

Enrolment Policy

Section 1 - Purpose and Context

(1) This policy specifies the way in which Western Sydney University will administer students' enrolments in all coursework programs of the University, including Western Sydney University - The College and University partner provider awards, so that the University meets its legislative requirements as specified by the Commonwealth Government. Higher Degree Research (HDR) students should refer to the relevant Higher Degree Research policies in relation to their enrolment.

(2) This policy should be read in conjunction with the [Student Fees Policy](#), as payment of fees directly impacts on student enrolment.

Section 2 - Definitions

(3) For the purpose of this policy:

- a. Commonwealth Assisted Student means a domestic student who receives the discount rate for paying their Student Contribution Amount prior to the census date, or opts to defer part or all of their tuition fees (if in a full-fee paying program) or Student Contribution Amount (if in a program that is Commonwealth Supported). The Government pays the amount outstanding as at the approved census date for students who opt to defer and the student then repays the amount through the taxation system.
- b. Commonwealth Supported Student means a domestic student who is enrolled in a program deemed by the University to be Commonwealth Supported, i.e. the Government subsidises the cost of the tuition fees for the student in that program.
- c. Credit for Prior Learning (Credit) means credit granted on the basis of previous successfully completed formal or informal learning, expressed in the form of Entry Level Credit, Unspecified Credit, Specified Credit, Internal Credit and Transfer Credit.
- d. Director, Academic Program (DAP) means the academic program leadership role which includes the DAP for online programs or Academic Director/Program Convenor at a partner provider.
- e. Discontinued means cancelled enrolment; cessation of studies in an award program. Cancelling registration in a subject is referred to as "Withdrawing".
- f. Domestic student means a student who is:
 - i. an Australian Citizen;
 - ii. New Zealand Citizen;
 - iii. the holder of an Australian Permanent Resident Visa; or
 - iv. the holder of a Humanitarian Visa (Refugee).
- g. Engage with Studies means the student demonstrably commences with the required activities associated with their program, such as accessing and reading prescribed learning materials and learning resources provided, undertaking assessment tasks, attending and participating in classes and responding to requests and instructions from lecturers or tutors.
- h. Enrolment means enrolment in a program and field of study. Students must also register in subjects to

- complete the enrolment process.
- i. Equivalent Full Time Study Load (EFTSL) means the measurement for a student's study load. One EFTSL is the study load for a year of a student undertaking a program on a full-time basis.
 - j. Field of Study means the subjects that a student can select to make a designated and distinctive component of their program structure, for example Majors and Minors.
 - k. Grade Point Average (GPA) means an average score of grades achieved based on a 7-point grading scale. Refer to the [Graduation Policy](#).
 - l. Grandparenting means a legal mechanism used by the Commonwealth Government to ensure that the funding and fee charging conditions that students had at the commencement of their program are maintained during the period of their enrolment.
 - m. Higher Degree Research (HDR) student means a student enrolled in a:
 - i. Masters (Honours) Degree;
 - ii. Professional Doctorate;
 - iii. Doctor of Letters or Doctor of Science; or
 - iv. Doctor of Philosophy (PhD).
 - n. Home Campus means the campus that the student's program attempt is recorded at. Students normally register in subjects offered at their Home Campus.
 - o. Inherent Requirements means the fundamental parts of a program or subject that must be met by all students. They are the abilities, knowledge and skills needed to complete a program. Students with a disability or chronic health condition can have adjustments made to enable them to meet these requirements. There may also be other considerations, such as cultural or religious considerations, that may impact the capacity of students to meet an inherent requirement and may require adjustments. However, any adjustments must not fundamentally change the nature of the inherent requirement.
 - p. International Student means a student who is not:
 - i. an Australian citizen;
 - ii. a New Zealand citizen;
 - iii. the holder of an Australian Permanent Resident Visa; or
 - iv. the holder of a Humanitarian Visa (Refugee).
 - q. Late Enrolment means the completion of any of the enrolment requirements specified in Section 4, Part B after the closing date specified by the University.
 - r. Non-Award Student means a student who is registered in a subject or subjects in one of the following:
 - i. Non-Award undergraduate; Non-Award postgraduate; post census miscellaneous; or
 - ii. Cross Institutional - studying one or more subjects as part of their award program at a higher education provider other than their home provider.
 - s. Postgraduate Coursework Student means a student enrolled in a:
 - i. Graduate Certificate;
 - ii. Graduate Diploma;
 - iii. Postgraduate Certificate;
 - iv. Postgraduate Diploma; or
 - v. Masters (Coursework) Degree.
 - t. Registration means the process by which students select one or more subjects they wish to study each term. Once registered, students are required to pay appropriate fees.
 - u. Special Requirements means requirements that are related to enrolment in programs/subjects where clinical, practical or work placements are part of a program/subject structure, such as a Working with Children Check or First Aid Certificate. These include programs/subjects in Education, Nursing and Social and Health related Sciences.

