



**Brighton Institute of Technology**  
Gateway to the Future

# ENROLMENT POLICY AND PROCEDURES

## ENROLMENTS – GENERAL INFORMATION

Except where otherwise specified, the institute will accept written advice in any of the following forms:

- ◆ Electronic submission of on-line forms available on the institute website.
- ◆ Specifically designed forms available from [info@bit.edu.au](mailto:info@bit.edu.au)
- ◆ Facsimile to 61 3 9642 1778
- ◆ Mail to Brighton Institute of Technology, 380 Bourke Street, Melbourne, Victoria, 3000, Australia.

### 1. ENROLMENT POLICY

The institute recognizes the need for timely and accurate information on individual students and their programs of study. Such information allows the institute to plan its resources to best meet the needs of students, and ensures that legislative and regulatory requirements are met.

### 2. ENROLMENT RULES AND PROCEDURES

In order to participate in classes and other educational activities of the institute, and To receive credit (a final grade) for the work done, a student must be formally enrolled.

Students are advised that it is their personal responsibility to ensure they are correctly enrolled each session. Students can review their enrolment details on the institute website: [www.bit.edu.au](http://www.bit.edu.au). In addition, enrolled students will receive written confirmation of their enrolment at the beginning of each semester.

It is the student's responsibility to check all enrolment details, and advise the institute in writing of any errors or omissions. Failure to advise the institute, within one week, of the scheduled semester/term commencement date, can result in both academic and financial penalties.

## 2.1 Enrolment of commencing Students

Commencing students are enrolled on completion of the following:

- ◆ Application for admission;
- ◆ Acceptance of the offer of admission and fulfillment of any conditions attached to the offer;
- ◆ Selection of units of study, according to the rules of the key program and course to which an offer of admission has been made;
- ◆ Submission of an agreement to be bound by the rules of the institute;
- ◆ Payment of compulsory fees (Tuition Fee, Enrolment Fee, OSHC);
- ◆ Completion of any other required procedures.

Students will be considered to be enrolled from the time the above procedures are Completed until the student either:

- ◆ Completes the course of study OR;
- ◆ Resigns (withdraws) from the course of study OR;
- ◆ Takes an approved leave of absence OR;
- ◆ Is excluded or suspended from the course OR;
- ◆ Enrolment is terminated due to indebtedness to the institute OR;
- ◆ Fails to re-enrol in the course by the date notified to them by the Director of Programs, in which case, the student will be regarded as having abandoned the course of study.

## 2.2 Failure to enrol following offer of admission

If a student in receipt of an offer of admission fails to complete the necessary enrolment procedures by the date specified in the institute's letter of offer, the offer will lapse, and the place may be re-allocated.

## 2.3 Enrolment to conform with letter of offer

Commencing students are required to enrol in the course, or program of study, specified in the institute's letter of offer, including the specified course and, where applicable, the specified key program.

## 2.4 Re-enrolment (continuing students)

Continuing students are required to enrol for each academic semester. Students not subject to exclusion or suspension will be considered to be enrolled on completion of the following:

- ◆ Enrolment in units of study according to the rules of the course in which the student is enrolled.

Applications lodged after the closing date may be accepted at the discretion of the Director of Teaching and Learning, subject to payment of the published late enrolment

fee. Students who do not provide any written advice of unit enrolment by the start of the second week of the new academic semester are regarded as having abandoned their course of study.

## **2.5 Payment of compulsory fees**

Students who have not completed payment by the due date advised by the Director of Teaching and Learning, will be liable for the published late enrolment fee.

Students who have not completed payment by the scheduled date for the teaching session, will have their enrolment cancelled.

## **2.6 Concurrent enrolment**

Students may enrol concurrently in more than one Brighton Institute of Technology course provided that minimum progression rates are met in all courses.

## **2.7 Concurrent enrolment at an institution other than Brighton Institute of Technology**

Students may also enrol concurrently in a course at another institution, or in non-award units at another institution.

