



Variation of Enrolment Policy

Policy Area: Academic Governance

Approval: Chairperson, Academic Council

Signature:

Date:

1. PURPOSE AND SCOPE

This policy establishes the implications, both financially and academically, for students varying their enrolment by addition, or substitution of, or withdrawing from, unit(s). These implications will depend on the timing of the variation in a teaching period of the unit(s).

This policy recognises the need to have different arrangements apply for trimester-length units and units taught in intensive mode, yet there needs to be equity of treatment between financially supported students and fee-paying students.

This policy applies to coursework students who are enrolled in a Sheridan course and who wish to vary their enrolment by adding, substituting or withdrawing from unit(s). Research students are subject to the rules related to their course.

This policy does not apply to students who seek and are approved for enrolment in a course after the Administrative Date in this policy. Such late enrolment will attract a separate Late Enrolment Fee and this fee shall be consistent with the Add/Substitute Unit fee in this policy.

2. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Academic Council
Amendment of procedures consistent with the policy:	Executive Principal, Director of Student Services
Distribution of policy:	Director of Student Services
Implementation of policy:	Executive Principal, Academic Principal, Director of Student Services, Registrar
Monitoring and compliance of policy:	Academic Council
Evaluation and recommendations for amendments:	Academic Council, Executive Principal, Academic Principal, Director of Student Services, Registrar

3. DEFINITIONS

Administrative Date

The last date for students to submit their unit selections for the coming academic term. The Administrative Date is typically one month prior to the start date of the academic term.

Census Date

The last date for students to add or substitute a unit without incurring a financial liability. The Census Date is Friday Week 4 of the academic term.

Compassionate or compelling circumstances

Circumstances beyond the control of the student which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies.
- A traumatic experience, which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- Where Sheridan was unable to offer a prerequisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.
- Where a student's initial enrolment has been conditional upon the completion of an RTO course, and the RTO delivering the course has been suspended from trading or has closed, and the student has been required to re-commence a similar course at another RTO.

Withdrawal Date

The last date for students to withdraw from a unit without incurring an academic penalty. The Withdrawal Date is the last Friday of the academic term, prior to the pre-examination study break.

4. POLICY CONTENT

4.1. Deferral of Enrolment

- 4.1.1. Students, once offered a place in a course, may apply to defer the commencement of their course for up to one year.
- 4.1.2. This option is at Sheridan's discretion and is available to students who have not yet commenced their course.
- 4.1.3. International students on a student visa must demonstrate "compassionate or compelling circumstances" in order for their application for deferral to be approved.
- 4.1.4. International students who wish to defer the commencement of their studies will need to contact the Department of Immigration Home Affairs to determine whether their existing student visa will be sufficient to cover the revised end date for the course.

4.2. Leave of Absence

- 4.2.1. Existing students can apply to suspend take a 'Leave of Absence' from their course for up to one year.
- 4.2.2. At the end of that year of leave of absence Sheridan will contact the student about re-enrolling, discontinuing or applying for an additional period of leave of absence.

- 4.2.3. International students who are on a student visa must demonstrate “compassionate or compelling circumstances” for Sheridan to grant a leave of absence.
- 4.2.4. In PRISMS, a leave of absence is recorded as a deferral or suspension.

4.3. Suspension of Enrolment

- 4.3.1. Students may be required to apply for a variation on their enrolment if they are suspended from their studies for disciplinary reasons.
- 4.3.2. Grounds for suspension of enrolment at Sheridan include, but are not limited to:
 - misbehaviour by the student
 - the student’s failure to pay the required fees
 - the students failure to undertake or continue the course as required; or a breach of course progress or attendance requirements by the student.
- 4.3.3. A suspended student has 20 working days to access the *Student Grievance Policy* and appeal the Sheridan’s decision to suspend their enrolment.
- 4.3.4. At the end of a period of suspension, Sheridan will contact the student about re-enrolling in or discontinuing their course.
- 4.3.5. For more information, please review the *Academic Progress and Intervention Policy*.

4.4. Termination of Enrolment

- 4.4.1. Sheridan may terminate a student’s enrolment on the basis of, but not limited to:
 - misbehaviour by the student
 - the student’s failure to pay the required fees
 - the students failure to undertake or continue the course as required; or a breach of course progress or attendance requirements by the student.
- 4.4.2. Terminated students have 20 working days to access the *Student Grievance Policy* and appeal the Sheridan’s decision to terminate their enrolment.
- 4.4.3. After 20 working days, if the student has not appealed the Sheridan’s decision, their enrolment will be terminated and, in the case of international students, their Confirmation of Enrolment certificate will be cancelled.
- 4.4.4. Students who are terminated from Sheridan for disciplinary reasons may apply for a refund on advance tuition payments, in accordance with the terms of Sheridan’s refund policies.
- 4.4.5. For more information, please review the *Academic Progress and Intervention Policy*.

4.5. Discontinuation of Enrolment

- 4.5.1. Students may apply to discontinue their course at any time including during the appeal process.
- 4.5.2. Discontinuing students may apply for a refund in accordance with the terms of the Sheridan’s refund policies.

4.6. Addition or Substitution of Units

- 4.6.1. Students may add a unit for credit to their program of study up until the Census Date of the unit, subject to Sheridan's published unit enrolment conditions.
- 4.6.2. Addition or substitution of units after the Administrative Date and before the Census Date of the unit will require:
- written agreement of the Dean of Faculty on or attached to the application, and
 - lodgement of the application for Variation of Enrolment before the Census Date with the Registrar for processing.
- 4.6.3. If the Dean of Faculty is of the opinion that they cannot reasonably support the late commencement in the unit, they have the discretion not to approve the request.
- 4.6.4. If the addition of a unit leads to a student enrolling in higher than a full-time study load, the student should be aware that this request will only be considered for students who are on good academic standing and that both the relevant Dean's office and the Academic Principal's office will need to review the application and determine whether to approve the addition of the unit.
- 4.6.5. Addition or substitution of units is not normally permitted after the Census Date without the express permission of the Academic Principal.