- v. Student Contribution Amount means the amount a student is charged for their program if they are an eligible Commonwealth Supported Student.
- w. Student Record System means the system that holds students' enrolment details at the University.
- x. Student Services and Amenities Fee (SSAF) means a fee charged to most students of the University and The College. The fee is to support a variety of student services and amenities in accordance with the relevant legislation.
- y. Undergraduate Student means a student enrolled in a:
 - i. Diploma;
 - ii. Associate Degree;
 - iii. Bachelor Degree; or
 - iv. Bachelor (Honours) Degree.
- z. University means Western Sydney University including Western Sydney University - The College (The College) and University partner providers.
- aa. Withdrawal means cancelling registration in a subject.

Section 3 - Policy Statement

(4) The University recognises the need for timely and accurate information on individual students and their programs of study. Such information allows the University to plan its resources to best meet the needs of students and ensures that legislative requirements are met.

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

(6) Students are personally responsible for:

- a. ensuring they are correctly enrolled and registered each term. Students can review their enrolment and registration details on the student record system;
- b. checking all enrolment and registration details and advising the University in writing of any errors or omissions they are unable to rectify themselves. Failure to advise the University about any incorrect enrolment and registration details by the approved census date can result in both academic and financial penalties; and
- c. ensuring their enrolment and registration meet program requirements and are consistent with approved program structures.

Approved Census Dates

(7) Each term has an advertised approved census date.

(8) Students must ensure that their enrolment and registration is finalised by the approved census date for the term and this forms the basis for determining final tuition fees/student contribution amount for which the student is liable.

Section 4 - Procedures

Part A - Communication and Enrolment

(9) Students are responsible for ensuring that:

- a. their enrolment and registration are correct;

- b. their personal and contact details are current;
- c. they regularly check their University student email account; and
- d. they carry their University Student ID card when on campus.

(10) For further details of the obligations and responsibilities of students, refer to the [Student Code of Conduct](#).

(11) A student should notify the University of any change to their enrolment using an approved method of communication. Approved methods of communication with the University include:

- a. electronic submission of changes via the relevant student record system;
- b. email to Student Central using the University student email account;
- c. electronic submission via online forms or student email account; or
- d. lodgement of written advice in person or via letter to Student Central. Verbal advice will not be accepted or acted upon.

(12) Personal and contact details can be changed in the student record system. Where a student changes their name they must submit written notification, accompanied by documentary evidence (e.g. certified copies of birth certificate, marriage certificate, deed poll) to Student Central.

(13) Students are issued a University student email account upon enrolment. The University will use the University student email account as the primary method of official communication with students. The University will only respond to emails sent from University student email accounts. Students who cannot access their University student email account must submit signed written requests to Student Central.

Part B - General Requirements for Enrolment

Commencing Students

(14) Commencing students are enrolled on completion of all of the following:

- a. application for admission;
- b. acceptance of the offer of admission and fulfilment of any conditions attached to the offer;
- c. selection of subjects of study according to the rules of the program to which an offer of admission has been made (international students are normally required to enrol in a full-time subject load of study each term);
- d. enrolment into a Field of Study (Major, Minor or Concentration) if a requirement of the program;
- e. submission of a declaration to be bound by the By-law, rules and policies of the University;
- f. completion of any compulsory data collection and Special Requirement information as required by Government departments or agencies;
- g. submission of a Commonwealth Assistance Form (CAF) if they are a Commonwealth Supported Student or a domestic fee paying student wishing to access FEE-HELP assistance;
- h. provision of documentation for proof of Australian citizenship if a Commonwealth Assisted Student or Commonwealth Supported Student;
- i. provision of documentation for proof of identity;
- j. payment of compulsory fees where applicable;
- k. payment of Overseas Student Health Cover for the duration of the student's visa, in accordance with the Commonwealth Government regulations if an international student; and
- l. completion of any other required procedures.

(15) If a student with a disability or chronic health condition has concerns about meeting the inherent requirements of

a program or subject, they should discuss their enrolment and registration plans with a Disability Advisor and the DAP or nominee before enrolling in the program.

(16) All students are required to complete the Academic Integrity Module before registration in their second term.

