

ENROLMENT PROCEDURE

PURPOSE

This procedure sets out the requirements and processes for enrolment in Monash College (the College) courses and units in accordance with the enrolment principles outlined in the Enrolment and Timetable Policy.

SCOPE

This procedure 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.

PROCEDURE

1. General enrolment requirements

- 1.1 Students must complete their enrolment activities and pay all fees, levies and charges by the due date specified in the relevant Monash documentation, including but not limited to, the Fees Statement, application form, International Student Course Agreement (ISCA), offer letter.
- 1.2 Students must provide accurate and current personal information and make sure their enrolment details are accurate at all times during their enrolment.

Communication with students

- 1.3 The College provides students with a student email account, and access to the [student portal](#). To ensure they receive College communications in a timely manner, the student is required, upon their enrolment or re-enrolment, to check their student account regularly (2 to 3 days a week).
- 1.4 The student email address is the primary method of communication; however, other contact details including mobile phone, alternate email and postal address may also be used. When emailing the College, students must use their student email account unless the student no longer has access to that email account.
- 1.5 For email correspondence with students, all staff, including any associates who teach or supervise students, must use their staff email account and only send correspondence to the student email account. In circumstances where a student no longer has access to their email account, staff can respond to an external email address provided they take reasonable steps to verify the identity of the student and do not disclose any personal information about the student.

Single unit enrolments

- 1.6 Students who are enrolled in a Diploma [course](#) at Monash College may apply to enrol in single units as non-award study. Single unit enrolment is only available for applicable Diploma programs and to students who have one remaining unit in their final study period, as listed on the [Enrol and re-enrol](#) website.
- 1.7 Persons who are not enrolled in a course at Monash College but are enrolled at Monash University may apply to enrol in single units as non-award study.
- 1.8 Applications must be completed and submitted to [Student Administration](#), and all applicants must meet the admission requirements and/or unit prerequisites as set out in the [Admissions Procedure](#).
- 1.9 Students approved for enrolment in single unit non-award study are subject to tuition fees determined by the College, as set out in the [Student Fees Procedure](#).

Concurrent enrolment

- 1.10 Enrolment in more than one program or course at the same time is not permitted. However, students may concurrently enrol in single units, provided requirements set out in clauses 1.6 - 1.9 are met.

2. Study Load

- 2.1 Full-time students are expected to enrol in a full-time study load (i.e., 48 credit points or 1 EFTSL for a one-year load) as specified on the [relevant course](#) page.
- 2.2 International students on a student or study visa must enrol in a standard full-time study load to ensure they complete their course within the expected duration of study specified on their Confirmation of Enrolment (CoE).
- 2.3 Extensions to the expected duration of study are only granted under the specific circumstances outlined in clauses 2.10 - 2.12.

English language and Monash Advanced Preparatory Programs (MAPP)

- 2.4 Study loads and expected durations are specified on the [relevant course](#) webpages. Study load variations are not applicable to students enrolled in English language and MAPP [programs](#) (as outlined in clause 5.3).

Diploma and Foundation programs

- 2.5 Students are expected to enrol in units that enable them to complete their program within the timelines outlined on the [relevant course](#) webpage.
- 2.6 In order to complete the program within the expected duration, students must enrol in a full-time study load each study period (i.e., four units, or 24 credit points equivalent).
- 2.7 An application to underload and enrol in less than four units may be approved under certain circumstances as outlined in [clauses 5.10 to 5.16](#).
- 2.8 In certain programs, students may be unable to enrol in four units (or 24 credit points equivalent) due to course structure, progression rules, or unit availability.
- 2.9 Students enrolled in Foundation programs who wish to overload and enrol in five units per study period should refer to clause 5.17 of this Procedure.

