

ENROLMENT AND TIMETABLE POLICY

PURPOSE

This policy outlines the principles for student enrolment at Monash College (the College), including the responsibilities of students and the College, compliance with relevant legislative, course completion requirements, and the management and production of the student timetables.

SCOPE

This policy applies to:

- all College students, courses, units and any staff involved in the enrolment process;
- Monash University students undertaking a pathway program at the College; and
- all International Partners who must comply with the College policies as per the Third-Party Arrangement contracts between the College and Partners.

POLICY PRINCIPLES

The College is committed to:

- deliver clear and consistent enrolment processes that support students to complete their courses within the expected duration of study while ensuring legislative compliance;
- provide transparent processes for production and delivery of the student timetable.

POLICY STANDARDS

1. Enrolment

Enrolment requirements

- 1.1 All students must follow the policies, procedures and processes of the College as amended from time to time.
- 1.2 Students agree to pay all fees, levies and charges directly associated with their [enrolment](#).
- 1.3 International students must comply with any visa conditions to be enrolled at the College.
- 1.4 Students must ensure their personal information is accurate and up to date throughout their enrolment to fulfill requirements of ongoing enrolment.
- 1.5 Students acknowledge and consent to the College and Monash University collecting and handling all personal data in accordance with the [Data Protection and Privacy Procedure](#).
- 1.6 Students enrolled in Diploma programs and Monash University students undertaking a pathway program at the College will be issued with a unique student identifier. The College and Monash University share responsibility for collecting and recording information relating to student enrolment.
- 1.7 In relevant pathway [programs](#), students must complete enrolment or re-enrolment for each study period on or before the specified dates to be considered as a Monash College student and to maintain continuity of enrolment in a [course](#) (see Enrolment Procedure). Where the College automatically re-enrols students for specific programs, students must ensure their enrolment record is accurate by the specified date.
- 1.8 Students must be enrolled in order to:
 - participate in classes, undertake assessment, participate in other educational and support activities of the College;
 - receive a final grade for the work done; and

- qualify for relevant awards or official recognition upon completion of their course of study.
- 1.9 Students must notify the College of any changes in their circumstances that may impact their studies or ability to enrol or re-enrol, including where they have failed to comply with any of the terms and enrolment requirements;
 - 1.10 Enrolment in units or modules will be determined by program rules and any relevant external requirements, including Australian government requirements for international students to maintain their full-time study load. These requirements will be communicated to students via unit and course guides or equivalent materials, the College website, and through other appropriate channels;
 - 1.11 All lessons and any materials supplied by the College are copyright. Any unauthorised copying may constitute a breach of the Copyright Act 1968 as amended;
 - 1.12 Students cannot undertake the following actions, unless they are enrolled in Foundation programs and meet specific circumstances set out in the Enrolment Procedure:
 - enrol in more than a full-time study load in any study period;
 - repeat (re-enrol in) a unit they have already passed.

Enrolment variations

- 1.13 Enrolled students may amend their enrolment for the current study period in certain circumstances and in accordance with the College's course, award and legislative requirements (see Enrolment Procedure).
- 1.14 The College may amend a student's enrolment or course of study in certain circumstances to meet College and/or legal compliance requirements.
- 1.15 Enrolled students may apply for leave from study (i.e., [intermission](#)) in accordance with criteria established by the College and subject to any visa conditions for international students.
- 1.16 The student enrolment may be [encumbered](#), discontinued, [invalidated](#), suspended or cancelled under certain requirements established by the College, at the instigation of either the College or the student, in accordance with the [College policies and procedures](#).
- 1.17 An international student with a principal course with Monash University seeking to transfer to another registered provider must seek approval to transfer from Monash College and obtain release approval through PRISMS.