Continuing Students

(17) To ensure valid enrolment, continuing students are required to:

- a. register for the following term;
- b. register for subjects or apply for leave if not enrolling;
- c. register for subjects that comply with the structure and rules of their program;
- d. pay all compulsory fees and charges by the prescribed date. Failure to pay fees and charges by the prescribed date will lead to discontinuation of enrolment; and
- e. complete any other required procedures or Special Requirements according to the rules of their program.

(18) Continuing students not intending to study in a term must apply for Leave of Absence (refer to Part F) unless they have completed their program.

(19) Continuing students who are Suspended, Excluded or precluded from the University will not be permitted to re-enrol or register into subjects. Refer to the [Progression Policy](#)).

(20) Continuing students will be permitted to register for the following term after the census date of the current term. If a student subsequently does not meet the prescribed pre-requisites and co-requisites, the University will deem the student's registration to be invalid. If the student does not meet the pre-requisites and co-requisites by the relevant census date the University will withdraw the student from the affected subjects before the approved census date.

(21) Continuing students are required to ensure that they have a valid subject registrations by the census date for the term. Students who do not have a valid subject registrations by the census date, and who do not have an approved Leave of Absence, may be regarded as having abandoned their program of study and will need to apply for re-admission in order to resume studies. Refer to the [Admissions Policy](#) for information on re-admission.

(22) Continuing students will be considered to be enrolled from the time the activities outlined in clause (16) are completed until the student either:

- a. completes the program;
- b. resigns (withdraws) from the program;
- c. takes an approved Leave of Absence;
- d. is Excluded or Suspended from study;
- e. has enrolment discontinued due to non-payment of compulsory fees; or
- f. fails to re-enrol in the program by the date notified to them by the University, in which case the student will be regarded as having abandoned their program.

Late Enrolment and Registration

(23) Commonwealth Assisted Students and Commonwealth Supported Students are bound by the requirements of the [Higher Education Support Act 2003 \(HESA\)](#) and will incur substantial financial penalties if the requirements of the Act are not met by the prescribed dates. Refer to the [Student Fees Policy](#) for more information.

(24) Student enrolment and registration records can only be amended after the census date in extenuating circumstances. Requests for changes will be assessed by Senior Manager, Completion, Enrolment and Load Data and, if the incorrect enrolment or registration is due to an administrative error by the University, the student's record will

be amended and no financial penalty will apply.

(25) Undergraduate and postgraduate students who wish to enrol or register after the approved census date may be able to enrol or register on a Non-Award (full-fee paying) basis at the discretion of the Senior Manager, Completion, Enrolment and Load Data. Higher fees may apply.

(26) Applications for adjustment of enrolment or registration after census must be submitted to the Enrolments Team no later than 14 calendar days following issue of the Commonwealth Assistance Notice (CAN) to Commonwealth Assisted Students and Commonwealth Supported Students and no later than 28 calendar days for all other students.

(27) Identified cohorts of students who do not enrol in their studies by the end of the fourth week of study may have their enrolment lapsed.

(28) Students who have been discontinued may have their enrolment reinstated at the discretion of Data Integrity, Quality and Operations.

Re-enrolment after Resignation from a Program

(29) Students cannot re-enrol after resigning from a program. They need to reapply for admission. Refer to the [Admissions Policy](#) for information on re-admission.

Reinstatement of Enrolment following Discontinuation for Non-payment of Fees

(30) A student whose enrolment and/or registration is discontinued for non-payment of compulsory fees may apply for reinstatement of their enrolment and/or registration, which is at the discretion of the Senior Manager, Completion, Enrolment and Load Data. Commonwealth Supported Students will be required to enrol on a fee-paying Non-Award basis in the current teaching period provided all outstanding fees and charges are paid in full by 14 days after census. Non-Commonwealth Supported domestic students will be reinstated under the same conditions but will be reinstated into their award program.

(31) International students whose enrolment has been cancelled will be reported to the Commonwealth Government and must reapply for admission. Refer to the [Admissions Policy](#) for information on re-admission.

Maximum Credit Points in a Teaching Period

(32) Unless otherwise required by their standard program structure, students will be restricted to registering in a maximum of 40 credit points during 1H/2H/Autumn/Spring and Term (Trimester) periods at any given point in time. For Summer teaching periods, Blocks and Quarters, students will be restricted to a maximum of 20 credit points, unless approval to register in additional subjects is obtained from the Academic Program Advisor.

(33) Students may submit a request to their relevant Academic Program Advisor, DAP or equivalent to exceed the maximum credit points. Approval is not automatic. In assessing requests, the Academic Program Advisor or DAP will consider teaching patterns of subjects delivered outside the standard teaching term for that program.