Maximum allowable duration

- 2.10 Students are required to complete their course within the maximum allowable duration as specified on the [Enrolment and progression](#) webpage.
- 2.11 An extension to a student's expected course duration may be granted only if it is clear that they will not complete the course within the expected timeframe under the following circumstances:
- [compassionate or compelling circumstances](#), including where a student has been approved to underload;
 - academic intervention, where a formal intervention strategy requires a reduced study load or repeating failed units.
- 2.12 The following maximum extension may be granted under circumstances specified in 2.11 (see the [Enrolment and progression](#) webpage):
- **English language programs:** one study period;
 - **Diploma programs:** two study periods;
 - **Foundation programs:** one study period;
 - **MAPP:** extensions are not applicable.
- 2.12.1 Requests to extend a course beyond the maximum extensions listed above will only be considered under exceptional circumstances in accordance with the [National Code 2018](#). Such cases require approval from the relevant Program Director (or delegate), Executive Director (Education) or relevant the Academic Progress Committee, as appropriate.

New enrolments

- 2.13 Commencing students must complete the following steps in order to finalise their enrolment:

- 2.13.1 Commencing domestic students must accept their offer by the offer lapse date in their offer letter and follow the steps outlined in the letter to complete their enrolment. Students who are unable to complete their enrolment in the timeframe communicated must seek permission from [Admissions](#) to enrol late.
- 2.13.2 Commencing international students must arrive and enrol in units prior to the start of their first teaching period, unless otherwise approved by the College.
- 2.13.3 Approval will not be granted if the late enrolment is likely to disadvantage the student academically.

Re-enrolment

- 2.14 Continuing students must re-enrol in units for the entire year or the remainder of the course by the dates specified on the [Re-enrolment](#) webpage, or apply for [intermission](#) as outlined in [section 6](#).
 - 2.14.1 For programs where the College manages the automatic re-enrolment, students must ensure their enrolment record is accurate or inform the College of their enrolment intention by the specified date, as outlined in the Enrolment and Timetable Policy.
- 2.15 Students must resolve any [encumbrance](#) before they re-enrol in units or apply for [intermission](#) (see [section 6](#)). Late re-enrolment fees will not be waived if an encumbrance is not lifted by the specified deadline.
- 2.16 The College will publish the re-enrolment dates on the [Important dates](#) webpage at least six months before the start of the re-enrolment period.

Late re-enrolment

- 2.17 Students who fail to re-enrol by the date on the [Important dates](#) webpage, can re-enrol during the 'late re-enrolment' period or apply for intermission. A late fee will apply during this period.
- 2.18 Students who have not re-enrolled or applied for intermission during the 'late re-enrolment' period will have their enrolment discontinued with a reason of 'failed to re-enrol'.
 - 2.18.1 International students on a student or study visa who fail to re-enrol will be reported to the relevant Australian government authority visa PRISMS, which may result in their visa being cancelled.
- 2.19 Students who fail to re-enrol but wish to continue their course must apply for [readmission](#) before the start of the current or next teaching period. Students must provide supporting documentation outlining the reasons for failing to re-enrol.
- 2.20 The College will determine whether a student's enrolment will be reinstated and the criteria upon which the reinstatement was granted. Enrolment conditions may be included where a student is reinstated.
- 2.21 Reinstatement of enrolment is not guaranteed. Fees apply where students have had their enrolment reinstated.

3. Collection of information

- 3.1 Students have a responsibility to ensure that all information provided as part of the enrolment process is complete and accurate.
- 3.2 Students are required to complete compulsory modules as part of their enrolment before classes commence. Students who have already completed the modules through a previous enrolment are exempt, unless stated otherwise. Students who do not complete the compulsory modules within the required timeframe will be blocked from accessing the learning management system.
- 3.3 All students must complete the Student Safety, Respect at Monash, Academic Integrity and Support for Students modules.
- 3.4 Students must keep their personal and contact details up to date from the point of initial enrolment and notify the College of any changes via the student portal or by contacting [Student Administration](#) including any required evidence. This includes during any periods of intermission.
- 3.5 Where the College uses a student's postal address for correspondence, the postal address recorded in the online enrolment system will be used. The College does not accept responsibility if any communication fails to reach the student due to incorrect postal details.

Change of residency and citizenship status

- 3.6 Students may have their [residency or citizenship status](#) changed at any time prior to commencement of study or during their course of study.

