

Higher Education Enrolment Procedure

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Table of Contents

Purpose	1
Scope	1
Legislative context	1
Definitions	2
Actions	2
1. Enrolling	2
2. Attending	8
3. Making an enrolment variation	8
4. Applying for Leave from Studies	10
5. Returning from Leave of Studies	13
6. Cancelling an Enrolment	14
7. Enrolling concurrently	17
8. Lapsing Enrolment	17
Supporting documents	18
Responsibility	18
Promulgation	18
Implementation	19
Records management	19

Purpose

This procedure supports and mandates the implementation of the Federation University Australia's [Application to Enrolment Guidelines](#). It expands on the provisions outlined in the guidelines as they relate to Higher Education and provides guidance on the implementation and practical application of enrolment requirements.

Scope

This procedure applies to enrolment of students in undergraduate and postgraduate coursework, at all locations.

This procedure does not apply to students seeking to apply for higher degrees by research (refer [HDR Candidate Procedure](#)); nor VET students (refer SS1858 [VET Pre-Enrolment and Enrolment Procedure](#)).

Legislative context

- [Federation University Australia Act 2010](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Federation University Statute 2021](#)
 - Part 5 - Division 1 - Academic Board
 - Part 6 - Division 1 - Student admission
 - Part 6 - Division 6 - Complaints, reviews and appeals
 - Part 8 - Awards, Titles and Honorary Degrees
 - Section 41 - Conferring of awards
 - Section 43 - Testamur
 - Section 52 - Withholding of results and exclusion
- [Federation University Australia \(Students\) Regulation 2022](#)
 - Part 2 - Admission to become a Student
 - Division 1 - Selection
 - Division 3 - Enrolment
 - Part 6 - Conferring of awards and ceremonies
- Australian Qualifications Framework AQF
- [Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act\)](#)
- ESOS Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code).

Definitions

A complete list of definitions relevant to this procedure is contained within the [Application to Enrolment Guidelines](#).

Actions

1. Enrolling

	Activity	Responsibility	Steps
A.	Determining eligibility to enrol	Executive Dean/Dean or delegate	<ol style="list-style-type: none"> 1. A person can enrol in a Higher Education award course if they have: <ul style="list-style-type: none"> • Received a formal offer to enrol in the course • Not been disqualified from enrolling • No outstanding fees or liability preventing them from enrolling • Note: If a person identifies as an Aboriginal and/or Torres Strait Islander person discuss the circumstances with the Aboriginal Education Centre

			prior to eligibility being excluded based on outstanding fees or liability preventing them from enrolling.
B.	Enrolling (commencing students)	Student / Student Administration / Partner Administration	<ol style="list-style-type: none"> 1. Once a student has accepted their offer, they are required to enrol through the University's approved online enrolment system, and commence in a course no later than the end of the second week of teaching for the offered term. Institutes may set an earlier date to enrol. 2. Students enrolling after the second week of the teaching period must submit an Enrolment Amendment request as detailed on the University's website. 3. Students must enrol in units for their course by the timely enrolment date published on the Important Dates website to avoid a late enrolment fee. 4. Enrolment Course Structures are available to commencing students through Institute websites or via their partner provider. Student Administration or Partner Administration staff will send students with credit a study plan prior to commencement.
C.	Re-enrolling	Student / Student Administration / Partner Administration	<ol style="list-style-type: none"> 1. Students must re-enrol in units for their existing course by the timely enrolment date (for the next calendar year) published on the Important Dates website to avoid a late enrolment fee. 2. Students studying with a Federation Campus will be provided with an updated study plan prior to semester commencement where they have failed units, not met pre-requisite requirements or have a reduced study load approved. Those studying with a partner provider will receive