Enrolment in More than One Program

(34) Students may enrol in more than one University program provided:

- a. minimum progression rates are met in all programs as specified by the [Progression Policy](#);
- b. the total credit points per term, for all programs combined, does not exceed the recommended maximum (unless academic approval is obtained from all relevant DAPs); and
- c. if a student is on conditional enrolment, the total number of enrolled credit points for all programs must be consistent with the requirements of the [Progression Policy](#).

(35) Students may enrol concurrently in a program or in Non-Award subjects at another higher education provider. Credit for subjects studied concurrently at other higher education providers is not automatic.

International Students Minimum Study Load Requirements

(36) In order to meet the [Education Services for Overseas Students \(ESOS\) National Code](#) requirements, the University monitors the workload of student visa holders to ensure they complete their study programs within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning.

(37) As part of this monitoring, international students who are undertaking less than 100% of load in any half-year of their study must obtain permission from the relevant Academic Program Advisor or DAP (for academic reasons) or Student Welfare Officer (for compassionate reasons) to study a reduced load. The University may not be able to issue a new CoE if students have failed to obtain this approval.

(38) The University will issue a new CoE to international students studying on-shore if it becomes clear that a study program will not be completed within the current CoE period. A new CoE can be issued only for the following reasons:

- a. as the result of the implementation of an intervention strategy;
- b. compassionate reasons;
- c. compelling circumstances;
- d. Leave of Absence; or
- e. deferment of study.

(39) International students who are student visa holders and who fail to obtain a new CoE cannot remain enrolled with the University.

Variation of Enrolled Program of Study

(40) Variation of subjects or classes in an enrolled program of study is not a means of transferring between programs or campuses. For information about transferring to a different program, refer to the [Program Transfer Policy](#).

(41) To request a change in the Home Campus (but remain in the same program), students must obtain permission from the relevant DAP or equivalent if there are restrictions on registering in subjects at a campus other than their Home Campus.

Addition or Substitution of Subjects

(42) Students may add subjects to their program of study up to 11:59pm on the final day as advertised for the relevant term.

(43) To ensure students are not disadvantaged in their studies by commencing subjects late, applications to add or substitute subjects received after the advertised day for that term and before the approved census date will only be considered where there are clearly demonstrated extenuating circumstances. Such applications must be approved by the DAP or nominee.

(44) Students seeking late entry to a subject may be required to provide documentary evidence supporting their claim of extenuating circumstances.

(45) Applications for late entry to a subject will not be accepted after the relevant census date for the term.

Withdrawing from Subjects before the Approved Census Date

(46) Students may withdraw from a subject without academic penalty and financial penalty until 11:59pm on the relevant census date.

(47) Commonwealth Supported Students will not incur a Student Contribution liability for the subjects they have withdrawn from before midnight on the relevant census date.

(48) Full-fee paying students will not incur a tuition fee or FEE-HELP liability for the subjects they have withdrawn from before midnight on the relevant census date.

(49) International students should refer to the [International Student Fees and Refunds Agreement](#) for information on any refunds they may be entitled to.

Withdrawing from Subjects after the Approved Census Date

(50) Students formally withdrawing from subjects after the approved census date will automatically incur a financial liability as follows:

- a. Commonwealth Supported Students will incur a Student Contribution liability unless they are able to prove they have endured extenuating circumstances, as outlined in Commonwealth Government guidelines.
- b. Full-fee paying students will not be eligible for a refund of tuition fees unless they are able to prove they have endured extenuating circumstances as outlined in Commonwealth Government guidelines.
- c. A student who has lodged a Commonwealth Assistance FEE-HELP form will incur a FEE-HELP liability for any unpaid tuition fees unless they can prove they have endured extenuating circumstances.
- d. All students will be liable for the SSAF that they have incurred.

Withdrawal Without Academic Penalty

(51) Students formally withdrawing from subjects after the census date and before the last date to withdraw without academic penalty will not incur an academic penalty but will incur a financial penalty. Students will not receive a grade and the withdrawn subject will not appear on their Academic Record or Testamur.

(52) Students formally withdrawing from subjects after the last date to withdraw without academic penalty will incur an academic and financial penalty.

(53) Students who withdraw due to extenuating circumstances may submit an application for consideration of withdrawal without academic and financial penalty.

(54) Applications for withdrawal without academic penalty must be made within 12 months of the end of the term in which they were registered in the subjects. Refer to Section 5 – Guidelines for information about what constitutes extenuating circumstances.

