

Change to Enrolment (GC)

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Change to Enrolment (GC)
Brief Description	This Policy applies when students request to change their enrolment at any point during a Trimester. Financial and academic penalties may apply depending upon the timing of the request.
Responsibility	Director Student and Academic Services
Initial Issue Date	17/01/2006
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
17/09/2018	7	Policy changes prior to December 2019 are found on H drive.	College Director and Principal
26/10/2022	8	Updates to add RASCI and legislation	Quality & Compliance Manager

Related Documents

Name	Location
Refund Policy	Policy HUB
Change of Program Form	Forms
Change to Course Enrolment Form	Forms

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1 Purpose and Scope

1.1 Introduction

This Change to Enrolment Policy sets out the approach of Griffith College relating to the management of students requesting to change their enrolment during a Trimester at Griffith College.

1.2 Purpose

The purpose of this Policy is to outline when students can change their enrolment at Griffith College and when academic and/or financial penalties may apply.

1.3 Scope

This Policy has been prepared in accordance with Griffith College's [Refund Policy](#).

2 Policy Statement

A student can change their enrolment at any point during a Trimester. Financial and academic penalties may apply depending upon the timing of the request.

2.1 Adding and Changing Courses

A student may add a course to their enrolment, or change their enrolment, until the end of Week One of the Trimester for Diploma of Health Care and Master Qualifying Program. Approval from relevant Program Convenor will be necessary to add a course after the end of Week 1 of trimester for all other programs.

In exceptional circumstances, upon approval from the relevant Program Convenor, a student may add a course to their enrolment after the end of Week One. Late additions to enrolment are subject to the payment of a late enrolment fee.

2.2 Withdrawing from Courses

A student may withdraw from a course by submitting a [Change to Course Enrolment Form](#) to Griffith College at any time of the Trimester. Financial and academic penalties will be applied according to the date the student's application to withdraw was received by Griffith College.

The following academic penalties will be applied according to the date the student's application is received:

- Withdrawal from course after commencing study and before the program census date will mean the course is removed from academic record and No Penalty is awarded.
- After the program census date and before the end of Week 8 (Diploma of Health Care only), and Week 9 (all other programs), the course is included on academic record with a grade of Withdrawal [W].
- After the end of Week 8 (Diploma of Health Care only), and Week 9 (all other programs), and before the end of the final teaching week for the Trimester, the course is included on academic record with a grade of Withdrawal with Failure [WF].

A student may not withdraw from a course after the last day of teaching for the Trimester in which they are enrolled.

Where a student applies to withdraw from an entire program the above academic penalties will be applied accordingly to the date of withdrawal.

To determine the financial penalties for withdrawing from a course, refer to Griffith College's [Refund Policy](#).

2.3 Compassionate or Compelling Circumstances

Where a student's request for withdrawal after the date for withdrawal without academic penalty was necessitated due to compassionate or compelling circumstances, the student may request that the withdrawal be without academic penalty.

A request for withdrawal without academic penalty on the grounds of compassionate or compelling circumstances should be made to the Director Student and Academic Services and be accompanied by documentary evidence in support of the request.

2.4 Change of Program

A student is required to undertake the program for which they received an offer of admission.

If a student wishes to change to a different program in which the discipline is not relevant to their initial offer, they must submit a Statement of Purpose (SoP) detailing valid reasons of why they want to change programs. The SoP should include

- Brief academic background
- Why they want to study that specific program
- Relevance of the course to the student's past or proposed future employment either in their home country or a third country
- Financial capacity to support one year of additional study and living expenses (for International students)

The student will also need to complete a [Change of Program Form](#) and make an appointment with a Student Learning Advisor (SLA). The SLA may refer the request to the appropriate Program Convenor for advice and/or approval.

An application to change program will be approved only where the student has completed at least their first Trimester of studies of their original program, and where they satisfy all the conditions for admission and would have been made an offer of admission in the most recent or current admission period.

Where a student is sponsored, Griffith College must obtain approval from that student's sponsor for the change of program request.

2.5 Timing

Applications to change program must be submitted to Griffith College by the end of the first week of Trimester.

3 Responsibilities

Responsibility	DSAS	SASO	SLA	PC/PA	Finance	All
Maintain currency of policy	R,A	C	C	C		I
Review and decide outcome of student request	A	I	R,A	C		
Provide guidance to student	A	I	R,A	C		
Process enrolment change in Navigate	A	R,A	I	I		
Update student financials in relation to course change as relevant to penalty timeframes	R	I	I		A	I
Maintain currency of Procedure and Form	A	R	C	C		I
<p>All = Staff, PCA = Program Convenor/Program Advisor, SLA = Student Learning Advisor, SASO = Student and Academic Services Officer, Finance</p> <p>R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed</p>						

4 Compliance

4.1 General

The Manager, Student and Academic Services will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from Student and Academic Services and Support teams.

4.2 Relevant Legislation

Higher Education Standards Framework 2021 (Threshold Standards): 1.1.2 c, 7.2.2 c

National Code of Practice for Providers of Education and Training to Overseas Students 2018

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Director of Student and Academic Services	Policy Hub	Permanently with control in place for revisions	Policy Hub archive