			<p>ongoing enrolment advice directly from the partner. For international students, please see Completion within the Expected Duration of Study Procedure.</p> <ol style="list-style-type: none"> Students must enrol in continuous semesters unless they have an approved leave from study. If a student fails to re-enrol in the next semester their enrolment will lapse, their course enrolment will be cancelled, and they will be required to re-apply for entry into the course. International students who fail to re-enrol will have their Confirmation of Enrolment (CoE) cancelled. Students who believe they are not required to re-enrol as they have completed their course but have yet to receive official confirmation of completion should contact Student Administration or their partner provider. Students enrolling after second week of the teaching period must enrol in accordance with processes as detailed on the University's website. Students will be unable to re-enrol where outstanding fees or liability exist on their student account. <ul style="list-style-type: none"> Note: If a person identifies as an Aboriginal and/or Torres Strait Islander person discuss the circumstances with the Aboriginal Education Centre prior to eligibility being excluded based on outstanding fees or liability preventing them from enrolling. Students who have not met the pre-requisite requirements to enrol in units will be required to enrol in
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			<p>alternative units or reduce their study load to part time. This may have implications for the duration of their study. International students should contact International Student Compliance for advice on how the reduced load may impact their CoE and student visa.</p> <ul style="list-style-type: none"> Note: In exceptional circumstances a pre-requisite may be waived by the Institute. <p>8. Students seeking to enrol in a study load above the approved standard full-time load for their course must receive permission from their Course Co-ordinator.</p> <p>9. Students are not permitted to repeat a unit that has already been successfully completed. Students may only enrol in a unit they have previously successfully completed if they:</p> <ul style="list-style-type: none"> are admitted to a different course and choose not to accept credit for the unit apply to enrol in the unit as non-award study. <p>10. Students cannot enrol in units exceeding the number of credit points required to complete the course. The Institute/School can approve an exception only where additional units(s) are required for course completion (e.g. due to an approved change to major or specialisation).</p>
D.	Maintaining current enrolment	Student	<p>1. To have current enrolment status, a student must:</p> <ul style="list-style-type: none"> Complete Federation University's enrolment checklist Provide a verified Unique Student Identifier (USI) Provide up to date contact details

			<ul style="list-style-type: none"> • Enrol in a set of units as per the course requirements • Accept the financial liability liability/tuition fees payable associated with the units of enrolment. • Enrol in continuous semesters unless leave from studies has been approved. If a student fails to re-enrol in the next semester, their enrolment will lapse. Their course enrolment will be cancelled and they will be required to re-apply for the course. • Domestic students must have the required student learning entitlement (SLE). Information on SLE and how to check your balance can be found on the Study Assist website - Student learning entitlement (SLE) - Study Assist, Australian Government • International students must enrol in 60 credit points each semester as per their study plans unless they are on a reduced load due to an intervention strategy or have been approved by International Student Compliance. • A domestic student who does not engage with the learning materials for a unit will be contacted at the end of week 2 to confirm their enrolment in the course and be offered support. If the student does not respond to this communication and has not engaged in any of their study, they will be withdrawn from the course. See Cancelling an Enrolment, section 5.b • Note: prior to course withdrawal being processed formal
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			<p>notification of intention to cancel the enrolment will be sent to the student. The course withdrawal will be processed 5 days after formal notification sent (prior to census date).</p> <ul style="list-style-type: none"> • Seek assistance from Student Administration or their partner administration office, if they experience any issues with the above to determine required actions.
E.	Monitoring enrolments against completion requirements	Student Administration	<ol style="list-style-type: none"> 1. Enrolments for domestic students are monitored for completion within 10 years. 2. For monitoring of international student enrolments against legislative requirements, please refer to the Completion Within Expected Duration Procedure. <p>Note: units completed over 10 years ago cannot be used toward the completion of a qualification.</p>
F.	Changes to Unit Offerings (inc additions, cancellations & changes in study mode)	Institutes/Schools / Curriculum Services/Partners, Quality and Accreditation Services (PQAS)	<ol style="list-style-type: none"> 1. Institutes/Schools or PQAS notify Timetabling of change to unit offering. 2. Timetabling update Unit Offering. 3. Timetabling confirm Unit Offering update with Institutes/ Schools/PQAS and Student Administration.
G.	Notifying students of changes to unit offering	Student Administration/Partners, Quality and Accreditation Services/Institutes/Partner Providers	<ol style="list-style-type: none"> 1. Student Administration or Partner Providers will notify students of the changes to unit offering and, where possible, provide alternative enrolment options to affected students as required. 2. Where units are moved from face to face to online mode of study, study plans for international students will be reviewed to ensure that enrolments are not exceeding the legislative

			<p>requirement of no more than 1/3 of online units, and at least one face to face unit each compulsory term.</p> <p>3. Student Administration or Partner providers/PQAS team will amend affected students' enrolment and study plan appropriately. If there are any implications for progression students will be contacted.</p>
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2. Attending

	Activity	Responsibility	Steps
A.	Attendance	Student	<ol style="list-style-type: none"> 1. All students enrolled in Higher Education award courses are expected to attend/participate in all scheduled classes and associated activities including any online components.

