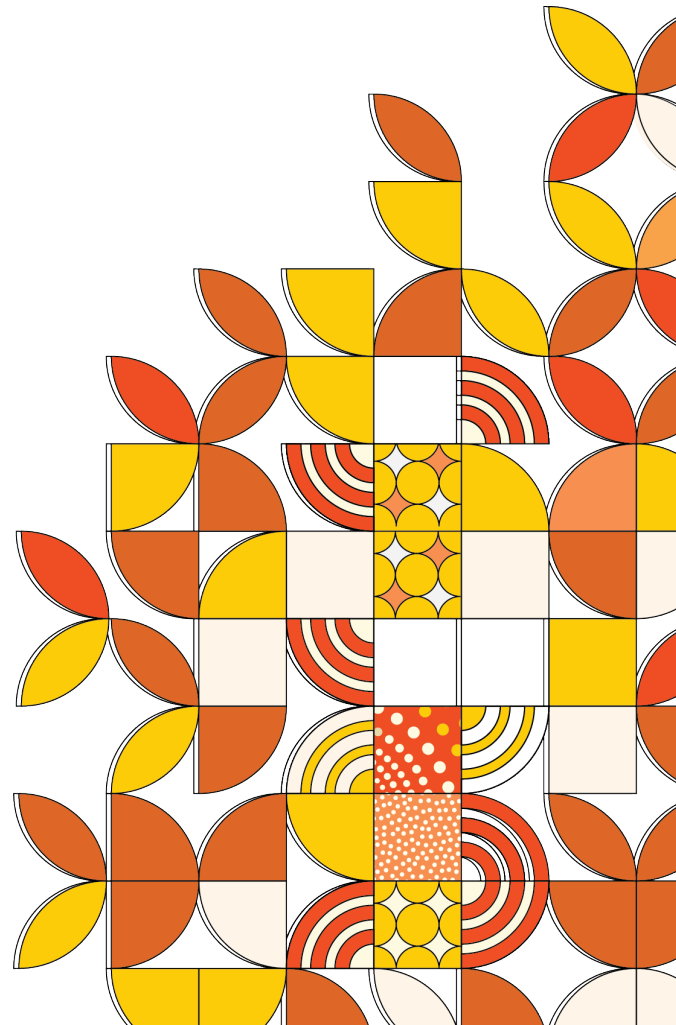


# Changes to Enrolment Policy



## SECTION 1

### Purpose

1. The purpose of this policy is to establish clear guidelines and procedures for the deferral, suspension, and cancellation of enrolment for Institute of Health & Management (IHM) students.
2. This policy outlines the principles and standards involved in varying a student's enrolment status which adheres to the following guidelines and regulations:
  - a) the Higher Education Standards Framework
  - b) the Education Services for Overseas Students Act 2000 (ESOS Act 2000) and
  - c) the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code).

### Scope

3. This policy applies to students enrolled in a course of study at IHM including:
  - a) All domestic and online students
  - b) All international students, to whom the Education Services for International Students Act 2000 applies.
  - c) All ELICOS students.
  - d) All staff involved in the assessment and implementation of student deferral, suspension and cancellation processes.

### Definitions

4. Definitions for key terms are presented in the Glossary of Terms

### Suite Documents

5. This Policy is linked to the following policy:
  - a) Changes to Enrolment Procedure
  - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

## SECTION 2

### Policy

#### 6. Principles

- 6.1 Any assessments and decisions made to change a student's enrolment will comply with this policy and related procedures and supporting regulatory guidance.

- 6.2 A student's enrolment can be deferred, suspended, or cancelled in response to a student's request or be initiated by IHM in accordance with IHM's regulatory obligations.
- 6.3 The student may request for enrolment deferral, suspension or cancellation in the circumstances outlined in this Policy and Procedure which is in alignment with the relevant regulation/standard.
- 6.4 IHM reserves the right to defer, suspend, or cancel a student's enrolment under certain circumstances including, but not limited to the following:
- a) Delay in visa grant
  - b) Student Misconduct
  - c) Failure to maintain satisfactory academic progress in accordance with course rules or visa requirements
  - d) Failure to pay an invoice to undertake or continue the course as stated in the written agreement
  - e) A breach of course progress or attendance requirements by international students as per IHM Attendance Policy and relevant regulatory requirements
  - f) Students who have failed to re-enrol
  - g) Due to compassionate and compelling circumstances. These are generally beyond the control of the student and which have an impact upon student's course progress or wellbeing. These could include but are not limited to:
    - i) Serious illness or injury, where a medical certificate states that the student was unable to attend classes.
    - ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
    - iii) Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies.
    - iv) 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 overseas student (these cases should be supported by police or psychologists' reports)
- 6.5 All claims of compassionate or compelling circumstances must be supported by appropriate evidence such as an original or a certified copy of a death certificate, medical certificate, psychologist and police reports.
- 6.6 In the event that IHM initiates the suspension or cancellation of enrolment, IHM is obligated to provide written notification to the student, outlining the intention to take such action and providing a clear explanation of the reasons behind the decision, in accordance with this policy.
- 6.7 Where the deferral, suspension or cancellation of enrolment may affect a student's visa, the student is encouraged to seek advice from the Department of Home Affairs in order to determine the potential impact.

## SECTION 3

### Associated Information

<b>Related Internal Documents</b>	Changes to Enrolment Policy Fees, Charges and Refund for Internationals students Policy and Procedure Fees, Charges and Refunds for Domestic Students Policy and Procedure International Student Transfer Request Assessment Policy and Procedure Student Academic Progression Policy and Procedure Student Code of Conduct and Implementation Guidelines Student Complaints and Appeals Policy and Procedure Student Misconduct Policy and Procedure
<b>Related Legislation, Standards, and Codes</b>	<a href="#">Higher Education Support Act 2003 and Guidelines</a> <a href="#">Education Services for Overseas Student (ESOS) Act 2000: Standard 9: Deferring, suspending or cancelling the overseas student's enrolment</a> Privacy legislation: <a href="https://www.oaic.gov.au/privacy/the-privacy-act/">https://www.oaic.gov.au/privacy/the-privacy-act/</a> HESF (2021): <a href="#">Higher Education Standard Framework Domain 1: Student participation and attainment</a> <a href="#">National Code 2018</a>
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<b>IHM Doc ID</b>	IHM-CEP1-1.1

### Change History

<b>Version Control</b>		Version 1.1
<b>Change Summary</b>	Date	Short description of change, incl version number, changes, who considered, approved etc
	24/11/2023	<ul style="list-style-type: none"> <li>New Policy</li> </ul>
	15/4/2024 Version 1.1	<ul style="list-style-type: none"> <li>Expansion of scope and content to include domestic and online students</li> <li>Minor formatting and editorial corrections</li> </ul>