4.7. Withdrawing from Units

- 4.7.1. Up until the Administrative Date associated with a unit, students may withdraw from the unit with no academic or financial penalty.
- No financial liability will be incurred.
 - Any up-front payments made in relation to the unit will be refunded in full.
 - The unit will be deleted from the enrolment record of the student.
 - All students withdrawing from a unit prior to the Administrative Date will normally be obliged to return all unit material distributed.
- 4.7.2. After the Administrative Date and up until the Census Date associated with a unit, students may withdraw from the unit with no academic penalty.
- Any approved Variation of Enrolment Fee applies
 - Any up-front payment made in relation to the unit will be refunded on a pro rata basis once the Variation of Enrolment Fee has been paid.
 - The unit will remain on the enrolment record with a grade of W (Withdrawn) but will not appear on a student's academic transcript.
 - If a student is able to prove to the satisfaction of the Academic Principal that special circumstances justified the withdrawal after the Administrative Date, the student will be deemed to have withdrawn from the unit before the Administrative Date.
- 4.7.3. After the Census Date and up to the Withdrawal Date associated with a unit, students may withdraw from the unit with no academic penalty.
- Normally the full financial liability will be incurred and any fees paid up-front will not be refunded.
 - The Variation of Enrolment fee shall not apply.
 - The unit will remain on the enrolment record of the student with a grade of W (Withdrawn).
 - Although the unit will appear on the student's academic transcript, it will have no impact upon the calculation of the Grade Point Average (GPA).

- If a student is able to prove that special circumstances justified the withdrawal after the Census Date, the student will be deemed to have withdrawn from the unit before the Census Date.

4.7.4. After the Withdrawal Date associated with a unit, students who withdraw from a unit will incur an academic penalty of FW (Fail to Withdraw). The unit result will impact upon the calculation of the GPA.

4.7.5. Students who fail to submit any work but do not formally withdraw will incur an academic penalty of F (Fail). All up-front payment liabilities remain.

4.7.6. If an international student applies to withdraw from a unit, and in withdrawing from that unit the student will no longer have a full-time study load, an Application for a Reduced Study Load with evidence of compassionate and compelling circumstances will need to be made to the Registrar's office.

4.8. International Students

4.8.1. Sheridan is required to inform international students that any changes to their enrolment may impact their student visas.

4.8.2. Sheridan will advise the Department of Education, Skills and Employment (DESE) of any changes to enrolments for international students as a result of deferment, leave of absence, suspension, termination, discontinuation or withdrawal.

4.9. Administrative Matters

4.9.1. This policy shall not apply when the variation of enrolment is an action to correct an administrative error made by Sheridan.

4.9.2. The Academic Principal's decision shall be final in respect of the addition of any units after the Census Date.

4.10. Compassionate Withdrawal

4.10.1. If a student withdraws after the Withdrawal Date associated with a unit and the circumstances warrant special consideration, a student may apply to the Academic Principal for a Compassionate Withdrawal.

4.10.2. Requests for Compassionate Withdrawal will be assessed according to whether special circumstances apply to a student, circumstances which:

- are beyond the student's control;
- do not make their full impact on the student until on, or after, the Census Date; and
- make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake the unit.

4.10.3. The request will be granted if a reasonable person would consider the situation not to be due to the student's action or inaction, either direct or indirect, and for which the student was not responsible. The situation must be unusual, uncommon or abnormal.

4.10.4. The student's request will be deemed valid if the circumstances did not make their full impact until on or after the Census Date for the unit of study if the circumstances occur:

- before the Census Date, but worsen after that day; or
- before the Census Date, but the full effect or magnitude did not become apparent
 - until on or after that day; or
 - on or after the Census Date.

4.10.5. Special circumstances that would make it impracticable for a student to complete the requirements for the unit of study would include:

- medical circumstances; or
- family circumstances; or
- personal circumstances; or
- employment related circumstances; or
- course of study related circumstances.

4.10.6. Each application will be examined and determined on its merits. Sheridan will consider claims, together with independent supporting documentary evidence that substantiates these claims. Applications must be made in writing to Sheridan within twelve months after the withdrawal day.

4.11. The Variation of Enrolment Fee

4.11.1. This fee shall be collected by Sheridan and the funds applied as Sheridan determines. While substitution of a unit entails deletion of one unit and addition of another, this total action is deemed to relate to one unit and Fee (a) below is applied only once for each substitution.

4.11.2. No Variation of Enrolment Fee will be charged for 2021.

5. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Variation of Enrolment Policy

Source Documents: *Adapted with permission from:*
Australian College of Theology Verification of Qualifications Policy

Associated Internal Documents: Student Grievance Policy
Academic Progress and Intervention Policy

Associated External Documents

Authorised Officer: Chairperson, Academic Council

Approved by: Mr Darren Smith

Date of Approval: 28 Jun 2021

Next Review Before: Dec 2024

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	30 May 2011	N/A	Draft prepared for Sheridan College and Vose College
0.02	29 Jan 2013	N/A	Revised Sheridan College Board subcommittee for Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration
1.01	16 Dec 2013	Chairperson, Board of Directors	Change to version control box
2.00	16 Jun 2017	Chairperson, Academic Council	Variation of Enrolment fee deleted for 2018.
3.03	28 Jun 2021	Chairperson, Academic Council	Extensive revisions by Admission subcommittee to Sections 2, 3 & 4