3. Making an enrolment variation

	Activity	Responsibility	Steps
A.	Adding units	Student/Student Administration/ Partners, Quality and Accreditation Services	<ol style="list-style-type: none"> 1. Students enrolled in a Higher Education award course are permitted to vary their enrolment in a teaching period by adding units, provided such variations are completed no later than the Friday of Week 2 of that teaching period. 2. Units may be added through the University's approved online enrolment system, subject to pre-requisite, co-requisite unit and course structure requirements.
B	Dropping/withdrawing from units	Student	<ol style="list-style-type: none"> 1. Units may be dropped through the University's approved online enrolment system/s or via the Partner Provider.
			<p>Notes</p> <ol style="list-style-type: none"> a. Students who withdraw from a unit on or before the Census Date the unit will be removed

			<p>from the student's enrolment record and the student will not incur any financial liability.</p> <p>b. Students who withdraw from a unit after the Census Date remain liable for fees and may incur an academic penalty via an LW grade impacting their GPA.</p> <p>c. International students must not drop units without approval from International Student Compliance unless they are on a reduced load due to an intervention strategy.</p> <p>d. Please refer to the Important dates.</p>
C	Obtaining a refund	Student	<p>1. Domestic students please refer to the Higher Education Domestic Student Refund Procedure for information on applying for a refund of fees.</p> <p>2. International Students please refer to the Higher Education International Students Refund Procedure for how to apply for a refund.</p>
D	Changing course	Student	<p>1. International students wishing to change their course, will need to complete an Internal Course Transfer Form and submit it via StudyLink. Please refer to International Admissions Procedure for more information.</p> <p>2. Domestic students wishing to change their course will need to reapply via the domestic online application centre or with their partner provider.</p>
E	Changing teaching locations	Student	<p>1. International students wishing to change their teaching locations will need to complete the Application to Transfer Between Teaching Locations form. Please refer to the Transfer Between Teaching Locations Procedure.</p>

			2. Domestic students wishing to change their location complete the online request to change teaching location form through the online enquiry portal or via their partner provider.
F	Changing personal details	Student	<ol style="list-style-type: none"> 1. To update contact details log into MySC. 2. To update name and/or gender submit the personal details amendment form through the online enquiry portal.
G	Changing citizenship status	Student	<ol style="list-style-type: none"> 1. Submit request to change citizenship via online enquiry portal at least two weeks prior to census date. The request must include legally certified documentation. <ol style="list-style-type: none"> a. Students will receive notification once citizenship has been changed. This will include request to complete an eCAF for a CSP place. b. Student must complete the online eCAF prior to the census date. <ul style="list-style-type: none"> • Note: If the eCAF is not completed on or before census date the student will not be eligible for a commonwealth supported place (CSP) for study in that teaching period.

4.Applying for Leave from Studies

	Activity	Responsibility	Steps
A.	Making an application for leave from studies	Student	<ol style="list-style-type: none"> 1. Complete the online process to apply for leave from studies. Students studying offshore through partner providers may be required to complete an offline request. Hard copy forms are available directly from the partner provider.

			<p>Note:</p> <ul style="list-style-type: none"> a. Applying prior to the Census Date incurs no penalty. b. Applying after the Census date <ul style="list-style-type: none"> i. Students will remain liable for the debt incurred for their enrolment in that teaching period. ii. Students will be withdrawn from all units in the periods/s leave from studies has been granted. Units will be graded W or LW. iii. Students who are approved leave after the census date will be advised in writing that they are liable for the fees and will receive a withdrawn grade. c. Initial application for leave can be approved for either 6 or 12 months. Students are eligible for a maximum of 12 months leave. Additional leave may be granted in extenuating circumstances. d. When assessing applications completion duration/teach out requirements will be considered. e. International onshore students applying for leave from studies will need to provide with their applications evidence of compassionate or compelling reasons. On approval of the request, International Student Compliance will cancel the student's CoE. Please refer to the Deferment, Suspension or Cancellation of a Student's Enrolment (ESOS Specific) Procedure for more information. f. Students should continue to attend classes while awaiting the outcome of their application.
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			g. Any student who has submitted an application with documentation proven to be fraudulent will be reported per the Student Misconduct Procedure .
B.	Assessing & notification of outcome	Student Administration/Partners, Quality and Accreditation Services	<ol style="list-style-type: none"> 1. Receipt the application. 2. Approve leave of studies for up to 12 months, taking into account: <ol style="list-style-type: none"> a. Leave previously approved. b. Will the student still be able to complete within the approved duration of studies. c. Is the course in Teach Out, if so will the student still be able to complete by the teach out end date? d. Is the student identified for appearance before an academic progress committee APC, if so leave will only be considered after the APC outcome has been determined. e. Is the course a quota course and the student is in their first semester of study. 3. Leave will not be approved if the student will not be able to complete within the approved duration of studies or teach out timeframes. 4. Leave may not be approved if the course is a quota course and the student is in the first semester. 5. Students whose application was submitted after the census date will remain liable for the debt incurred for their enrolment in that teaching period. Academic penalties, W & LW grades will also apply. 6. Notify the student of the outcome within 10 working

