



VARIATION TO UNIT ENROLMENT POLICY

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Contact	Director of Student Services; registrar@morling.edu.au		
Approving authority	Academic Board		
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Mandatory status <i>Select from the drop-down menu</i>	Not mandatory		

1. PURPOSE

To establish the implications, both financially and academically, for students varying their enrolment by adding, substituting, or withdrawing from units(s).

2. DEFINITIONS

The following definitions apply for the purpose of this policy:

Key Term of Acronym	Definition
CCSC	The faculty of Counselling, Chaplaincy and Spiritual Care; includes Professional Supervision.
Census Date	The date on which enrolment in a unit becomes effective and students become financially liable for the unit. For all units the Census Date will be no less than 20% of the period from the commencement of the unit to the final date for completion of assessment tasks.
MC	Morling College

3. SCOPE

This policy applies to all students enrolled in the faculties of CCSC and Education at Morling College (MC).

4. POLICY STATEMENT

After initial enrolment in an academic period a student may apply to add, substitute, or withdraw from a unit of study. The implication of the change will depend on the timing of the variation in the teaching period of the unit(s). The relevant dates referred to in this policy are published on the MC website before enrolments open for each academic year.

5. PRINCIPLES

STUDENT RESPONSIBILITY

- 5.1 It is the student's responsibility when deciding to vary their enrolment to understand the implications on the length of candidature and timeframes required to complete their award.
- 5.2 Students are responsible for being aware of the specific dates that apply to their enrolment in units of study.
- 5.3 Students are responsible for ensuring that any specified pre-requisites or co-requisites are met when applying for a variation to their unit enrolment. MC may cancel a student's enrolment in a unit if the specified requirements for enrolment in the unit have not been met.

UNIT VARIATION AND IMPLICATIONS

- 5.4 A student may apply to add or substitute a unit until the start of the applicable teaching period and incur no financial or academic penalty.
- 5.5 An application to add a unit after the start of the applicable teaching period will need to be approved by the Director of Student Services.
- 5.6 MC reserves the right to charge a Variation to Enrolment Fee for the addition of any unit after the start of the applicable semester.
- 5.7 No administrative fee is charged for withdrawing from a unit.
- 5.8 Students may withdraw from units any time during the period of study, however financial and academic penalties may apply (see ss. 5.9 – 11).
- 5.9 Students withdrawing from a unit prior to or on the Census Date will receive a full refund and incur no academic penalty.
- 5.10 If special circumstances are deemed to apply, students withdrawing from a unit after the Census Date will receive a full refund and will be awarded a Withdrawn (W) result. See the *Special Circumstances Policy CCSC EDU*.
 - 5.10.1 Students seeking to withdraw from a unit of study after the Census Date due to special circumstances should apply for a Tuition Fee Refund. See the *Tuition Fee Refund Policy CCSC EDU*.
- 5.11 If special circumstances are deemed not to apply, students withdrawing from a unit after the Census Date will:

5.11.1 receive no refund; and

5.11.2 receive a result of Fail Withdrawn (FW) or Fail (F) for the unit.

6. RELATED DOCUMENTS AND LEGISLATION

INTERNAL

- Special Circumstances Policy: Education; CCSC
- Student Support Policy
- Tuition Fee Refund Policy: CCSC; Education

EXTERNAL

- Higher Education Support Act 2003
- Higher Education Provider Guidelines 2023

7. REFERENCES

Nil

8. VERSION HISTORY

Version	Approved by	Approval date	Effective date	Changes made
5.00	Academic Board	11 Sept 2024	11 Sept 2024	Policy generally reviewed and updated. Removed Administration Date.
4.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords. Responsible officer and contact updated. Changed 5.7 to approval by Director of Student Services
4.00	Academic Board	16 September 2020	16 September 2020	Removed reference to Withdrawal date. Change to 5.7 approval by Registrar. CW changed to TFR. 5.4 Changed immigration to Student Visa. 5.9 Added Tuition fee refund (TFR) 5.10 and 5.13. Added: No administrative fee is charged for Withdrawing from a unit.
3	Academic Board	4 March 2020	4 March 2020	Added Compliance references. Amended to ensure clarity and to reflect the change in the Administration Date. Removed reference to 'substitution of units'
2	Academic Board	17 Oct 2018	17 Oct 2018	Added Chaplaincy and Spiritual Care. Added 2017 legislation to 3; removed reference to admin fees; removed the possible need to return materials on withdrawal; streamlined and formatted to new template
1	Academic Board	Dec 2014	Dec 2014	New policy

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