2. Timetable

- 2.1 The College is committed to a student-centric timetable that facilitates attendance, supports effective participation in learning activities, and optimises the use of facilities and resources. The timetable design is guided by the following principles, where practicable (as outlined in the Timetable Procedure):
 - **timely:** released with [sufficient notice](#) to allow students and staff to plan their commitments;
 - **stable:** minimised changes post-publication to ensure consistency;
 - **compact:** structured to minimise long gaps between scheduled activities;
 - **flexible:** providing choice where possible to suit diverse learning needs.
- 2.2 Teaching and learning are core activities of the College. The use of rooms and facilities for teaching activities takes precedence over other College and Monash University activities, which in turn take precedence over requests by external persons, groups or bodies.
 - 2.2.1 The College will ensure that teaching spaces are fit-for-purpose and specifically designed to support the scheduled teaching and learning activities.
- 2.3 The timetable is developed in accordance with standard progression rules to enable students to complete their course within the agreed timeframe. Where practicable, timetables will incorporate student break times and daily hour spans as determined by the specific requirements of the relevant pathway programs.
- 2.4 The scheduling process supports the principles of [equal opportunity, equity and inclusive practices](#) where possible.
- 2.5 The development and management of the timetable must:
 - meet the provisions of enterprise bargaining agreements and awards;
 - adhere to the College's occupational health and safety obligations;
 - ensure students are not permitted to have clashes for scheduled teaching activities.

3. Review of decisions

- 3.1 Any student dissatisfied with the outcome of a decision made under this policy may seek a review of that decision as outlined in the [Student Complaints Policy, Procedure](#).

DEFINITIONS

Cancellation of enrolment	Where the College ceases the student's enrolment in a course, program or unit.
Course, course of study, program	A coherent sequence of units, modules or tasks, usually leading to an award or a successful completion of a course or program.
Discontinuation (also known as withdrawal)	The formal discontinuation of a unit, program or course prior to its completion.
Domestic student	A student enrolled at Monash College who is an Australian or New Zealand citizen, or who holds an Australian permanent resident visa or Australian permanent humanitarian visa.
Encumbrance (or encumber)	A block placed on a student's access to College services as a result of unpaid fees, fines, missing information, unreturned resources (e.g., library item), disciplinary actions, or incomplete administrative requirements.
Enrolment	The process that extends from the acceptance of an offer in a place at Monash College through submission of all required documentation to payment of all required fees by the student.
International student	A student who is not a domestic student.
Intermission	An approved break in studies that reserves the student's place in the course providing that the student re-enrols during the designated period.
Invalidation (or invalidate)	The cancellation of a student's enrolment due to non-payment of fees.
Study load	Study load is determined by the total credit points a student is enrolled in during a specific teaching period. It is categorised into full-time and part-time status: <ul style="list-style-type: none"> • Full-time study load: Defined as an enrolment of 24 credit points per study period (i.e., four units, or 24 credit points equivalent). • Part-time study load: Defined as an enrolment of less than 18 credit points per study period (i.e., two units, or 18 credit points equivalent).
Sufficient notice	For the purpose of this policy, the College will use its best endeavours to provide sufficient notice to staff and students.
Teaching period	For the purpose of this policy, in relation to a unit of study or English language programs, the period occupied by the teaching (including assessment) for a unit or English language programs.

RELATED DOCUMENTS

Legislation and Standards	Education Services for Overseas Students Act 2000 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018
Reference Policies, Procedures and Supporting Documentation	Enrolment Procedure Timetable Procedure Student Fees Policy Student Complaints Policy Student Code of Conduct Student Academic Integrity Policy Student Academic Progress Policy Student Attendance Monitoring Policy Fitness to Study Procedure

VERSION CONTROL AND ACCOUNTABILITY TABLE

Accountable Area	Commercial and Education				
Responsible Officer	Chief Financial Officer and Executive Director, Education				
Status	Current and in effect				
Review Date	June 2029				
Approved by					
Academic Board DATE 2 JUNE 2026 MEETING NUMBER 2/2026 / AGENDA ITEM 2.4					
Senior Leadership Team Meeting DATE 27 May 2026					
Endorsed by					
Education Committee DATE 12 MAY 2026 MEETING NUMBER 2/2026 / AGENDA ITEM 2.10					
Chief Financial Officer DATE 20 MAY 2026 (via circular resolution)					
Version	Authored by	Brief Description of the changes	Approved by	Date Approved	Effective Date
2.0	Senior Consultant - Education Policy and Procedures	Revised policy to include Timetable into the scope and amend enrolment requirements and variations The SLT will review the definition of 'sufficient notice' in six months.	Academic Board and SLT	27/05/2026 (SLT) 02/06/2026 (Academic Board)	15/06/2026 (for any programs commencing on or after this date)
1.0	Director, Governance	New Enrolment Policy	Academic Committee	04/10/2018	04/10/2018
1.0	Scheduling Services Manager	New Policy	SLT	19/04/2018	19/04/2018