			<p>days from the decision on the application, clearly state:</p> <ol style="list-style-type: none"> The course/unit from which leave from studies has been granted/not granted. The period for which the leave has been granted/not granted. If the student is liable for fees and a withdrawn grade if the application was after the census date. Any implications for progression, including reduced study load, change in order units are studied due to pre/co requisites and extension to expected completion date.
C.	Process approved leave in systems	Student Administration/Partners, Quality and Accreditation Services	<ol style="list-style-type: none"> Ensure Campus Solutions student leave status and return from leave date is updated. Update students Student Plan in fdlGrades to reflect the period of leave.
D.	Withdrawal of leave application	Student	<ol style="list-style-type: none"> The student has the right to withdraw their application up to the point the decision has been made, by notifying Student Administration in writing.
E.	Considering retrospective applications	Student Administration/Partners, Quality and Accreditation Services	<ol style="list-style-type: none"> Applications for leave from studies will not be approved retrospectively other than in extenuating circumstances. Refer to the Higher Education Special Consideration Procedure.

5. Returning from Leave of Studies

	Activity	Responsibility	Steps
A.	Communicating with returning students	Student Administration/Partners, Quality and Accreditation Services	<ol style="list-style-type: none"> A place will be reserved in the course for students who are

			<p>returning from leave of studies.</p> <ol style="list-style-type: none"> Communications are sent to the student advising when re-enrolment period opens. Students who have been on leave of studies and fail to re-enrol by the enrolment deadline will be discontinued with a reason of 'failed to re-enrol' and will need to re-apply for their course as a new applicant to continue.
B.	Applying for additional leave	Student	<ol style="list-style-type: none"> If students wish to apply for further leave they must do so prior to the applicable re-enrolment deadline following the application process at section 4.A. Students who have reached the maximum amount of leave (12 months) may apply for additional leave in extenuating circumstances. Details at section 4.B.2 will be taken into account in decision making. <ol style="list-style-type: none"> Documents supporting the extenuating circumstances will need to be provided with the application. Where additional leave is denied, the student will need to continue study or withdraw from the course. If a student chooses to withdraw from the course they would need to re-apply as a new applicant to study that course again in the future.

6. Cancelling an Enrolment

	Activity	Responsibility	Steps
A.	Withdrawing from a course - Student Initiated	Student	<ol style="list-style-type: none"> Students wishing to withdraw from their course of study should do so before the Census Date of the enrolled units in order to avoid financial and academic penalties.

			<ol style="list-style-type: none"> 2. Students who wish to withdraw from their course of study must do so through the University's approved online enrolment system or via their partner provider. 3. Students who withdraw or take leave from their course of study after the census date of the teaching period, and who meet the criteria for doing so, may seek to have their debt remitted within 12 months of the end of the study period or withdrawal date. Details of the remission of debt criteria can be found at https://federation.edu.au/current-students/life-on-campus/services-on-campus/student-hq/remission-of-debt. 4. Students who withdraw from their course, and who wish to be readmitted to that course at a later date, must reapply for entry through the relevant admission and selection processes. 5. Students who transfer to another provider must formally withdraw from their studies at Federation University. 6. International students applying to withdraw from their studies at Federation University should provide with their request an offer letter from their new education provider or evidence that they are returning to their home country. On approval of the request, International Student Compliance will cancel the student's CoE. Please refer to the Deferment, Suspension or Cancellation of a Student's Enrolment (ESOS Specific) Procedure. For more information. <p>International students who have not completed 6 calendar months of study,</p>
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			please refer to the Transfer Between Registered Providers Procedure .
B.	Cancelling by the University	Institute/TAFE/Student Administration	<p>1. Federation University may cancel a student's enrolment when:</p> <ol style="list-style-type: none"> Excluded due to misconduct at the University Excluded for failing to make satisfactory academic progress Cancelled by determination of the School or delegate Cancelled by determination of the Vice-Chancellor A domestic student who does not engage with the learning materials for a unit will be contacted up to the end of week 2 to confirm their enrolment in the course and be offered support. If the student does not respond to this correspondence and has not engaged in any of their study, they will be withdrawn from the course. <p>Note: Prior to course withdrawal being processed, formal notification of intention to cancel the enrolment will be sent to the student. The course withdrawal will be processed 5 days after formal notification sent (prior to census date).</p> <ol style="list-style-type: none"> Students may lodge an appeal against the decision to cancel their enrolment as per the Student Appeal Procedure. Appeals must be submitted in writing to the Student Appeals

