

<b>POLICY</b>	<b>Enrolment Policy</b>
<b>POLICY GROUP:</b>	RMIT English Worldwide Student Services
<b>POLICY STATEMENT</b>	
<b>INTENT</b>	To describe the principles and rules that govern enrolment at REW, including variations to the study program. The policy is designed to ensure practices in relation to enrolment are fair and consistent and comply with Government regulations.
<b>SCOPE</b>	This policy applies to all students enrolled in REW English Language courses.
<b>EXCLUSIONS</b>	None
<b>POLICY PROVISIONS</b>	<p><b>1. Eligibility for enrolment</b></p> <p>Students enrolled at REW are not enrolled students of RMIT University. A student is eligible to enrol in an RMIT English Worldwide (REW) course if s/he:</p> <ul style="list-style-type: none"> <li>• Has accepted and paid for a course, or has a Financial Guarantee from the sponsor for the accepted course.</li> <li>• Will be at least 16 years of age at the time of course commencement or has permission from the Director to enrol under that age.</li> <li>• Has satisfied legislative requirements for guardianship, accommodation and welfare if under the age of 18 years and on a student visa.</li> <li>• Has a valid visa which allows study.</li> </ul> <p><b>2. Late Enrolment</b></p> <p>All students receive information about the program enrolment date in their acceptance letter. The last day for enrolment or new students (or re-enrolment in the case of students extending their course) is the first day of Week 2 of the scheduled course.</p> <p>Continuing students may re-join the course after the first day of Week 2 only at the discretion of the Deputy Director.</p> <p>Students arriving after the final day for enrolment are required to defer to the following module and submit a Deferral of Acceptance form to International Services.</p> <p><b>3. Leave of Absence (a break during the period of study which will not affect the overall study plan)</b></p> <p>Leave of Absence can only be granted for REW students studying on student visas on compassionate or compelling grounds and students must have documentary evidence to support their application.</p> <p>Examples of such grounds may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• serious illness or injury where a medical certificate states that the student is unable to attend classes;</li> <li>• bereavement of close family members such as a child, sibling, parents or grandparents; a death certificate to be supplied where possible;</li> <li>• major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies</li> <li>• a traumatic experience eg, involvement in, or witnessing a serious accident, witnessing or</li> </ul>

being the victim of a serious crime, where documented by police or psychologist reports; or

- where the registered provider was unable to offer a pre-requisite unit.

Financial reasons are not accepted as compassionate or compelling reasons. Leave of absence may affect a student's visa.

#### **Procedure**

- i. Students must complete a *Deferral or LOA Request* form and attach supporting documentation.
- ii. Discuss the request with REW Student Services ensuring both parties agree on the date of resumption and the student is fully aware of any academic implications.
- iii. Consult the Department of Immigration and Citizenship regarding visa implications.
- iv. Students will receive an email advising if the LOA has been approved and any conditions associated with the application (financial, academic, attendance etc).
- v. In the case of sponsored students the application will be forwarded to International Services (Scholarships) who will in turn forward to the sponsor.

#### **4. Deferral (a break which results in a student needing to extend their period of study)**

Deferral of a course needs to meet the compelling/compassionate criteria listed above in Section 2. The same procedure applies but the student will also need to advise RMIT International of intention to defer formal program.

#### **5. Cancellation of enrolment by the student**

A student who wishes to cancel his enrolment should do so in writing using an *ELICOS Program Cancellation Request* form. Any student seeking to transfer from REW to another registered provider must formally cancel their enrolment before being issued with a release letter.

In all cases The Refund Policy applies.

#### **6. Cancellation of enrolment by REW**

REW may cancel a student's enrolment when the student has:

- been suspended or expelled as a result of unacceptable behaviour;
- failed to pay the required tuition fees by the payment date;
- failed to comply with visa conditions.

#### **7. Effect of suspension or expulsion from REW**

Notwithstanding a student's right to maintain their enrolment during an appeal against an REW decision, a student who has been suspended from REW is not permitted to attend class, nor are they allowed to use the services offered by REW to enrolled students.

At the conclusion of the specified period of suspension from REW, a student has the right to resume their studies subject to the meeting of any conditions for re-admission which have been imposed by REW.

A student who has been expelled from REW ceases to be a student. Such a person is prohibited from entering REW premises for any reason and will not be re-admitted to any further REW program in the future.

#### **8. Extension of program**

Students wishing to extend the duration of their English program must do so by completing the ELICOS Course Extension form and submitting it to REW Student Services.

Students will receive an offer letter sent to their student email address. As some delay may

occur, in the issuing of the letters, students will be permitted to attend class whilst waiting for their offer letter and before payment; however all fees must be paid by the end of week two of the extended module.

REW reserves the right not to extend the course of any student who:

- has been, or is in the process of being, reported to the Immigration Department for non-compliance;
- has a documented history of unacceptable behaviour or unsatisfactory attendance;
- is not making satisfactory academic progress.

#### **9. School aged dependants of intending students**

Dependent children of intending students between the ages of 5 (before April 30th) and 16 are required to attend school and payment in full of school fees will be required. Parents may apply to enrol their children at government or private schools including schools with religious or cultural affiliations.

### **POLICY FURTHER INFORMATION**

**Commencement date:**

October 2012

**Review date:**

October 2013

### **ACCOUNTABILITIES**

**Implementation:**

REW Student Services and RMIT International Services

**Compliance:**

REW Student Services Manager

**Monitoring and evaluation:**

REW Student Services Manager

**Interpretation and advice**

Director, REW Melbourne Language Centre and Manager, Compliance and Client Services, RMIT International Services

### **WHO SHOULD KNOW THIS POLICY?**

Director REW Melbourne Language Centre, REW Student Services Manager and REW Student Services team, Deputy Director REW, REW Marketing, RMIT International Admissions teams, Manager Compliance and Client Services, RMIT Marketing Team.