- 3.7 If a change to an international student's residency or citizenship status occurs, students must notify [Student Administration](#) as soon as possible. The change to fee status may not take effect immediately, as it depends on the date the new status was granted and when the College was notified. For further details, refer to the [Student Fees Procedure](#).
- 3.8 The date for the change in residency or citizenship status is the visa grant date or the acquisition date on the citizenship certificate for a change of citizenship status (see [Student Fees Procedure](#)). Changes to enrolment requirements will not be backdated.

4. Restrictions on unit enrolment

Repeating units

- 4.1 For students who have failed a unit or module, the following repeat limits apply:
- **English language:** Students may repeat a failed module once;
 - **MAPP:** Repeating a failed unit is not permitted due to the course structure;
 - **Foundation and Diploma:** Students may repeat a failed unit once.
- 4.2 Students are not permitted to repeat a unit that has already been successfully completed within their current course for the purpose of achieving a higher final grade and mark for the unit or improving their final average. Exceptions to this rule are only granted in the following specific circumstances:
- **All pathway programs:** Students are required to do so following an extended period of absence, for example to update disciplinary knowledge following an extended period of intermission.
 - **Diploma programs:** Students are admitted to a different course and choose not to accept credit for the unit;
 - **Foundation programs:** Students may be permitted to re-enrol in a unit they have previously passed if they demonstrate [compassionate or compelling](#) circumstances regarding their previous study, as outlined in the [Enrolment Exemption Process](#).

Prerequisites

- 4.3 Students must successfully complete any [prerequisites](#) before commencing a unit of study. In certain circumstances, students may be able to commence a unit of study where the results for the prerequisites have not been finalised.
- 4.4 The College can cancel a student's enrolment in a unit prior to the commencement of the unit or the [census date](#) if the prerequisite unit requirements have not been met.

Enrolment conditions

- 4.5 Students can have a condition imposed on their enrolment set by a Program Director, Executive Director, Education, Director, Student and Academic Services (or delegate), or the relevant Academic Progress Committee as outlined in the [Student Academic Progress Procedure](#), [Student General Misconduct Procedure](#) and [Fitness to Study Procedure](#).
- 4.6 Where a student has not changed their enrolment in accordance with an imposed condition, this will be taken into consideration in the relevant academic and non-academic processes. This may result in further conditions or disciplinary action relating to their course.

Cancellation of unit and course offerings

- 4.7 A Program Director (or delegate) or equivalent may cancel a unit offering within a pathway program under the following circumstances:
- low enrolment numbers make the offering unviable; or
 - in serious unforeseen circumstances, such as unexpected unavailability of a teaching staff member.
- 4.8 Before deciding to cancel a unit offering that has enrolled students, the relevant Program Director (or delegate) or equivalent must:
- attempt to identify an alternative unit that will not disadvantage students;

- consider how student progression and student transition to their destination degree will be affected by the cancellation; and
 - make every effort to resolve the problem, e.g., recruit alternative teaching staff with relevant expertise in the case of sudden unavailability of a teaching staff member.
- 4.9 The Program Director has the authority to approve unit cancellations within their respective pathway program. However, if the cancellation results in a material change to the pathway course structure, a proposal must be submitted to the relevant governance committee for approval.
- 4.10 For cancellation of course offerings, the Program Director (or delegate) or equivalent must follow the principles outlined in clauses 4.7 and 4.8 and submit a proposal to the relevant governance committee for approval.
- 4.11 Once cancellation of a unit and/or course offerings is determined by the relevant Program Director or approved by the relevant governance committee:
- the Program Director will notify the Governance unit and Student Services to ensure the cancellation is recorded in the student management system and any relevant course management system;
 - the Governance unit will notify Admissions of cancellation of unit or course offerings, where deemed appropriate.
- 4.12 The deadline of cancelling a unit offering and notifying students is at least one week before the start of the teaching period.

5. Enrolment variations

- 5.1 Students may amend their enrolment in certain circumstances and in specific periods.
- 5.2 Domestic students may request to change study load (i.e., from full-time to part-time), unless specified otherwise in the relevant program unit guide or course guide. Requests must be submitted to [Student Administration](#) along with supporting documentation.
- 5.3 International students studying on a student visa or study visa are subject to full-time study load and full-time attendance mode requirements under the [National Code 2018](#). Students must contact [Student Administration](#) for any variation to their study load in accordance with the following principles:
- 5.3.1 **Monash English programs and MAPP:** Students must maintain a full-time study load at all times due to the structure of their programs.
- 5.3.2 **Foundation and Diploma programs:** Students must maintain a full-time study load and a reduced study load can only be approved under specific conditions as detailed in clauses [5.10 to 5.16](#). The overloading rules are set out in 5.17.