Students who plan to undertake units at another institution, as part of a Brighton Institute of Technology award, are required to:

- ◆ Apply in writing to the Director of Teaching and Learning for approval to count the unit for credit towards the Brighton Institute of Technology award course.
- ◆ Apply directly to the host (other) institution for admission as a cross-institutional student and comply with all policies and requirements of the host institution, in relation to admission and enrolment (including payment of fees).
- ◆ Provide Brighton Institute of Technology with a copy of results, obtained from the other institution, to support an application for advanced standing into their Brighton Institute of Technology award course.
- ◆ The Brighton Institute of Technology award course must remain the student's principal award course, in order to conform to student visa conditions.

## **2.8 Late enrolment**

Late enrolment is defined as the completion of any of the enrolment requirements specified above, enrolment of commencing students, or re-enrolment for continuing students after the deadline specified by the Director of Teaching and Learning.

If, for reasons beyond their control, students are unable to enrol during the period specified, they may apply for permission to enrol late.

The Director of Teaching and Learning will consider all applications for late enrolment and will, at his discretion, either:

- ◆ Approve the late enrolment without penalty;
- ◆ Approve the late enrolment and impose a late enrolment fee; or
- ◆ Refuse the late enrolment.

## **2.9 enrolment in units after the issue of exam results**

Students who, as a result of an error in their enrolment have either;

- ◆ Received a “FAIL” grade for unit(s) in which they were formally enrolled, but did not attempt OR
- ◆ Not received a result for unit(s) which they attempted, but in which they were not formally enrolled;

may apply to have the necessary amendment made to their academic records. Applications should state in full the reasons for the late amendment request.

Academic records can be amended only in exceptional circumstances. Applications Will be assessed and if;

- ◆ The incorrect enrolment is due to an administrative or system error by the institute, the academic record will be corrected, the student’s academic record amended, and no financial penalty will apply.
- ◆ The incorrect enrolment is due to an error by the student, and the unit, or units, is/are added, or substituted, the published late enrolment fee will be liable, prior to the academic record being amended. No amendment involving the removal of a unit (without substitution of another unit in its place) will be permitted.

Applications must be submitted to the Director of Teaching and Learning no later than two weeks after the release of examination results.

## **3 Enrolment after exclusion**

Enrolment after exclusion is not automatic. Excluded students may apply for re-admission, after a period of exclusion, to the course in which they were previously enrolled. These applications for re-admission may be submitted directly to the institute, having regard to the student’s current visa status.

## **4 FEES**

A range of fees and charges is collected by the institute, covering such matters as, tuition fees, late fee, processing charges, and OSHC. A full schedule of these fees and charges, other than OSHC, is approved annually by the Board of Management, and can be accessed on the institute website.

### **4.1 Condition of enrolment**

The payment of compulsory fees is a condition of enrolment. Commencing students who have not paid the compulsory fees, by the published date, will not have their enrolment confirmed. Continuing students, who do not pay their compulsory fees by the scheduled date for the teaching session, will have their enrolment cancelled.

#### 4.2 **Compulsory fees**

Compulsory fees include:

- ◆ Tuition fees;
- ◆ Any debt, fees or charges, from previous sessions;
- ◆ Any late fee applicable to the current session;
- ◆ OSHC for at least 12 months (unless a current membership card is produced).

Tuition fees are reviewed annually, and may be increased during the period of the student's enrolment in the course.

#### 4.3 **Sanctions for non-payment of compulsory fees**

Where a fee, or charge, is payable by a student to the institute, the amount must be paid by the date stipulated for the particular term. The institute reserves the right to apply sanctions to students who are debtors of the institute, including the following:

- ◆ Examination results will not be issued;
- ◆ Academic documents, or records, will not be provided;
- ◆ Enrolment in the current session can be cancelled;
- ◆ Enrolment for the ensuing session will not be permitted;
- ◆ Graduation will not be finalized;
- ◆ **International students whose enrolment is cancelled will be reported to the Department of Immigration and Multicultural Affairs, as required by legislation.**

#### 4.4 **Late fees**

Students who do not complete all requirements for enrolment by the final date advised by the Director of Teaching and Learning must, if permitted to enrol late, pay the published late enrolment fee.

