



Student Enrolment Policy

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1. Purpose

The purpose of this policy is to outline the principles, processes, and responsibilities related to student enrolment at OneGlobe Institute of Higher Education (OneGlobe). This policy ensures that enrolment practices are transparent, equitable, and compliant with the Higher Education Standards Framework (Threshold Standards) 2021, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and other relevant Australian legislation and regulations.

2. Scope

This policy applies to:

- All prospective and current students of OneGlobe.
- All staff involved in the enrolment process

3. Policy Statement

OneGlobe is committed to:

- Providing clear, accurate, and timely information to prospective students about admission requirements, course offerings, and enrolment procedures.
- Ensuring that the enrolment process is fair, transparent, and non-discriminatory.
- Complying with all regulatory requirements related to student enrolment, including those set by the Tertiary Education Quality and Standards Agency (TEQSA) and the Department of Education.

3.1 Student Responsibilities



All students are ultimately responsible for their own enrolment and academic progress and are expected to complete all prescribed requirements to qualify for award of their qualification within the maximum time allowed.

All commencing and continuing students must be enrolled in order to formally participate in classes and other scheduled activities in relation to their course and/or unit(s), and to receive a final mark and grade.

All commencing and continuing students are responsible for ensuring that their course and unit enrolment details are current and correct, including and not limited to:

- ensuring they are enrolled in an appropriate number of units for the teaching session.
- ensuring that any specified unit pre- and/or co-requisites, or other special requirements have been met;
- ensuring their enrolment meets course requirements and is consistent with approved course structures.

Where a student fails to re-enrol or to obtain a leave of absence, the student's enrolment in the course will be terminated. A student granted leave of absence from his or her course remains a student enrolled in a course at OneGlobe although not actively enrolled in any units.

Students enrolled in a course may add or withdraw from units until the relevant census dates without penalty, provided they comply with:

- requirements of the course structure and any intervention plan
- visa requirements for international students
- requirements to complete within the allowed time
- pre-requisite requirements;

The enrolment of a student will cease when OneGlobe deems the student to have completed the requirements for his or her course.

3.2 Institutional Responsibilities

OneGlobe will publish an annual Academic Calendar detailing:

- start and end dates for each teaching period.
- last date to enrol in a unit for each teaching period
- census dates for each teaching period
- dates for the formal examination or assessment periods at the end of each teaching period.



All students are required to ensure that they have completed their enrolment by the published census date for the teaching session. Students who have not completed their enrolment by the census date may be regarded as having withdrawn from their course and may need to apply for re-admission in order to resume their studies.

3.3 Important dates:

Commencing students

Commencing students must be enrolled by the Friday of Week 2 of their first teaching period.

Continuing students

Continuing students are expected to be enrolled by the Friday of Week 1 of each teaching period. The last day to enrol in a unit will normally be the Friday of Week 2 during each trimester.

Census Date

The census date in each teaching period will normally be the last day to add a unit or to withdraw from a unit without academic penalty.

Under special circumstances, the Registrar and/or the Dean may approve for a student to enrol in a unit(s) after the published last day of the teaching session, or to withdraw from a unit(s) without academic penalty after the published census date for the teaching session.

- Protecting the rights and interests of students throughout the enrolment process.

4. Definitions

Leave of Absence	A period of approved or mandated leave from study
Admission	The process through which a student applies for and is granted entry into an accredited course offered by OneGlobe, based on meeting defined academic and English language requirements, as well as any other institutional criteria.
Confirmation of Enrolment (CoE)	An official document issued to international students by OneGlobe via the Provider Registration and International Student Management System (PRISMS). The CoE confirms that



	the student has accepted an offer and paid the required fees, enabling them to apply for a student visa.
Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)	The official register of Australian education providers and courses that are approved to offer education services to overseas students. OneGlobe must maintain CRICOS registration to enrol international students
Deferral	An approved postponement of the commencement of study, usually requested before the first census date. Students may defer their studies for reasons such as personal, medical, or compassionate circumstances.
Enrolment	The formal process by which a student registers for their course and individual units of study for a given study period, becoming an active student of OneGlobe
Provider Registration and International Student Management System (PRISMS)	An Australian Government system used by CRICOS-registered institutions to issue CoEs and report changes to international student enrolment status, as required under the ESOS Act.
Recognition of Prior Learning (RPL)	A process that assesses an individual's prior formal, non-formal, or informal learning experiences to determine whether they meet the requirements of a unit or qualification. Approved RPL contributes towards the completion of a course.
Re-enrolment	The process where current students confirm their intention to continue in their course by selecting units for the upcoming study period. Re-enrolment must occur within specified timelines.
Suspension	A temporary break in a student's studies that has been approved by OneGlobe due to academic, personal, or compassionate reasons. It differs from deferral as it occurs after a student has commenced their course.
Withdrawal	The formal discontinuation of a student's enrolment in a course or unit, either initiated by the student or by the institution due to non-compliance, non-payment, or unsatisfactory progress.
Exclusion	Permanent cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student of OneGlobe, including their right to re-apply for admission.
Letter of Offer	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.



Commencing student	Any student who is enrolled in an award course at OneGlobe for the first time.
Continuing student	A student who has been admitted to OneGlobe and has been enrolled in an award course for at least one teaching session, and whose enrolment in the course has not been cancelled.

5. Principles

- **Transparency:** All information related to admission and enrolment is readily accessible and clearly communicated to prospective students.
- **Equity:** All applicants are treated fairly and consistently, with decisions based on merit and eligibility criteria.
- **Compliance:** All enrolment practices adhere to relevant legislation, regulations, and accreditation requirements.
- **Support:** Applicants receive appropriate guidance and support throughout the enrolment process.