(55) Withdrawal Without Academic Penalty applications received after the 12-month deadline outlined in Clause (54) will only be accepted if they meet at least one of the following criteria:

- a. that the University failed to inform the student at the time they withdrew from the subject of the opportunity to apply for Withdrawal Without Academic Penalty;
- b. if it can be proven that the University made an administrative error in relation to the student's request for withdrawal; or
- c. if the student can demonstrate that they had intended to submit their application within the required timeframe but circumstances out of their control prevented them from doing so (e.g. they were in hospital when the

deadline for submission of the application passed). Such claims must be supported by independent verifying documentation. A letter from the student is not sufficient.

(56) Students whose Withdrawal Without Academic Penalty application for subjects due to extenuating circumstances is approved will receive a full refund for those subjects where tuition fees or upfront Student Contributions were made, except where students have indicated that they do not request a remission of debt as part of their application. Any deferred HECS-HELP or FEE-HELP liability will be regarded as a remitted debt and will be communicated by the University to the [Australian Taxation Office \(ATO\)](#). Students will receive written confirmation of the remission of their debt by the University.

(57) Students who have been awarded a Practicum Fail (PF) grade or have received a Fail (F) grade for a subject as a sanction imposed from a Student Misconduct finding are not eligible to receive a "W" grade. However, if they meet the extenuating circumstances outlined in Section 5, tuition fees will be refunded or HELP debt remitted. The "PF" grade or "F" grade will remain on the transcript.

Part C - Field of Study and Subject Registration Requirements

Field of Study (Major, Minors and Concentrations)

(58) Students are responsible for enrolling into any field of study that they are required to complete, or wish to complete, as part of their program at the time specified in the program structure. If no time period is specified, students should enrol into their field of study (normally a Major, Minor, or Concentration) no later than the second last term of their program if they wish this field of study to appear on official University documents such as transcripts. It is recommended that students enrol in their field of study on commencement of study.

Pre-requisite and Co-requisite Subjects

(59) Students are responsible for ensuring that any specified pre-requisites or co-requisites have been met. These are listed on the University website for reference. The University has the right to cancel a student's registration in a subject if any pre-requisites or co-requisites have not been met.

(60) If a student believes that they have met the requirements for a pre-requisite or co-requisite, they may apply for the pre-requisite or co-requisite rule to be waived. A rule waiver can only be authorised by the DAP, Academic Program Advisor or equivalent, with due reference to any professional accreditation requirements.

Subjects with Special Requirements

(61) Where Special Requirements exist, students must satisfy these in order to become registered in the relevant subject, or in some cases, in order for students to maintain their program progression and completion. Special Requirement rules will not be waived.

Restrictions on Subject Registration

(62) The University may impose or modify registration quotas on particular subjects, classes and/or campuses as advised by the appropriate Dean, Academic Director or authorised position.

(63) Where there is a subject registration quota, students for whom the subject is a core requirement (i.e. a core subject) in their program, will receive preference over students for whom the subject is an elective.

(64) Students normally register in subjects offered at their Home Campus. Students may choose subjects offered on a different campus unless there are specific program or subject restrictions. Restrictions may include where there are quotas.

(65) Students who have not received approval as specified above may be involuntarily withdrawn from the subject without notice.

(66) Some places may be reserved for international students who are registering late due to exceptional circumstances.

(67) Some selected subjects are only available for students studying in particular programs. In such cases the subject will be identified on the University website.

(68) For most subjects, no restrictions will be placed on subject registration until and unless a registration quota is reached.

(69) Students in undergraduate programs may not normally register in postgraduate subjects. If an exception is to be made, approval of both the Subject Coordinator and the relevant Academic Program Advisor, DAP or equivalent is required prior to registration.

(70) Students in postgraduate programs may not normally register in undergraduate subjects. If an exception is to be made, approval of both the Subject Coordinator and the relevant Academic Program Advisor or DAP is required prior to enrolment.

Registration in Subjects Outside the Approved Program Structure

(71) Students must seek approval from the relevant Academic Program Advisor, DAP or equivalent for variations to a program of study which are outside the normal program structure. The Academic Program Advisor, DAP or equivalent will consider the equivalence of subjects studied elsewhere, the appropriateness of substitute subjects and professional accreditation requirements and record variations approved in the appropriate student record file. For more information, refer to the [Curriculum Advice to Students Procedures](#).

Repeat Registration in Subjects Already Passed

(72) With the permission of the relevant Academic Program Advisor, DAP or equivalent, a student may repeat any subject for which a passing grade has been awarded.

(73) If a student elects to repeat a subject, they will be liable for the full tuition fees for the subject.

(74) The original passing grade will remain on the student's academic record and a second entry will record the new grade obtained.

(75) Both subjects and grades will be included in the calculation of the Grade Point Average (GPA). However, no additional credit points will be generated toward the award if a subject that has been passed previously is repeated. Refer to the [Graduation Policy](#) for more information about the GPA.