#### 4.5 **Extension of time for payment**

Extension of time for payment of compulsory fees is not normally granted. Students who are experiencing serious financial hardship may apply for consideration of extended time for payment to the Director of Teaching and Learning, for consideration by the Board of Management.

#### 4.6 **Refund of tuition fees**

The AUD\$200 administration fee is non-refundable and non-transferable in the case of a student withdrawing an application after being accepted.

- If, after the full payment of fees, a student withdraws an application, the following will apply:
- If the institute receives written notice more than 28 days before the commencement of the course, a cancellation fee of AUD\$1,000 will be deducted from fees received.
- If the institute receives written notice up to 28 days, but more than 14 days prior to the commencement of the course, a cancellation fee of AUD\$1,500 will be deducted from fees received.
- If a student withdraws within 14 days of the course commencing, no refund will be made.
- Where a student has been denied a visa to study in Australia, a full refund, less the administration fee, will be made, on receipt of proof that a visa has been denied, that is, a copy of the letter of the visa refusal advice.
- All student refunds are made in Australian dollars, or the foreign currency equivalent at the time, and will be net of any handling fee charged by local representatives used by the student.
- In the case of a student returning home, any refund will only be made after the student identification card is returned and immigration notified.
- The institute will pay the amount within four weeks after receiving a written claim from the student.
- Where the provider defaults, as in the following situations;
  1. The course does not start on the agreed starting date; or
  2. The course ceases to be provided at any time after it starts but before it is completed; or
  3. The course is not provided in full to the student because a sanction has been imposed on the institute; andThe student has not withdrawn before the default date;  
The institute will refund the student's tuition fees within two weeks of the default date.  
**\*Please note that where the provider defaults, refunds cannot be covered by a written agreement between a provider and a student, but are covered by the ESOS Act 2000 and the ESOS Regulations 2001.**

**\*This policy does not remove the right of a student to take further action under Australia's Consumer Protection Law.**

Refunds can only be made payable to the person, or entity, who made the original payment.

Written authorization from that person, or entity, is required before refunds can be made payable to any other party. Students should submit this authorization with their written request for refund. International students resigning (withdrawing) from a course of study, will be reported to the Department of Immigration and Multicultural Affairs, as required by legislation.

## **CREDIT CARRY FORWARD**

Where a student has a tuition fee credit balance, and does not request a refund cheque, the credit will be carried forward in full, to a future teaching session.

## **REFUNDS IN EXCEPTIONAL CIRCUMSTANCES**

If a student withdraws from a course outside the policy specified above, due to the following exceptional circumstances, the institute would consider the refund of fees for the current, or, if fees are paid in advance, for future sessions, subject to appropriate documentation being provided:

- ◆ Serious illness, or misadventure, experienced by the student or her/his partner.
- ◆ Death of a student, or close family member (parent, sibling, spouse, or child).

Applications, in such an event, must be made in writing, to be accompanied by supporting documentation.

### **INTERNATIONAL STUDENTS WHO OBTAIN PERMANENT RESIDENT STATUS**

A student's change in status from temporary resident to permanent resident, is recognized from the date the new visa is stamped in the student's passport, not the date on which application for permanent residency was lodged.

If a student has already paid tuition fees, as an international student for a teaching session, a full refund of fees paid will be given, provided the student has:

- ◆ Obtained Permanent Resident status not later than the scheduled date for the commencement of the teaching session.

If a student obtains permanent resident status after the scheduled commencement date for the teaching session, the student will continue to be regarded as an international student for the remainder of the teaching session.

#### **4.7 Reinstatement of enrolment following termination for non-payment of fees**

A student whose enrolment is terminated for non-payment of compulsory fees may apply for reinstatement of their enrolment, in the current teaching period, provided they pay all outstanding fees and charges, the published late enrolment fee and the published reinstatement charge.

## **5 VARIATION OF ENROLLED PROGRAM OF STUDY**

Students are required to formally enroll in a program of study, in accordance with the rules of the course in which they are enrolled.