Adding or discontinuing units

- 5.4 Except for students enrolled in English language programs, students enrolled in Foundation, MAPP and Diploma programs may add or discontinue their unit enrolment via the student enrolment system prior to the closing date specified on the [Important dates](#) webpage. Units may only be added if the change does not exceed the student's approved study load.
- 5.5 After the closing date on the student enrolment system, any changes to add or discontinue units must be requested by submitting the [relevant Enrolment Variation Form](#).
- 5.6 Students wishing to add units after the standard Enrolment Variation Form timeframe must seek approval from their relevant pathway program. Such approval is at the discretion of the relevant pathway program and will not be granted if the late enrolment is likely to disadvantage the student academically.
- 5.7 Students may discontinue units up until the end of the teaching weeks. [Academic](#) (grades) and [financial](#) (fees) penalties may apply depending on the date of [discontinuation](#). International students must maintain full-time study load requirements as set out in [section 2](#) unless they have approval for reduced load (see clauses [5.10 - 5.16](#)).
- 5.8 Penalties for late enrolment changes will only be waived if the changes were caused by an error made by the College. Students must notify Student Administration as soon as possible if they are aware of an error in their enrolment.

Changes to study mode

- 5.9 Students are required to undertake their studies via on-campus delivery as their default mode of study. Any alternative mode of study must be approved through the relevant governance committee and will only be granted under exceptional circumstances.

Underloading for Foundation and Diploma programs

- 5.10 An application to underload and enrol in less than four units by international students on a student visa may be approved when:
- [compassionate or compelling](#) circumstances are deemed to apply;
 - the overall enrolment for the student across all study periods is equivalent to 48 credit points;
 - the student is unable to enrol in four units (or 24 credit points equivalent) in each study period due to course structure, progression rules and/or unit availability progression;
 - an academic progress intervention strategy has been implemented.
- 5.11 Domestic students may request to underload without demonstrating compassionate or compelling circumstances as they are not subject to visa requirements. However, the maximum allowable duration for the course still applies, as specified in 2.10.
- 5.12 Students must submit the [Enrolment Variation Form](#). Applications must be accompanied by relevant [supporting documentation](#) and a written statement explaining the circumstances of the request.
- 5.13 Students are not permitted to underload in their first study period except under compassionate or compelling circumstances.
- 5.14 Submitting an application to underload does not guarantee that the application will be supported and approved.
- 5.15 Students should understand the [academic](#) (grades) and [financial](#) (fees) implications of withdrawing units relative to [census dates](#). Student Administration will notify students of any outstanding fee balances.
- 5.16 Students are required to seek approval to underload, except when studying in the final study period before completion of Foundation and Diploma programs.
- 5.16.1 Students must continue to attend all required classes until an underloading application is approved.
- 5.16.2 The relevant Team Leader (Diploma programs) or Program Director (Foundation programs) (or delegate) or equivalent will determine the outcome.
- 5.16.3 **Where underload is approved**, the outcome will include:
- the approved period of underload and the expected study load;
 - any allowed extension to the course duration, if applicable; and
 - specific units of study that must be completed or are permitted to be enrolled in the next study period.
- 5.16.4 **Where underload is not approved**, international students on a student or study visa who do not complete their course within the duration specified on their CoE, may not be able to extend their course length in Australia.
- 5.16.5 Students will be notified of the application outcome via email, typically within 10 working days of the application being submitted. Students dissatisfied with the outcome of the application should refer to the [Student Complaints Policy](#).

Overloading

- 5.17 Students seeking to enrol in a study load exceeding the approved standard full-time load for their course must comply with the following program-specific requirements:
- **English language, Diploma, MAPP Programs:** Overloading is not permitted under any circumstances.
 - **Foundation Programs:** Enrolment in five units within a study period may be permitted for students seeking to gain bonus points or to complete their studies within the expected duration. Students who choose to overload must acknowledge the academic risks and their ability to manage the increased workload. Students can contact [Student Administration](#) for further details.