Part D - Non-Award Enrolment

(76) In accordance with the [Credit for Prior Learning Policy](#), subjects studied on a Non-Award basis, which may form part of an award program at the University, will be automatically recognised if the student transfers into the award program.

Non-Award Enrolment

(77) Non-Award enrolment is available for undergraduate and postgraduate subjects. The following restrictions apply to Non-Award enrolment:

- a. students registering in a Non-Award subject will only be registered in those subjects for which they have

- received an offer of admission;
- b. domestic students registering in Non-Award subjects may not exceed 20 credit points per term;
- c. international students are permitted to register in Non-Award subjects if they are concurrently enrolled in an award program with the University or are undertaking at least three subjects of study in a half year;
- d. students registering in Non-Award subjects will not have their registration confirmed until all tuition fees have been paid in full;
- e. Non-Award students are not permitted to vary their registered subjects or substitute any subjects for others if they have not received an offer of admission to those subjects; and
- f. Non-Award enrolment and registration is offered only on a full-fee paying basis.

Miscellaneous Post Census Enrolment

(78) To enrol on a Non-Award miscellaneous basis, students must receive approval after the census date that follows their discontinuation of enrolment and subject registration, or non-registration in subjects in an award program. The following restrictions apply to Non-Award miscellaneous enrolments:

- a. Non-Award miscellaneous enrolment is at the discretion of the Senior Manager, Completion, Enrolment and Load Data each term;
- b. Eligibility for Non-Award miscellaneous enrolment is limited to domestic students whose enrolment and registration has been discontinued after the approved census date and who have been approved by the Senior Manager, Completion, Enrolment and Load Data to enrol and register post census;
- c. Students will only be permitted to register retrospectively in subjects on a Non-Award miscellaneous basis up to 14 days after the relevant census date; and
- d. Non-Award miscellaneous enrolment is only offered on a full-fee paying basis and payment must be made within 14 days of the census date.

Part E - Cross-Institutional Enrolment and International Exchange

Western Sydney University Students

(79) Students who plan to study subjects at another Australian Commonwealth-funded higher education provider as part of a University award (i.e. wish to include the Credit for the concurrently enrolled studies as part of their degree), are required to:

- a. obtain approval from the relevant DAP or nominee to count the subject for Credit towards the University award program prior to applying to the host (other) higher education provider (maximum credit point registration limits per term apply as set out in Clause (32)). The [Credit for Prior Learning Policy](#) defines the maximum amount of Credit permitted;
- b. obtain approval from the host higher education provider for admission as a Cross-Institutional student and comply with all policies and requirements of the host higher education provider in relation to admission, enrolment (including payment of fees), conduct and assessment;
- c. upon completing the subject, provide the University with proof of completion of the subject studied from the other higher education provider to support an application for Credit to their University award program.

(80) Students on Cross-Institutional study will be considered as students of the host institution for those subjects for the purposes of access to facilities such as the Library. If they will not be studying any other subjects at the University, they will be recorded as being on intermission from their program until the end of the term in which they are a Cross-Institutional student.

Cross-Institutional Enrolment at Western Sydney University

(81) Students enrolled in award programs at other Australian Commonwealth-funded higher education providers may apply to complete subjects at the University for Credit towards their award program at their home higher education provider.

(82) Students who are Commonwealth Supported at their home institution will be able to study with Commonwealth Support if the program is at the same level. The Student Contribution Rate Bands charged will be the same as at the home institution, subject to confirmation from that institution.

(83) Students are required to fulfil all enrolment requirements for commencing students and pay all compulsory fees as a condition of enrolment. These fees will be based on their registration load.

Western Sydney University Students on Approved International Exchange Programs

(84) Students on approved international exchange programs must ensure that their University enrolment during the time of their absence is specified in their student exchange agreement.

(85) Students on approved international exchange programs must meet all enrolment requirements at the University (including payment of fees), and all requirements of [HESA](#) for the equivalent terms of the approved exchange.

Part F - Deferral, Leave of Absence and Resignation

(86) The University recognises that students may, for a variety of reasons, request to postpone or interrupt their studies from time to time by applying to defer their admission or taking a Leave of Absence from their program.

(87) Deferred admission relates to the first term of study in a program. Students may apply to defer their admission up until the census date of the first term of study. Refer to the [Admissions Policy](#).

(88) After the first term of study, continuing students intending to take a break from study should apply for Leave of Absence.

(89) Withdrawing from all subjects or failing to register in subjects for the current term does not constitute Leave of Absence. Students who do not register in subjects for the current term of their program, and who have not applied for Leave of Absence, may lose their place at the University.