Students must ensure that they advise the Director of Teaching and Learning of any change to the units in their program of study.

### **5.1 Addition or substitution of units**

Students may add units to their program of study, or substitute units within a program of study, up until the final date published for the teaching session. For first and second semester's sessions this is 5.00pm on the final day of the second week of the session. Applications are to be made in writing and lodged at reception.

## **5.2 Restrictions on unit enrolment**

The institute may impose enrolment quotas on particular units and/or classes, and/or when there are resource constraints.

Where there is an enrolment quota, students for whom the unit is a core unit of study, that is, compulsory, within their key program, will receive preference over students for whom the unit is an elective.

## **5.3 Pre- and co-requisite units**

Students are responsible for ensuring that any specified pre-requisites, or co-requisites have been met.

## **5.4 Withdrawing from units**

International students on student visas are required to enrol in a full-time (at least 20+ scheduled contact hours per week).

Students who withdraw due to exceptional circumstances, may apply in writing for consideration of withdrawal, without academic penalty ("W" grade – withdrawn without academic penalty). A statement of reasons and supporting documentation is required, and is submitted through the Director of Teaching and Learning.

## **5.5 Repeat enrolment in unit(s) already passed**

With the permission of the Director of Teaching and Learning, a student may repeat any subject for which a passing grade (including a terminating pass) has been awarded. The original passing grade shall remain on the student's academic record, and a second entry shall record the new grade obtained and the notation "repeated subject".

# **6 PERSONAL DETAILS**

Students are responsible for ensuring that the institute is advised of any changes to their personal and contact details, during the period of their enrolment.

## **6.1 Change of address**

Students who change their contact address must notify the Director of Teaching and Learning, in writing, prior to changing their address.

The institute will not accept responsibility, if official communications fail to reach a student who has not notified a change of address.

## **6.2 Change of name**

Written notification of change of name should be submitted, accompanied by documentary evidence, for example, birth certificate, marriage certificate, or deed poll, to the Director of Teaching and Learning.

## **7 LEAVE OF ABSENCE**

International students must contact the Director of Teaching and Learning, if they need to interrupt their studies. Such application will be considered in accordance with the current DIMA policies.

Students who submit late applications for leave of absence, due to exceptional circumstances, must submit supporting documentation, for consideration of withdrawal without academic penalty.

### **7.1 Re-enrolment under current course rules**

A student who resumes study after a period of leave of absence, does so under the course rules that are in force at the time of resumption of study.

### **7.2 Failure to re-enrol**

Eligible students who fail to re-enrol, after a period of leave of absence, will be regarded as having abandoned their course of study, and will need to apply for re-admission, in order to resume studies.

DIMA will be advised that you have abandoned your studies at Brighton Institute of Technology.

## **8 RESIGNATION (WITHDRAWAL) FROM COURSE**

The institute recognizes that, for a variety of reasons, some students will wish to resign from a course of study, prior to its completion. Students who are considering resignation, are strongly advised to discuss their situation with the Director of Teaching and Learning, or the student counselor, to consider other alternatives, or gain advice on withdrawal procedures.

### **8.1 Re-admission after withdrawal from course**

Applications for re-admission to the same course of study may be submitted directly to the institute through the Director of Teaching and Learning.

## GLOSSARY

**‘Admission’** – A decision to admit to Brighton institute of technology, in accordance with published institute procedures and criteria. See also Admission in the policies, rules and procedures section.

**‘Advanced Standing’** – Credit granted to a student for one, or more, subjects in any accredited course of Brighton Institute of Technology, as a result of studies previously completed at a recognized tertiary institution and/or relevant experiences. This is also known as Academic Credit/Recognition of Prior Learning (RPL). See also RPL and Credit Transfer policy.

**‘Assessment’** – Any process designed to test a student’s learning.

**‘At Risk’** – An outcome for a student who shows early indication of unsatisfactory academic performance, or a formal term used to describe a student, who shows early indication of unsatisfactory academic performance.