Unit withdrawal

- 5.18 Withdrawal after certain dates (census date and last date to withdraw) will result in [academic](#) and/or [financial](#) penalty unless special circumstances apply.
- 5.19 Units withdrawn before the census date will not appear on the academic transcript nor incur a fee.
- 5.20 Units withdrawn after the census date but before the last date to withdraw will appear on the academic transcript with a status indicating withdrawal. Students remain financially liable for all associated tuition fees and are not entitled to a refund of fees or remission of debt unless in special circumstances.
- 5.21 Students may seek a review of the outcome of their application for late unit withdrawal in special circumstances within 10 working days of the date of notification of the outcome, where they can demonstrate:
 - 5.21.1 there was a breach of the College's policies or procedures in making the decision; or
 - 5.21.2 there is new evidence that was not available at the time of making the application.
- 5.22 The Executive Director, Education (or delegate) may approve late unit withdrawal in other unprecedented situations, where the student provides evidence of exceptional circumstances beyond the criteria defined in the [Higher Education Support Act 2003 \(Cth\)](#) (see [Student Fees Refunds Procedure](#)).

Change of course

- 5.23 Students may apply to transfer to another Monash College pathway program provided they meet the admission requirements specified in the [Admissions Procedure](#).
 - 5.23.1 **Transfer between pathway programs:** For transfers between different pathway program types (e.g., Foundation to Diploma or vice versa), students must submit a request to [Admissions](#) to assess their eligibility.
 - 5.23.2 **Internal course transfer:** For transfers between discipline areas within the Diploma programs (e.g., Diploma of Business to Diploma of Arts), students must submit a request to [Student Administration](#). This team manages applications in consultation with Admissions and relevant Monash College approvers to ensure timing alignment.
- 5.24 Students must remain enrolled in their current course until they have been advised of the outcome of their application. The College reserves the right to refer students to support services if the transfer request is identified as being related to serious welfare or wellbeing issues.
- 5.25 Students will receive notification of the outcome following assessment by [Admissions](#) and relevant Monash College senior academic staff, where appropriate. If the transfer application was successful, the notification will include information about how to accept the offer and any applicable credit transfer of units.
- 5.26 Students who accept a course transfer prior to completing their current course will have their enrolment status for the current course updated to 'discontinued' upon the commencement of their new course. Exceptions can be made for students who are close to course completion, in which case this will be specified in the offer letter.

Backdated enrolment changes

- 5.27 A student's enrolment will only be backdated when it is due to a College error.

6. Intermission

- 6.1 Students must apply for intermissions using the [Application for Intermission Form](#).
 - 6.1.1 International students must also provide [documented evidence](#) to support the intermission application. Any evidence submitted in support of an intermission application must be translated into English by a certified translator (e.g., NAATI translator).
 - 6.1.2 Domestic students applying for intermission after census date are encouraged to submit [supporting documentation](#).
- 6.2 The start date of the intermission will depend on whether applications are made before or after the commencement of the teaching period:

- **Before the commencement of the teaching period:** the start date will be the first day of the teaching period from which it is to take effect.
 - **After the commencement of the teaching period:** the start date will be the date of application. Students applying after the census date will incur [financial](#) and [academic](#) penalties for all units in that teaching period.
- 6.3 Intermision applications from students who are in their first teaching period and apply before census date will be processed as applications to [defer](#).
- 6.4 Applications made on or before the census date will not incur [academic](#) or [financial](#) penalties. Applying for intermision after the census date may incur a withdrawn grade (i.e., academic penalty) and financial debts for all enrolled units. For students enrolled in English language programs, this will apply from day one of scheduled classes.
- 6.5 A student who is suspended or excluded, or whose enrolment is cancelled from Monash College, is not eligible for intermision from their pathway program.
- 6.6 Manager, Student Administration (or delegate) or equivalent in the program of study will assess applications for intermision and will approve if the student has provided acceptable circumstances and evidence.
- 6.7 Intermision is normally granted for the whole teaching period, and is normally for a period of no more than 12 months. Exceptional circumstances must exist for the granting of extended intermision.
- 6.8 Students will be notified in writing of the outcome of their application within 10 working days from submitting the application.
- 6.9 If appropriate, students should continue to attend class until formal notification of the outcome of the intermision application is received.
- 6.10 For international students in Australia on a student visa (ESOS), Monash College will report the intermision to the Department of Home Affairs via PRISMS. Students should seek advice from the [Department of Home Affairs](#) on potential impacts on their visa.