(90) The University will reserve a place in the currently enrolled program (or a program deemed by the University to be equivalent) for students whose applications for Leave of Absence are approved, subject to the availability of such a program.

(91) Students are eligible to take Leave of Absence from programs in the process of being taught out. However, the student will only return to the same program if they are able to complete the program prior to the expiry date of the teaching out of that program. Similarly, a student may take leave from a program that will be deleted prior to their return. Where the student cannot complete the program upon their return or the program has been deleted, the student will be required to transfer to a program deemed equivalent by the University, subject to the availability of the program or an equivalent at the time of re-enrolment.

Eligibility for Leave of Absence

(92) Leave of Absence applications must be submitted prior to the census date of the term in which leave is required. Leave of Absence cannot be granted after the census date where the student has registered subjects. In exceptional circumstances students with registered subjects after the census date may be eligible to withdraw without academic and financial penalty (refer to Part B of this policy) and subsequently apply for Leave of Absence.

(93) Students who have transferred programs under the [Program Transfer Policy](#) are entitled to take leave from the first term of the program into which they have transferred.

(94) Students who have been placed on Conditional Enrolment may take Leave of Absence. As Conditional Enrolment applies to terms, when the student returns they will continue under the Conditional Enrolment status for the relevant period.

(95) Students subject to Suspension or Exclusion from the University are not eligible for an approved Leave of Absence.

(96) Student visa holders should be aware that Leave of Absence from a program may impact on their visa. In general, they are expected to depart Australia for the duration of the leave, unless permitted by the Commonwealth Government to remain on-shore.

Maximum Period for Leave of Absence

(97) The maximum period of leave that may be granted is normally 12 months. An extension of a further period of leave may be granted under exceptional circumstances on the recommendation of the DAP or equivalent.

(98) Students who initially apply for a shorter period of leave may apply for an extension of leave up to the maximum period.

Impact on Progression Due to Leave of Absence

(99) Approved periods of Leave of Absence are not included when calculating a student's progression in a program.

Final Date for Submission of Applications for Leave of Absence

(100) In order to avoid academic and financial penalties, applications for Leave of Absence must be submitted by 11:59pm on the approved census date for the first term for which leave is sought.

(101) Students will receive written confirmation of the approval of the Leave of Absence.

(102) No academic penalty will apply for applications received by the approved census date for the term in which leave is being sought and subsequent term if applicable. Commonwealth Supported Students will not incur a liability. Full-fee paying students will not incur a financial penalty for withdrawal after the commencement of the term and prior to the approved census date.

Late Submission of Applications for Leave of Absence

(103) Applications for Leave of Absence submitted after the approved census date will be considered as applications to withdraw from subjects after the approved census date. Academic penalties may be applied and financial penalties will apply for the subjects studied.

(104) Students will be liable for the SSAF they have incurred when applications for Leave of Absence are submitted after the census date, regardless of the outcome of the application.

(105) Retrospective Leave of Absence will not be granted for student visa holders.

Resignation

(106) The University recognises that, for a variety of reasons, some students will wish to resign from a program of study prior to its completion.

(107) Students who are considering resignation are strongly advised to discuss their situation with the DAP, Academic

Program Advisor or equivalent, or University Counsellor through the Counselling Service to consider other alternatives or obtain advice on withdrawal procedures.

(108) Applications to resign from a program must be lodged using an approved method of communication.

Final Date for Submission of Applications for Resignation

(109) Applications to resign from a program must be submitted by 11:59pm on the approved census date for the term from which the student is seeking to withdraw.

(110) Students will receive written confirmation of their withdrawal from the program.

(111) No academic penalty will apply for applications received by the census date. Commonwealth Supported Students will not incur a liability. Full-fee paying students will not incur a financial penalty for withdrawal after the commencement of the term and prior to the approved census date. The SSAF will be refunded.

(112) International on-shore students should refer to the [Student Fees Policy](#) to determine the financial liability incurred for resignation from a program.

Late Submission of Applications for Resignation

(113) Applications received after the approved census date will be processed as applications to withdraw from subjects after the approved census date in that term (refer to “Withdrawing from Subjects after the Approved Census Date”).

(114) Students will incur an academic penalty “E” grade - Fail - Discontinued) for all subjects in the current term if their application is received after the census date. Commonwealth Supported Students will incur a Student Contribution liability. Full-fee paying students will incur a tuition fee liability for withdrawal after the approved census date for the term. Students will incur the SSAF for that term.

(115) Students who submit late applications to resign from a program due to extenuating circumstances will need to apply for “W” Grades. Consideration of such requests will be at the discretion of Data Integrity, Quality and Operations. Refer to “Withdrawal Without Academic Penalty” in Part B).