**‘Auditing a Unit’** – Attendance in a unit informally (on a non-credit basis). A student should always obtain beforehand the permission of the academic staff member responsible for the unit.

**‘Award’** – The qualification granted to a student, after completion of all the requirements of a higher education course.

**‘Candidate’** – A person admitted to an award, and enrolled at the institute, until such time as the person has completed, is withdrawn from, been excluded from, or is determined to have abandoned the award in which they are admitted.

**‘Course’** – A program of study, undertaken at the institute, leading to the award of a degree, diploma, or certificate.

**‘Course Schedule’** – A schedule of units, approved by an institute Board of Studies, providing a coherent study program for an award.

**‘Credit Transfer’** – The procedure by which subjects successfully completed at another tertiary institution, are credited towards an award of Brighton institute of Technology.

**‘Deferment’** – The choice of an applicant, having accepted an offer, to delay enrolment for no longer than one academic year. See DIMA current conditions [www.immi.gov.au](http://www.immi.gov.au).

**‘DIAC’** – Department of Immigration and Citizenship.

**‘Director of Teaching and Learning’** – The senior officer of the institute, who is responsible for the management of academic administration and student administration.

**‘Elective’** – A unit which may be chosen by a student.

**‘Enrolment’** – The process whereby a student is allocated a place in one, or more, units in a semester. It includes payment of appropriate fees and charges, and the signing of a declaration to abide by the regulations and rules of the institute.

**‘Examination’** – A formal, supervised assessment process, conducted under controlled conditions, and designed to test a candidate’s learning.

**‘Exclusion’** – The cancellation of enrolment, and the preclusion from re-enrolment, due to failure to meet progression requirements, or for disciplinary reasons, but must not exceed twenty-four months.

**‘Expulsion’** – The removal of a student from the institute, on a permanent basis, for disciplinary reasons.

**‘Graduand’** – A person who has completed the requirements for an award, and has been deemed eligible to graduate by the Director of Teaching and Learning, but has not yet had the award conferred.

**‘Graduate’** – A person who has completed the requirements of a course, and has the award conferred.

**‘Institute’** – Brighton Institute of Technology.

**‘Key Program’** – A set of subjects in an Advanced Diploma/Diploma course that establishes a main, defining area of concentration, or specialization, within the Advanced Diploma/Diploma course.

**‘Leave of Absence’** – Approved temporary withdrawal from a course.

**‘Miscellaneous Student’** – See Non-Award student.

**‘Pre-requisite’** – A unit which must have been satisfactorily completed, or a requirement which must have been satisfied, before a student may enrol in a particular unit.

**‘Progression’** – A student’s movement throughout a course, from admission to graduation, satisfying minimum course requirements at each stage.

**‘Resignation’** – Complete withdrawal from a course by a student.

**‘Scheduled Date’** – As defined in the ‘Payment of Tuition Fees by Instalments’ policy.

**‘Session’** – A period during which the content of a unit is delivered, and the assessments are completed.

**‘Specialisation’** – An area of study in a particular field.

**‘Student’** – A person enrolled at the institute.

**‘Suspension’** – The barring of a student from attendance at the institute, for a specified period of time, due to failure to meet progression requirements, or for disciplinary reasons. A student may be suspended for a period of one to four teaching sessions, which will not exceed twelve months.

**‘Termination’** – The cancellation by the institute of a student’s enrolment in a course, usually due to failure to meet administrative requirements.

**‘Transcript’** – An academic transcript is the formal written record of results, achieved in all enrolled subjects in a course.

**‘Unit’** – A unit of study, normally of one semester’s duration (formerly known as a subject).

**‘Unit Completion’** – A student completes a unit if they:

- ◆ Attend the lectures and other classes, workshops, as specified in course rules (a minimum of 80% attendance is required for all scheduled classes) and
- ◆ Satisfactorily complete the written and other work required, and
- ◆ Satisfy the assessment requirements of the unit.

**‘Withdrawal’** – The formal cessation of enrolment in a unit.

**‘Working Day’** – Where institute documents refer to timelines specified in ‘working days’, these are taken to mean Monday to Friday, within normal business hours.