusion, refer to the Student Academic Progress Procedure. For details on readmission following Suspension, including additional admission restrictions, refer to the Student Academic Misconduct Procedure or the Student General Misconduct Procedure, as applicable. The application will be considered according to the published Admission requirements at the time of Admission.

Students applying for readmission may also be required to satisfy specific Enrolment conditions imposed by the University.

Domestic Students should submit a readmission application to the University. Once submission is made:

- The Student's readmission application will be forwarded to the relevant School/College for assessment. Assessment will include whether the program is still being offered; the Student's timeframe for completion; the Student's admit term; the Student's Exclusion history; the Student's eligibility to graduate status; and any outstanding fees.
- If the School/College determines that the admit term is to be reset then all Courses previously studied need to be reviewed for non-contributory status as per the provisions under Section 4.11 of these procedures. Any Exemptions/Credits previously granted must also be removed but may be reapplied once the admit term is reset.
- A Student's admit term should only be reset if not doing so would extend the period of completion of the Academic Program beyond the maximum stipulated period. Re-setting an admit term for a program can only be processed at the time readmission is requested and for the current Study Period.

All International Students requesting readmission into a program from which they have been either cancelled, Suspended or Excluded must submit a new application via the International Student online application process.

4.4 Withdrawal from a Course

Students are responsible to ensure they are aware of the key administrative and withdrawal dates and make changes to their Enrolment prior to these dates to ensure they do not incur financial or academic penalties. A Student can withdraw from their Course/s through the Student Centre up until the last teaching day of the Study Period.

Withdrawal Timing	Academic Penalty	Fee Liability	Grade Recorded	Transcript Impact
On or before the Census Date	No academic penalty	No Fee Liability	Course removed from academic record	Not listed on the official Academic Transcript
After the Census	No academic	Liable for tuition	WAP (Withdrawn	Not listed on the

Date, but on or before the last teaching day	penalty	fees and student amenities fees	without Academic Penalty)	official Academic Transcript

When a Student does not withdraw prior to the last day to withdrawal without academic penalty, the Student will be awarded a final grade for their Course/s at results release for that Study Period.

Students who experience Special Circumstances that prevented them from undertaking the necessary study to successfully complete the requirements of their Course/s, might be eligible to apply for a Waive of Academic Penalty and Fee Reversal. The Waive of Academic Penalty and Fee Reversal process is an audited Commonwealth Government process, and applications are assessed in accordance with the Higher Education Support Act (2003) Section 104 - 25, the Higher Education Support (Administration) Guidelines 2022, and the Higher Education Administrative information for Providers Guide to Special Circumstances Decision Making. Students are responsible for reviewing the eligibility criteria and requirements for supporting evidence when submitting their Waive of Academic Penalty and Fee Reversal application. A Student cannot apply for a Waive of Academic Penalty and Fee Reversal for Course/s that they have successfully completed.

Students have up to twelve (12) months from the last teaching date of the Study Period to submit their Waive of Academic Penalty and Fee Reversal application and can submit through the Student Centre. If a Student has their application rejected, they will have the option to submit a Review of Decision application within 28 business days of receiving the original outcome of their Waive of Academic Penalty and Fee Reversal application.

4.5 International Students on a Student Visa Enrolment requirements

International Students studying in Australia on a Student Visa, are required to maintain a Full-Time Study load throughout their Program. For on-campus International Students, a Full-Time Study load consists of eight (8) Units per calendar year. International Students must enrol in all Compulsory Study Periods. If a Student is unable to enrol in all Compulsory Study Periods, the University may approve a Leave of Absence for that Study Period.

International Students on a Student Visa may undertake no more than one-third of their program through Online or External Course delivery. Commencing International Students will be provided with an Enrolment plan to ensure adequate planning and Course availability.

International Students should seek advice before withdrawing or changing their Enrolment from a Course, as well as changing their Major or Specialisation to ensure they remain compliant with their visa conditions.

If an International Student is studying their final Course and the Course is only offered online, it may be completed online. If an On-campus Course is not available in the Student's final Study Period, all Courses in that period may be studied online.

