

# Changes to Enrolment Policy

## 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

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; or
- expect to miss the start of any trimester of study.

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 suspending their studies with a Kaplan representative. In this instance, students should again speak to a Kaplan representative and complete the [Application for Deferral & Suspension of Studies Form](#). Course suspension or deferral may impact the student visa and students should seek advice from the Department of Home Affairs on the potential impact to their visa as a result of this change in course.

## Campus transfer

Students enrolled at Kaplan 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 [Notification for Campus Transfer Form](#).

## Course transfer

Students enrolled at Kaplan can apply to transfer their study from one Kaplan course to another Kaplan course. Normal admissions requirements apply and students are advised to refer to the [Admission Requirements Policy](#) for more information. 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.

## Summer study breaks

International students may be eligible to apply for a break in their studies for trimester 3 of the KBS [Academic Calendar](#) if the following conditions are met:

- The student has successfully completed a full-time study load of their course in trimesters 1 and 2 in the same academic calendar year;
- The student will complete their course within their CoE duration (without extension);
- The student has been satisfactorily progressing through their course; and
- The student has no outstanding fees owing to Kaplan and/or any unreturned library resources.

Trimester 3 will be considered a non-compulsory study period for an international student that meets these requirements, and no tuition fee will be applicable for the summer break trimester.

International students still need to complete their course within the length of their Confirmation of Enrolment (CoE). A summer study break will be granted only for trimester 3 of the KBS Academic Calendar and students will be expected to resume studies in trimester 1 in the following year.

## Deferring, suspending or cancelling enrolment

Students may apply to have their enrolment deferred, suspended or cancelled in the circumstances outlined in this section below. Students should note that Kaplan may also defer, suspend or cancel a student's enrolment where the student has behaved inappropriately (refer to the [Academic Integrity and Conduct Policy](#) for more information), failed to pay amounts owing to Kaplan or failed to maintain satisfactory course progression (refer to the [Academic Success Policy](#) for more information), in accordance with Part B, Standard 9 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* ('the National Code'). If Kaplan suspends or cancels a student's enrolment, the student will be informed in writing of Kaplan's intention to do so and the reason(s) for the decision.

Students wishing to apply for their studies to be deferred or temporarily suspended must submit the relevant form to Kaplan, together with documentary evidence verifying the reason(s) for their request (for example, a medical certificate where the reason is related to the student's health or a copy of a death certificate where the reason is related to family death).

Kaplan will assess the application and make a decision within seven (7) business days.

A maximum of up to two (2) consecutive trimesters may be granted as an approved deferral or suspension of studies by Kaplan. Extensions beyond this time will only be granted in exceptional circumstances. Students should note that all approved deferrals and suspensions will incur a fee as outlined in the [Application for Deferral & Suspension of Studies Form](#).

New students may defer their enrolment only once, subject to Kaplan's prior approval. Kaplan will generally allow new students to defer the start of their course to the following trimester. Students should note that tuition fees and administrative fees may change when and if a new offer of enrolment is provided.

### International students

International students wishing to defer or temporarily suspend their enrolment, may only do so where they can demonstrate compassionate or compelling circumstances, such as:

- Serious illness or injury to the student;
- Serious illness or death of a close family member necessitating a return to the student's home country;
- Compelling personal reasons, such as a period of bereavement for close family members or other circumstances significantly impacting the student's personal wellbeing;
- Natural disaster or a major political upheaval in the student's home country requiring emergency travel which has impacted on the student's studies; or

- A traumatic experience impacting the student including involvement (or witnessing) a serious accident or serious crime.

A deferral or suspension of enrolment may also be granted where Kaplan has been unable to offer a course pre-requisite unit or subject or the student has failed a pre-requisite unit or subject and therefore has an insufficient number of units to be able to enrol.

Students should seek advice from the Department of Home Affairs on the potential impact to their visa. Kaplan will notify the relevant government departments of this change to enrolment, via the Provider Registration and International Student Management System (PRISMS).

For more information about compassionate or compelling circumstances, refer to Part B, Standard 9 of the National Code 2018.

### **Course withdrawal and enrolment cancellation**

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 have been paid to Kaplan at the time of making a request to withdraw from their course. International students should note that course withdrawal will lead to a cancellation of CoE, which may impact the student visa.

Kaplan will notify the relevant government departments of this change to enrolment, via the Provider Registration and International Student Management System (PRISMS).

Students should seek advice from the Department of Home Affairs on the potential impact to their visa.

### **Domestic students**

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

### **Returning after an approved suspension of studies**

All students returning after an approved suspension of studies should contact Kaplan to confirm their re-enrolment no later than two weeks before commencement of the trimester.

## **Appeals**

Students who wish to appeal a decision made by Kaplan under this policy should refer to the [Complaints and Appeals Policy](#). Students should note that a decision to suspend or cancel enrolment made by Kaplan under this policy will not take effect until the student has been given the opportunity to complete an internal appeal, unless the student's health or wellbeing (or the wellbeing of others) is likely to be at risk.

## **Related policies**

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

- Access and Equity Policy
- Complaints and Appeals Policy
- Academic Integrity and Conduct Policy
- Refund Policy
- Academic Success Policy

## Version Control and Accountable Officer(s)

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

<b>Policy Category</b>	Academic			
<b>Implementation Officer(s)</b>	General Manager, National Operations			
<b>Responsible Officer</b>	Vice President, Academic			
<b>Review Date</b>	June 2020			
<b>Approved by</b>	VP, Academic on behalf of the Academic Board			
<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
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
2.0	Kaplan Business School and Academic Quality & Governance Team	Policy content reviewed and aligned with current practice and the changes to the ESOS Act.	08.03.2018	09.03.2018