
Changes to Enrolment

Scope

This policy is applicable to Kaplan Business School Pty Ltd, (“Kaplan”).

Purpose

The purpose of the Changes to Enrolment Policy is to provide information on:

- options students have to vary their enrolment patterns.
- processes students need to follow to vary their enrolment.

Withdrawal or Changing subjects

Students enrolled at Kaplan can apply to change subjects or withdraw from a subject via the [Notification of Withdrawal or Change of Subject form](#). Students are advised to speak to a Kaplan representative regarding the process and options available, including potential consequences of the students’ decision, both academic and financial. Where applicable, students must ensure that any changes to study load fulfils the student visa requirements.

If the student wishes to proceed with the change or withdrawal, he/she must complete the relevant form, obtainable [from the website](#).

Withdrawing or changing subjects may have financial and academic implications.

Applications to change or withdraw from a subject must be made within the timeframes stipulated by Kaplan. Students should speak to a Kaplan representative to discuss these matters for more details.

Leave of absence during a trimester

While it is not advised, in some situations students may be required to, or may request to, take leave of absence during a trimester of study. Students should contact Kaplan if they:

- wish to take leave of absence from class for 5 or more consecutive days
- expect to miss the start of any study period
- are an Overseas student under 18 years of age and they will be travelling overseas during a study break.

Students should speak to a Kaplan representative and complete the [Leave of Absence form](#) .

If a student needs to be absent for an extended period and are unable to maintain their academic progress, they may need to discuss deferring their studies with a Kaplan representative. In this instance, please complete the [Intermission/Deferral of Studies form](#).

Deferring or temporarily suspending enrolment

Students must submit a form to Kaplan requesting to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate) and pay any relevant fees outlined in the [Intermission/Deferral of Studies form](#). Kaplan will assess the application and make a decision within seven business days. A maximum of up to two consecutive trimesters may be awarded. Extensions beyond this time are only granted in exceptional circumstances.

International students

International students wishing to defer or temporarily suspend (intermit) their enrolment may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to:

- Serious illness or injury
- Serious illness or death of a family member necessitating a return to the student's home country
- Compelling personal reasons
- Natural disaster.

For more information about compassionate or compelling circumstances, refer to [Part D, standard 13 of the National Code](#). International students still need to complete their course within the Confirmation of Enrolment (CoE) length. Deferring or suspending (intermitting) study may affect a student visa that has been granted. Kaplan will notify the relevant government departments of this change to enrolment.

Domestic students

Domestic students wishing to defer or temporarily suspend (intermit) their enrolment must return to study and complete their course within the maximum course duration, specified within the *Academic Success Policy*.

Returning from intermission

Students returning to study after an approved intermission should contact Kaplan to confirm their re-enrolment no later than two weeks before commencement of the trimester.

Students deferring

New students may defer a course that they have been offered only once, subject to approval by Kaplan and other relevant rules and regulations. Tuition and other fees may change when and if a new offer is generated. The policy of Kaplan is to allow deferment of a formal offer until the commencement of the following intake.

Campus Transfer

Students enrolled at Kaplan Business School can apply to transfer their study from one Kaplan location to another Kaplan location. Students are advised to speak to a Kaplan representative about this process and complete the *Application for Campus Transfer* form.

Withdrawing from a course

Students wishing to withdraw from a course should first speak to a Kaplan representative and complete the *Notification of Withdrawal from Course* form. Students must ensure that all outstanding fees are paid. International students note, a course withdrawal will lead to a cancellation of CoE, which may impact the student visa.

Course transfer

Students enrolled at Kaplan Business School can apply to transfer their study from one Kaplan course to another Kaplan course. Normal admissions requirements apply, refer to the *Admission Requirements Policy*. Students are advised to speak to a Kaplan representative about this process.

International students who successfully apply for course transfer will be issued with a new CoE showing the new course details.

Appeals

Students who wish to appeal a decision made by Kaplan, are advised to review the [Complaints and Appeals Policy](#).

Related policies

This policy should be read in conjunction with the following Kaplan policies:

- Access and Equity Policy
- Complaints and Appeals Policy
- Refund Policy
- Academic Success Policy.

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Implementation Officer(s)	General Manager, Operations			
Responsible Officer	Vice President, Academic			
Review Date	June 2020			
Approved by				
VP, Academic on behalf of the Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date
1.1	Academic Quality & Governance Team	Change of nomenclature in policy to reflect retitling of the Holiday Leave form.	03.12.2015	17.12.2015
1.2	Academic Quality & Governance Team	Policy reviewed for currency. Minor changes made to text for clarity and coherency including the introduction of hyperlinks to enhance user experience. An Implementation Officer introduced to Policy.	01.12.2016	15.12.2016
1.3	Kaplan Business School and Standards and Quality Group	Policy content reviewed to ensure alignment with practice, including the removal of superfluous, process information and content restructured to enhance coherency.	14.06.2017	29.06.2017