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International Students must have a valid Confirmation of Enrolment (CoE) throughout their Enrolment at the University. A Confirmation of Enrolment (CoE) is a document issued by the University to verify an International Student's Enrolment in a specified program. The CoE provides confirmation that a Student is enrolled and are eligible to apply for a Student Visa in Australia.

4.6 Maximum time to complete

All programs have a maximum time within which Students are required to complete their studies. The table below outlines the maximum time to complete. Programs with professional accreditation requirements may specify a different completion timeframe. Variations due to accreditation requirements require the approval of the Dean (Curriculum and Quality).

Standard program duration (full-time)	Maximum time to complete Award
0.5-year degree (4 Units)	3 years
1-year degree (8 Units)	4 years
2-year degree (16 Units)	6 years
3-year degree (24 Units)	8 years
4-year degree (32 Units)	10 years

A Program Director may grant an extension to the maximum period for completion of a Program where there is evidence of Special Circumstances and a reasonable expectation of program completion within the extended timeframe.

The maximum time to complete may be reduced for Students approved for Credit or Recognition of Prior Learning (RPL) on Admission.

4.7 Leave of Absence

A Full-Time Study load consists of six (6) to eight (8) Units per calendar year. Any load of less than six (6) Units per year is considered Part-Time Study.

4.7.1 Students other than International Students on a Student Visa

Students other than International Students on a Student Visa who intend to take a break from study for one (1) Study Period or longer should register for a Leave of Absence, which allows them to retain their place in the program for up to two years, with applications for up to 12 months at a time.

All periods of Leave of Absence contribute to the maximum time allowed to complete the program. A Leave of Absence longer than one (1) full Academic Year will require approval from the relevant Program Director.

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Failure to notify the University about a Leave of Absence will result in the Student being withdrawn from the program after 12 months.

4.7.2 International Students on a Student Visa

A Leave of Absence is available to on-campus International Students who need to defer or temporarily suspend their studies for up to 12 months due to compassionate or compelling circumstances. Students can submit a request for a Leave of Absence at any time by notifying the University before the Census Date of the next Study Period.

The University will notify the relevant government body of the deferral or suspension once approved.

All periods of Leave of Absence contribute to the maximum time allowed to complete the program. The University will notify Students of the need to re-Enrol at the end of their approved Leave of Absence.

4.8 Interruptions to study

Subject to the provisions of the Anti-Discrimination Act 1991 (Qld), if, in the opinion of both the Deputy Vice-Chancellor (Students and Education) and the Deputy Vice-Chancellor (Academic and Research), the state of health of any Student enrolled in a Course or program, or of any person seeking re-enrolment for any program, gives cause for concern, either the Deputy Vice-Chancellor (Students and Education) or the Deputy Vice-Chancellor (Academic and Research) may refer the matter to the Vice-Chancellor who may take such action as is considered necessary to:

1. protect the health, safety and/or wellbeing of the Student or person concerned, staff and/or Students; or

2. preserve the teaching and learning experience of other Students.

Such action may include interrupting a Student's Enrolment while the Student undergoes a medical assessment by a practitioner appointed by the University at its cost. The medical practitioner will write a report of their findings to the University and recommend action to be taken by the University to manage the Student's wellbeing.

4.9 Cross-institutional enrolment

Cross-institutional Students enrol in a Course or Courses through another institution, which, upon successful completion, can be credited to their Program at their home institution.

A Student of the University may apply to undertake one or more Courses with another domestic provider. An application must be submitted to the relevant Program Director for assessment of

the suitability of the proposed Course. Approval for Cross-institutional Study is granted where evidence indicates that the integrity of the Academic Program will not be compromised.

Students are responsible for organising their application and Enrolment with the host university, as well as initiating the transfer of Credit to their University program upon successful completion of the Cross-institutional Study.

The maximum amount of Cross-institutional Study that may be undertaken for credit towards a University program is prescribed by the maximum amount of credit transfer specified in the Credit and Exemption Procedure.

Students from other universities wishing to enrol at the University to complete Cross-institutional Study must apply as specified in the Admission Procedure.

4.10 Withdrawal from a Program

A Student may withdraw from a program at any time. When a Student withdraws from a program, they are automatically withdrawn from all currently Enrolled Courses and are no longer considered Enrolled at the University. The provisions related to withdrawing from Courses apply to the Courses in which the Student was Enrolled at the time of withdrawal.