Return after intermision

- 6.11 The College will reserve a place in the course for students returning from intermision.
- 6.12 Students on intermision must re-enrol in the next available study period after the period of intermision has ended.
- 6.13 Students who took intermision on physical or mental health grounds, whether voluntary or initiated by the College, are required to provide a medical, psychological, or psychiatric report from a [registered health professional](#) upon request before recommencing studies.
- 6.13.1 Where intermision (also known as mandatory leave) is initiated by the College under the [Fitness to Study Procedure](#), students must also satisfy any specific return-to-study conditions outlined in that procedure.
- 6.14 Students on intermision continue to be Monash students for the period of their intermision and must keep their personal details up to date and continue to meet the conditions of their student visa.
- 6.15 For international students on a student visa, Student Administration will issue a new CoE with a revised course end date upon their return from intermision.
- 6.16 Students who fail to re-enrol after a period of intermision by the due date will have their enrolment cancelled.
- 6.17 International students on a student visa cannot extend the maximum intermision period, unless otherwise specified in 6.7.
- 6.18 Students returning after an extended period of intermision may be required to repeat units, undertake additional units or transfer to different courses, depending on course requirements, the rate of change in discipline knowledge or practice, or if the course has been disestablished.

- 6.19 Students experiencing difficulties and unable to re-commence after the maximum intermission period, will be required to discontinue from the program of study and apply for [readmission](#) when they are ready to return to study.
- 6.20 Periods of intermission and [suspension](#) from the College will not count towards the maximum period of enrolment in a course (see [section 2](#)).

7. Encumbrance, discontinuation, suspension and cancellation of enrolment

Discontinuing from a course

- 7.1 Students discontinuing their course must submit a formal request using the [appropriate form](#).
- 7.2 Students applying to discontinue after the census date of the current teaching period will incur financial and academic penalties.
- 7.3 Students who fail to discontinue from their course remain liable for financial and academic penalties.
- 7.4 Students who discontinue forfeit their place in the course. A student who has discontinued their course must follow the [admission process](#) to apply for admission to the same course or a new course.
- 7.5 A discontinued student is entitled to a record of their academic attainments provided they have satisfied all [discontinuation](#) requirements, including payment of outstanding fees, such as tuition fees and applicable reinstatement fee. Further information on the process for obtaining academic records and applicable fees is available on the [Academic records \(transcripts\)](#) website.

Encumbrance of access to student record

- 7.6 The College may place an encumbrance on a student's access to College services where a student has failed to comply with a requirement set by the College, for example, in relation to unpaid fees, fines, loan payments, missing information, unreturned resources, disciplinary action, or incomplete administrative requirements.
- 7.7 Where access to a student's record is encumbered, a student will not be able to enrol in units or modules.
- 7.8 An active encumbrance may result in the following, including but not limited to:
- loss of access to library borrowing and other library services;
 - loss of access to the College's computer systems, including internet, learning management system and relevant assessment platforms;
 - loss of access to enrolment, final results for a unit/module and/or academic transcripts; and/or,
 - the inability to successfully complete a course.

Invalidation of enrolment

- 7.9 Where students continue to have outstanding debt after being encumbered, their enrolment will be invalidated due to non-payment of fees. Further details on the invalidated enrolment and reinstatement are available in the [Student Fees Procedure](#).