6. Enrolment Procedure

6.1 Application Submission

- Prospective students must submit a completed application form along with all required supporting documentation, including academic transcripts, English language proficiency evidence, and identification documents.
- Applications can be submitted online via the OGIHE website or in person at the Admissions Office.

6.2 Application Assessment

- The Admissions Team will assess applications to ensure that applicants meet the entry requirements for the chosen course.
- For international students, the assessment will also consider visa requirements and compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

6.3 Offer and Acceptance

- The student needs to meet the all the required entry requirements as per the OneGlobe Student admission policy.
- Successful applicants will receive a Letter of Offer outlining the terms and conditions of enrolment.



- Applicants must accept the offer by signing and returning the Acceptance Agreement, along with any required payments.
- For international students, a Confirmation of Enrolment (CoE) will be issued upon acceptance of the offer.

6.4 Enrolment Confirmation

- Upon receipt of the Acceptance Agreement and any required payments, the Student Administration Team will confirm the student's enrolment and provide access to course materials and orientation information.

6.5 Orientation and Induction

- All new students are required to attend an orientation session, which includes information on academic policies, student support services, and campus facilities

6.6 Variation to Enrolment

- Students may request to defer, suspend, or cancel their enrolment in accordance with the International Student Deferment, Suspension, and Cancellation of Study Policy and Procedure.
- Requests must be submitted in writing and will be assessed on a case-by-case basis, considering the student's circumstances and compliance with visa conditions.

6.6.1 Adding Units

- Students may add unit(s) to their enrolment until the census date.
- Students who are seeking to add unit(s) after the enrolment deadline, must seek approval from the Dean.
- Students who are seeking to enrol in more than a full-time load must obtain approval from the Dean.

6.6.2 Withdrawal from a Unit

A student who wishes to withdraw from a unit must apply to the Registrar. A withdrawal grade (W) will be recorded with no academic penalty if the notice of withdrawal is received before the census date.

- Withdrawal before the census date will not incur financial or academic penalty.
- Withdrawal after the census date will incur a financial and an academic penalty. Under special circumstances, this penalty can be waived by the Dean (academic penalty) or PEO (financial penalty).
- Students who wish to withdraw from all units in a compulsory teaching period are required to either apply for leave of absence, or to cancel their enrolment by the census date.



6.7 Suspension of enrolment

A student's enrolment may be suspended as a result of academic or general misconduct, unsatisfactory academic progress, or non-payment of tuition fees. The period of suspension commences following determination of any internal and/or external appeal process.

6.8 Amendment or withdrawal from a unit/course without academic penalty

The Registrar may direct a student to amend or withdraw his/her enrolment to meet the requirements of this or any other OneGlobe policy, or the requirements of enrolment or academic progression rules. If a student does not comply with such a direction within the timeframe provided, the Registrar is authorised to enforce the direction by amending the student's enrolment and notifying him/her of the change.

6.9 Cancellation by the student

A student who wishes to cancel his or her enrolment should first seek the advice of Student Services.

Where the student wishes to proceed with cancellation of enrolment, he or she must give notice to the Registrar. A student whose enrolment is cancelled ceases to be a student of OneGlobe. No academic penalty will be recorded if the notice of cancellation is received before the census date.

An enrolled student may transfer into another course. A student transferring to another registered provider must cancel their enrollment and must normally have been enrolled at OneGlobe for at least six months..

6.10 Cancellation by OneGlobe

OneGlobe may cancel a student's enrolment for the following reasons:

- academic or general misconduct.
- unsatisfactory academic progress.
- non-payment of fees;
- where the enrolment is contrary to Australian law

6.11 Enrolment After Absence

Any student who resumes study after a period of approved and/or mandated absence will do so in accordance with all rules, policies, guidelines, and procedures that are current as at the time of resumption of study.



Students will be subject to the same course completion rules as were current as at the time they commenced their absence.

To resume studies, students must enrol in units for the teaching session in order to signal their intention to return to study after their period of absence. Students returning to studies must enrol in units by the same date continuing students are required to finalise their enrolment.

Students excluded from OneGlobe will not have an automatic right to resume studies at OneGlobe. Excluded students wishing to resume their study must apply through the normal application process for the course to which they are seeking entry.

7. Responsibilities

- **Admissions Team:** Responsible for assessing applications, verifying documentation, and issuing Letters of Offer and Confirmation of Enrolment (CoE) for international students.
- **Student Administration Team:** Manages student records, enrolment data, and ensures compliance with enrolment procedures.
- **Academic Staff:** Provide input on course prerequisites and assist in the assessment of academic qualifications.
- **Compliance Officer:** Oversees adherence to regulatory requirements and ensures that enrolment practices are in line with institutional policies.

8. Fees and Charges

- All fees and charges associated with enrolment, including tuition fees, application fees, and other charges, are clearly outlined in the Letter of Offer and Acceptance Agreement.
- Students are required to pay all applicable fees by the due dates specified.

9. Complaints and Appeal

- Students have the right to appeal enrolment decisions through the Student Grievance and Appeals Policy and Procedure.
- All complaints and appeals will be handled in a fair, timely, and confidential manner.

10. Review

The Student Enrolment Policy and Procedure will be reviewed every three years, or more frequently if required by the Academic Board or the Board of Directors.

11. Version control



Version	Summary of changes	Approval Date	Review Date
1	Document Established	Board of Directors: Jul 25	Jul 28

Related Documents

- Student Grievance Policy
- Student Appeals Policy
- Admissions Policy and Procedure
- Credit Transfer and RPL Policy
- Student Support Framework
- Academic Progression Policy
- Records Management Policy
- Tuition fee refund policy
- Student Deferment, Suspension, and Cancellation of Study Policy

Related Legislation

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Standards Framework, 2021
- National Code of Practice for Providers of Higher Education and Training