A Student who has not Enrolled in a Course by Census Date for a period of twelve (12) months will be withdrawn from their program unless they are on an approved Leave of Absence.

A Student who has not commenced studies in a program and is not Enrolled in a future Study Period must request a Deferment of Enrolment. Students who do not have a Deferment will have their Enrolment cancelled after the Census Date of the current Study Period and will be withdrawn from their program. Students who have had their Enrolment cancelled and wish to recommence studies must reapply for Admission.

International Student Visa holders should seek advice from the Department of Home Affairs prior to withdrawing from their Program regarding the implications this may have for their visa status.

4.11 Non-Contributory Courses

The University recognises that there may be occasions where a Course already completed will not contribute to a program or where the allowable timeframe for program completion has been exceeded. In such cases, the Course may be made non-contributory.

Courses within a program can only be made non-contributory in the following instances:

- where the maximum timeframe to complete a program will be exceeded. If Courses from a designated timeframe are made non-contributory, all Courses prior to that timeframe must also be made non-contributory. Courses cannot be made non-contributory where there is sufficient allowable timeframe to complete the program;

- where Course(s) completed in a program do not form part of the program structure and therefore should not be counted towards the completion of that program. For example, a Student having completed a Course(s) outside of their program's recommended Enrolment pattern;

- where a Student has been identified as being over-enrolled in their program;

- where a Course(s) has a clinical component and is considered to be out of date;

- where the admit term for a program has been reset at the time of readmission, due to the maximum timeframe to complete a program being exceeded, all Courses completed prior to the new admit term will be made non-contributory.

Course(s) cannot be made non-contributory where a fail Grade (F, FNP, FNC, FNS as set out in the Assessment policy and its pursuant procedures) has been recorded. Except where the admit term for the program has been reset at the time of readmission.

Course(s) may be designated as non-contributory to a Student's program only at the written request of the Deputy Vice-Chancellor (Students and Education).

These procedures do not preclude the University from granting Credits/Exemptions on the basis of designated non-contributory Courses.

Making Courses non-contributory are not grounds for Special Circumstances and therefore are not a valid reason for extending a Student's Confirmation of Enrolment (COE).

A Student undertaking additional Units must meet the timelines for completing their program as set out under the Section 4.6 Maximum Time to Complete.

4.12 Repeating Courses Successfully Completed

The University only permits Students to repeat a Course they have already successfully completed under the following specific circumstances:

- Research topic or Work Integrated Learning experience: If the Student will undertake a different Research topic or Work Integrated Learning experience, such as a Science Research Project (SRP) or similar placement.

When a Student repeats a Course, the grade for the repeated Course will be included in the Student's cumulative or program Grade Point Average (GPA).

Repeated successful Courses are considered outside of Award requirements and must be undertaken on a full-fee paying basis.

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4.13 Review of Decision

Any Student unsatisfied with a Decision in relation to Enrolments may request a review of the Decision under the provisions of the Student Grievance Resolution Procedure.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Deputy Academic Registrar and Director (Student Administration)
Policy Type	University Procedure
Policy Suite	Admissions, Enrolment and Graduations Policy
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	1/1/2031
Relevant Legislation	*Education Services for Overseas Students (ESOS) Act 2000* *Higher Education Administrative Information for Providers (AIP)* *Higher Education Standards Framework (Threshold Standards) 2021* *Higher Education Support Act 2003* *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
Policy Exceptions	Policy Exceptions Register
Related Policies	Assessment Policy

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	Handling Personal Student Information Policy and Procedure Marketing and Brand Policy Privacy Policy Refund of Student Fees Policy and Procedure Student Academic Integrity Policy Student General Conduct Policy Student Grievance Resolution Policy Students with a Disability Policy and Procedure
Related Procedures	Admissions Procedure Assessment of Special Circumstances Procedure Assessment Procedure Higher Degree by Research Student Admissions and Enrolments Procedure Higher Degree by Research Student Progress Procedure Privacy Procedure Records and Information Management Procedure Student Academic Progress Procedure Student Appeals Procedure Student Authority to Act Procedure Student Debt Management Procedure Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure Student Grievance Resolution Procedure Website Procedure
Related forms, publications and websites	