Suspension of enrolment

- 7.10 The College can suspend a student from study, for example in relation to a disciplinary action (see [Student Code of Conduct](#), [Student Academic Progress Policy](#)). Suspended students remain students of the College but are not permitted to enrol in any Monash course or unit for the period of suspension.
- 7.11 During the period of suspension, suspended students are not permitted to:
- attend or participate in any teaching and learning activities;
 - submit any work for assessment;
 - gain credit towards a course or unit of study;
 - have the final graduation or completion certificate for Monash College pathway programs.
- 7.12 After the period of suspension, students may resume their studies in the same course, subject to the availability of places, timing of the final decision, and any conditions imposed by the College.
- 7.13 Any tuition fees paid will be managed in accordance with the [Student Fees Refunds Procedure](#).

Cancellation of enrolment

- 7.14 The College can [cancel](#) a student's admission to a course, enrolment in a course or enrolment in one or more units of study under the following circumstances:
- 7.14.1 students have falsified or failed to disclose information that would have led to the student's application for admission being rejected;
 - 7.14.2 students have failed to complete or maintain all requirements of initial enrolment, or to enrol or maintain enrolment;
 - 7.14.3 students have not paid the fees by the due date in accordance with the [Student Fees Policy](#), [Student Fees Procedure](#), and [Student Fees Refunds Procedure](#);
 - 7.14.4 students have breached general or academic misconduct in accordance with the [Student Code of Conduct](#) and [Student Academic Integrity Policy](#);
 - 7.14.5 students have demonstrated unsatisfactory progress or inability to progress in a course in accordance with [Student Academic Progress Policy](#);
 - 7.14.6 students have been subject to serious health and safety concerns in accordance with the [Fitness to Study Procedure](#);
 - 7.14.7 students have been subject to unsatisfactory progress, health and safety, or discipline at Monash University or another educational institution;
 - 7.14.8 students have failed to meet any obligations related to intellectual property;
 - 7.14.9 students have failed to comply with a condition of an international student visa;
 - 7.14.10 the College may withdraw permission for a student to be on College property to protect persons or property, stop a major disruption, or prevent misconduct or criminal conduct;
 - 7.14.11 in the event of the death of a student.
- 7.15 A student who has had their enrolment cancelled or wishes to apply for admission to the same course or a new course must follow the [admission process](#).
- 7.15.1 Students who have had their enrolment cancelled as a result of non-payment of fees should refer to the [Student Fees Procedure](#).

Maintenance of enrolled status during an appeal period

- 7.16 In the case of suspension or [cancellation of enrolment](#), a student's enrolment must be maintained until any relevant College appeal period has expired. If an internal appeal has been lodged, the enrolment must be maintained until the outcome is known.

8. Transfer to another registered provider

- 8.1 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. Monash University may approve a Release request when the transfer is in the student's best interests if student provides evidence that:
- 8.1.1 a course is academically unsuitable for a student, e.g. where a student is better suited to a different learning environment or the course does not meet their educational or developmental needs or the student is unable to achieve satisfactory course progress at the level they are studying;
 - 8.1.2 the course as outlined in the written agreement has not been delivered;
 - 8.1.3 the student's reasonable expectations about the course are not being met;
 - 8.1.4 the student being misled by Monash College or by an education or migration agent regarding the provider or the course and the course is therefore unsuitable;
 - 8.1.5 an appeal on another matter results in a recommendation or decision to release the student; or
 - 8.1.6 [compassionate or compelling](#) reasons for the transfer exist.

9. Course completion

- 9.1 After the official release of results for the teaching period, the College will record that a student has completed their course if:
- the student has met all the course requirements; and
 - results have been finalised for the module or all units.

10. Review of decisions

- 10.1 Any student dissatisfied with a decision arising from the enrolment processes outlined in this Procedure may seek a review of that decision under the [Student Complaints Policy](#) and [Procedure](#), provided they have not exhausted all available appeal avenues.
- 10.2 In the case of suspension or cancellation of enrolment, a student's enrolment must be maintained until the internal appeal period has expired. If an appeal has been lodged, the enrolment must be maintained until the outcome is known.

11. Roles and responsibilities

- 11.1 Table 1 below outlines the role or area of responsibility for making determinations in relation to student enrolment at Monash College.