			<p>Committee via their online portal.</p> <ol style="list-style-type: none"> Where a student identifies as an Aboriginal and/or Torres Strait Islander person, the Aboriginal Education Centre must be informed prior to the cancellation of the students enrolment. International Student Compliance must be informed prior to the cancellation of an international students' enrolment.
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7. Enrolling concurrently

	Activity	Responsibility	Steps
A.	Enrolling in two or more courses (applies to domestic students only)	Course Coordinator	<ol style="list-style-type: none"> A student is permitted to enrol in two or more courses concurrently provided that: <ul style="list-style-type: none"> All entry requirements have been met Satisfactory academic progress is maintained Approval has been provided from the Course Coordinator for each course being enrolled in.

8. Lapsing Enrolment

	Activity	Responsibility	Steps
A.	Lapsing of enrolment	Student Administration / International Student Compliance	<ol style="list-style-type: none"> Enrolment will lapse if a student <ol style="list-style-type: none"> Fails to enrol in continuous semesters by the prescribed date for enrolment/re-enrolment, without any deferment or approved leave If a student fails to return from an approved period of leave Students that have allowed enrolment to lapse will be required to apply for re-

			<p>admission into the course. This does not automatically guarantee re-admission.</p> <p>Note: If course rules/structures have changed students may not be credited for all study prior to the lapsed enrolment. If a course is no longer being offered, students will not be able to re-enter after a lapsed enrolment.</p> <p>3. CoE will be cancelled for international students who allow their enrolment to lapse.</p>
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Supporting documents

- [Academic Governance Policy](#)
- [Application to Enrolment Guidelines](#)
- [Completion Within the Expected Duration of Study Procedure](#)
- [Deferment, Suspension or Cancellation of a Student's Enrolment \(ESOS Specific\) Procedure](#)
- [Higher Education Academic Credit Transfer Procedure](#)
- [Higher Education Assessment \(inclusive of FedTASKs\) Procedure](#)
- [Higher Education Domestic Student Admission: Selection and Offers Procedure](#)
- [Higher Education International Student Refund Procedure](#)
- [Higher Education Special Consideration Procedure](#)
- [Student Appeal Procedure](#)
- [Students and Support for Students Policy](#)
- [Study Adjustment and Course Flexibility Guidelines](#)
- [Transfer Between Registered Providers Procedure](#)
- [Transfer Between Teaching Locations Procedure](#)
- [Withdrawal from All Studies Procedure \(Higher Education\)](#)

Responsibility

- Chief Learner Experience Officer, as the Approval Authority, is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- Director, Student Services and Registrar, as Document Owner, is responsible for maintaining the content of this procedure.

Promulgation

The [Higher Education Enrolment Procedure](#) will be communicated throughout the University community in the form of:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure.

Implementation

The [Higher Education Enrolment Procedure](#) will be implemented throughout the University via:

- Information Sessions; and/or
- Training Sessions e.g. Local induction for Professional Staff who undertake or oversee application to enrolment related processes.

Records management

Title	Location	Responsible Officer	Minimum Retention Period
Enrolment Record	Student Management System	Senior Manager Registrar Services	7 years after course completion, withdrawal or deferment
Student enrolment variations/ additions	Student Management System	Senior Manager Registrar Services	7 years after course completion, withdrawal or deferment
Leave of absence	Student Management System	Senior Manager Registrar Services	7 years after course completion, withdrawal or deferment