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Definitions	Terms defined in the Definitions Dictionary
	Academic Program An approved Higher Education Award of the University, consisting of a combination of Courses the successful completion of an offering of which, together with any credit transfers and Exemptions in accordance with the relevant requirements, will fulfil the prescribed requirements for that particular Award. Admission The process of submission and assessment of applications for entry to study at the University. Anti-requisite An Anti-requisite Course contains substantially equivalent content and Learning Outcomes to the Course for which it is nominated as an Anti-requisite such that it is not in the Student's best interest to complete both Courses. Award The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule . Census Date The date on which the Student's enrolment related requirements must be finalised in line with the University's important dates. A Higher Education Provider must, for each unit of study it provides or proposes to provide during a year, determine for that year, a particular date to be the Census Date for the unit. Students are responsible for meeting the University's Census Date deadline and must check that all enrolment and payment details are correct on or before the Census Date. Compulsory Study Periods Trimester 1, Trimester 2 and Trimester 3 are designated as Compulsory Study Periods for the purposes of an International Student studying in Australia on a Student Visa. Co-requisite A Co-requisite Course encompasses specific knowledge and skills

	that complements the knowledge gained in a nominated Co-requisite course. As such, it must be successfully completed prior to, or studied concurrently with, the nominated Co-requisite Course. Co-requisites are restricted to Courses only in professionally accredited programs. Course A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade. Coursework A method of teaching and learning that leads to the acquisition of skills and knowledge and does not include a major research component. Coursework Program A sequence of study consisting predominantly of Coursework. Cross-institutional Study Study comprising a course or a set of Courses being undertaken with one provider (the host provider) as part of a program of study for which the Student is enrolled with another provider (the home provider). Decision A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University. Deferment Approval granted to Students who have accepted an offer of Admission to a program for the first time to delay the commencement of Enrolment for up to two calendar years. Domestic Student A Student who is an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa. Enrolment The process of admitting Students to one or more Courses for the

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current Academic Year.

Exemption

The release from the requirement to complete a specific required Course but without reducing the overall number of Units required to complete the program.

External Course

A Course, the delivery of which includes short-term attendance at a University campus or other nominated location for activities such as residential schools, practicums or professional placements. All other Course communication, provision of learning materials and handling of Assessment is normally Online.

Formal Examination

A Summative Assessment Item in the form of an Examination held during the Formal Examination Period.

Full-Time Study

A Student will be deemed to be in Full-time Study where they are enrolled in at least 75% of the equivalent full-time load (8 Units) during an Academic Year. These Units can be taken in any Study Period during the year.

Higher Degree by Research (HDR)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

International Student

A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

Leave of Absence

An approval granted to a Student to cease formal study as an enrolled Student for a specified period of time.

On-campus Course

A Course, the delivery of which includes regular On-campus activities

such as lectures, tutorials, workshops or laboratory/practical sessions. Other Course communication, provision of learning materials and handling of Assessment is normally Online. Students can be expected to attend a Formal Examination at a University approved examination site.

Online Course

A Course, for which the delivery, Course communication, provision of learning materials and handling of Assessment are Online. Students can be expected to attend a Formal Examination at a University approved examination site.

Pre-requisite

A Pre-requisite Course encompasses specific knowledge and skills the Student needs to possess in order to progress to a subsequent nominated Course. As such, it must be completed prior to undertaking the subsequent Course.

Special Circumstances

Matters which are, in most cases, beyond the control of the Student and which will impact their capacity to progress with their planned program of study or meet a submission deadline. In some legislation, Special Circumstances are referred to as “compassionate and compelling circumstances”.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Study Period

The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

Unit

This is an indicator of the value of a Course. Most Courses are valued at one Unit. Units are used to track progress towards completing a program. (The term used prior to 2002 to describe a Course)

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	University The term 'University' or 'UniSQ' means the University of Southern Queensland. Work Integrated Learning University-managed learning and Assessment activities that are designed to integrate theory with the practice of work.
	Definitions that relate to this procedure only
	Student Visa An authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the *Migration Act (1958)*.
Keywords	
Record No	14/444PL

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