Table 1 - Roles and responsibilities relating to approval to amend student enrolment

Process	Responsibility
Applications for enrolment variations, re-enrolment, discontinuation, intermission and any enrolment-related processes.	Manager, Student Administration (or delegate)
Applications for single-unit enrolments (as set out in 1.6 - 1.9)	Manager, Student Administration (or delegate)
Cancellation of unit offerings	Program Director (or delegate) Exception applies in 4.9 .
Cancellation of course offerings	Education Committee for endorsement Academic Board for approval
Applications for transfer between different pathway program types and internal course transfer between discipline areas within the Diploma programs (as set out in 5.23 - 5.26)	Manager, Student Administration (or delegate), Manager, Admissions (Pathways) (or delegate), Monash University, Senior program delegate where appropriate.
Applications for a transfer to another registered provider	Associate Director, Admissions (or delegate) , Monash University
Update PRISMS records as a result of suspension and cancellation of enrolment	Enrolment Services, Monash University
Applications for a review of a decision not to grant any enrolment-related requests as set out in this procedure	Director, Student and Academic Services (or delegate)

DEFINITIONS

Academic penalty	A penalty applied when a student withdraws from a unit after the Withdrawn Fail or academic census date. This results in a failing grade on their transcript.
Cancellation of enrolment	Where the College ceases the student's enrolment in a course, program or unit.
Census date	The date when the College finalises student enrolments for a teaching period.

Change of residency or citizenship status	A change of visa status from any temporary visa to a permanent visa, citizenship, or vice versa.
Compassionate or compelling circumstances	For the purposes of this procedure, personal circumstances that are involuntary and outside the student's control such as medical, family, wellbeing, or enrolment reasons (such as unit enrolment sequencing). These circumstances present a student with a limited or no choice but to vary their enrolment or intermit their studies.
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.
Deferment	Deferment of the commencement of study
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	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.
Equivalent Full-Time Student Load (EFSL)	A measure of the annual study load of a student undertaking a course of study or a program on a full-time basis.
Financial penalty	A penalty applied to a student's account as a result of failing to meet administrative deadlines, such as late re-enrolment or withdrawing from a unit after the census date.
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.
International student	A student who is not a domestic student.
Invalidation	The cancellation of a student's enrolment due to non-payment of fees.
Prerequisite	A requirement which must be satisfied before a student is permitted to commence undertaking a unit.
Provider Registration and International Students Management System (PRISMS)	A system operated by the Australian government that provides education providers with CoE facilities required for compliance with the ESOS legislation.
Student	<p>A person who:</p> <ul style="list-style-type: none"> a) is admitted to a course of study at the College; b) is enrolled at the College in a non-award study or one or more units of study on an assessed or nonassessed basis and without admission to a course of study; c) is pursuing a course of study or unit of study at the College through an exchange or study program or other arrangement between the College and another educational institution; d) has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded; e) has deferred, or has intermitted, or has been suspended from, a course of study; f) is enrolled in a course of study or one or more units of study offered by the College through another educational institution. <p>The following terms are used to identify groups of students that are subject to different requirements (as defined below):</p> <ul style="list-style-type: none"> ● domestic student; ● international student; and ● international student subject to Education Services for Overseas Students (ESOS) requirements.
Study load	<p>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:</p> <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).
Suspension	<p>Temporary discontinuation of a student from courses with an administrative encumbrance which cuts access to Monash College services for a period determined by the College.</p> <p>A period during which a student may not attend teaching activities, submit work, or gain any credit towards a course or unit.</p>

Teaching period	For the purpose of this procedure, 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.
Unit	A component of a course represented by a unit code that is taught as a discrete entity.
Withdrawal	The formal discontinuation in a unit or a course prior to completing it.

RELATED DOCUMENTS

Parent Policy	Enrolment and Timetable Policy
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	Fitness to Study Procedure Enrolment Exemption Process (staff only)

VERSION CONTROL AND ACCOUNTABILITY TABLE

Accountable Area	Education				
Responsible Officer	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					
Endorsed by					
Education Committee DATE 12 MAY 2026 MEETING NUMBER 2/2026 / AGENDA ITEM 2.10					
Version	Authored by	Brief Description of the changes	Approved by	Date Approved	Effective Date
1.0	Senior Consultant - Education Policy and Procedures	New procedure	Academic Board	02/06/2026	15/06/2026 (for any programs commencing on or after this date)