Part G - Enrolment after Absence

Returning to Study from Leave of Absence

(116) A student who resumes study after a period of Leave of Absence does so under the program rules that are in force at the time of resumption of study.

(117) To resume studies, students must register in subjects for the upcoming term as an indication that they are returning from Leave of Absence. By registering in subjects for the upcoming term, a student signals their intention to return from Leave of Absence.

(118) Students returning to studies must register in subjects by the same date continuing students are required to finalise their subject registration.

(119) Student visa holders returning from Leave of Absence must contact Student Central and obtain a new CoE.

Students who have Exceeded their Approved Leave and Wish to Return to Studies

(120) Students who have not returned within the specified timeframe after having approved leave will be regarded as having abandoned their program.

(121) To return to their original program of study, students must apply according to the normal application process. Refer to re-admission in the [Admissions Policy](#).

Enrolment after Resignation or Discontinuation of Studies

(122) Students who have resigned or discontinued their studies must re-apply according to the normal application process.

Enrolment after Suspension

(123) A student who has been Suspended from study at the University has an automatic right of resumption of study in the same program (or a program deemed by the University to be equivalent) they were studying at the time they were Suspended, subject to the availability of the program (or its equivalent) at the time of re-enrolment.

(124) To recommence studies after Suspension, students need to select and register in the required subjects for the upcoming term by the advertised due date for registration.

(125) Student visa holders returning after a period of Suspension must contact Western Sydney International and obtain a new CoE.

Enrolment after Exclusion

(126) A student who has been Excluded from study at the University does not have an automatic right to resume study at the University. Excluded students must apply to study at the University through the normal application process for the program to which they are seeking entry. Refer to the [Admissions Policy](#) for more information.

Preclusion of Enrolment at the Western Sydney University

(127) Preclusion is Permanent Exclusion from the University. Students who have been precluded from study will not be permitted to be re-admitted or re-enrolled in any program at the University or its affiliates under any circumstances.

Section 5 - Guidelines

Withdrawal without Academic Penalty: Guidelines on what Constitutes Extenuating Circumstances

(128) Extenuating circumstances are defined in Commonwealth Government guidelines to be events or circumstances which:

- a. are beyond the person's control, i.e. the person is not responsible, directly or indirectly, for the situation. These events or circumstances must be unusual, uncommon or abnormal; and
- b. must not make the full impact on the person until on or after the census date where the situation occurred:
 - i. before the census date, but worsened after that day; or
 - ii. before the census date, but the full effect or magnitude does not become apparent on or before that day; or
 - or
 - iii. on or after the census date; and
- c. where the outcome has made it impracticable for the student to complete the program requirements; and they were unable to:
 - i. undertake the necessary private study required, or attend sufficient lectures or tutorials or meet other attendance requirements in order to meet the compulsory requirements; or
 - ii. complete the required assessable work; or

- iii. sit the required examinations, or complete other program requirements because of their inability to meet the above.

(129) Students will need to prove their claim for extenuating circumstances by providing appropriate independent supporting documentation. The University will not approach doctors, hospitals, police, etc to obtain documentation on behalf of the student. The University may seek verification from these agencies that the certificate has been issued to the student.

Status and Details

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Glossary Terms and Definitions

"Core Subject" - Mandatory subject required for the theoretical and practical knowledge and skills needed to achieve program outcomes.

"Program" - A program of study consisting of at least four subjects or 40 credit points leading to an award of the University (Foundation Studies Program, Undergraduate Preparation Program, Diploma, Advanced Diploma, Undergraduate Certificate, Associate Degree, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Postgraduate Certificate, Graduate Diploma, Postgraduate Diploma and Masters by Coursework Degree) which when successfully completed is conferred on the graduand by the Board of Trustees.

"Core" - A mandatory set of subjects to be completed by all students enrolling in the award program.

"Major" - An approved sequence of subjects that make up a special focus within a program. The major may or may not form part of the degree title and appear on the student's testamur. Testamur majors are defined sequences of subjects in a focus area, which represents a significant area of study that the University wishes to recognise to highlight the graduate's area of specialisation.

"Concentration" - An approved sequence of subjects that makes up a further area of specialisation within a Major.

"Minor" - An approved sequence of subjects that makes up a shorter area of special focus (than a Major) within a program.

"Subject" - The subject of study in a program in which a student enrolls.

"Field of Study" - Collective term for the curricular components of an award program (Major, Minor, Concentration).

"Term" - A session at the University that runs for a set length of time during which teaching and assessments occur.