Enrolment Policy

Section 1 - Purpose

(1) This Policy sets out the principles and requirements around enrolment and the processes associated with enrolment at Australian Catholic University (ACU).

Section 2 - Scope

(2) This Policy applies to ACU students and staff.

(3) This Policy excludes the following:

a. Higher Degree by Research students; and
b. Non-award course students

Section 3 - Principles

(4) ACU will ensure that enrolment processes are:

a. grounded in the ACU Mission, Identity and Values and guided by the strategic priorities of Vision 2033;
b. in accordance with Higher Education Support Act 2003 (Cth) and the Education Services for Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018;
c. fair and transparent.

(5) Students enrolled in a program are subject to ACUs statutes, regulations, policies, and procedures.

(6) Students are responsible for ensuring that they are enrolled for the duration of their studies in accordance with clause (36) of the Academic Regulations.

(7) Students are responsible for the following:

a. planning their enrolment to meet course and unit requirements;
b. ensuring that their enrolment and personal details as recorded by ACU are correct;
c. ensuring they complete their course within the maximum period of study for the course as set out in the clause 82 of the Academic Regulations;
d. maintaining their enrolment in accordance with ACU regulations, policies and procedures;
e. managing their enrolment load over the course of their studies in accordance with Section 9 of this Policy; and
f. ensuring their enrolment complies with their visa requirements, where applicable.

(8) All enrolment activities undertaken by students will be subject to any published timelines, including fees, charges and/or penalties.

(9) Where a student does not comply with an legislative enrolment instruction, ACU may enforce the instruction by:

a. varying the student's enrolment directly; or
b. cancelling the student's enrolment and notifying them accordingly.

(10) Students may apply for a right of correction of enrolment details in accordance with clause (52) the Academic Regulations.

Section 4 - Definitions

(11) Terms used in this Policy, and associated procedures are consistent with ACU's Glossary of Student and Course Terms.

Section 5 - Addition of Units

(12) A student must maintain enrolment in accordance with Section 6 of the Academic Regulations relating to program enrolment.

Period for Adding Units

(13) A student may add a unit to an existing enrolment, provided that such changes are actioned:

a. within the first two weeks in a standard study period; or
b. within the first week of a non-standard study period.

Late Addition of Units

(14) A student may apply to add a unit to an existing enrolment after the periods set out in clause (13) of this Policy and within 5 days of the census date, only if approved by the National Unit Leader before the census date; any such late change may incur additional fees and charges.

Repeating a Previously Completed Unit

(15) A student may be required by the Course Adviser to re-enrol in a previously completed unit following an interruption to their studies for two or more standard-study periods under Section 7 of this Policy or to maintain professional registration recency requirements. Each attempt will be recorded on the transcript and will contribute to the calculation of the GPA.

(16) A student who wishes to re-enrol in a previously completed unit, may do so with the approval of the Course Adviser on a non-award full fee-paying basis. Each subsequent attempt will be recorded on the transcript but will not contribute to the calculation of the GPA.

Section 6 - Withdrawal

(17) Students are responsible for seeking advice from the Course Adviser before withdrawing from units or their program of study. Completing the formal withdrawal process and the consequences of the withdrawal are also the responsibility of the student.

Withdrawal from a Program of Study

(18) Enrolment for a study period will not be recorded on a student's transcript if they withdraw from all units, or their program of study up to the census date in that study period.

(19) A commencing student who withdraws from all units up to the census date in their first study period will be withdrawn from their program of study.

(20) A commencing student who is withdrawn from their program of study up to the census date in their first study period may apply to defer their offer under the Admission to Coursework Programs Policy.

(21) A student who has withdrawn from their program of study, and who has not deferred their offer at clause (20) of this Policy, will be required to re-apply for admission or readmission in accordance with clause (14)b or (15)a of the Academic Regulations.

Withdrawal from a Unit Without Academic or Financial Penalty

(22) A student may withdraw from a unit without academic and financial penalty up to the relevant census date of the relevant study period.

(23) Where a student has withdrawn from a unit in accordance with clause (22) of this Policy, the unit will not be recorded on the student's transcript.

(24) Under special circumstances specified under the Higher Education Support Act 2003 (Cth) a student may apply to be withdrawn from a unit without financial penalty.

a. The assessment of applications for withdrawal without financial penalty after census date can only be made by the Academic Progress and Fees Section.
b. Where a student has been granted a refund of fees due to special circumstances, the student will be withdrawn from the relevant unit without academic penalty with the exception of any fail grade which has been applied as a penalty under the Student Academic Integrity and Misconduct Policy, Student Conduct Policy or under clause (40) of this Policy.
c. Where no final grade is assigned, the Academic Progress and Fees Section will consult the Course Adviser before withdrawing the student without academic penalty.

Withdrawal from a Unit Without Academic Penalty

(25) A student may withdraw from a unit without academic penalty and receive a Withdrawn Without Academic Penalty (WW) grade after the census date:

a. up until the end of classes in each study period as published in the Academic Calendar and the Enrolment and Fee dates for the academic year; or
b. in the case of a professional experience or unit containing professional experience where the student can produce evidence that they have completed no more than two-thirds of the placement.

(26) A student will not be able to withdraw from a unit without academic penalty under clause (25) of this Policy where:

a. the student has been withdrawn from a professional experience placement under clause (44) or (46) of the Academic Regulations; or
b. the student has received a penalty of failure in the unit under the Student Academic Integrity and Misconduct Policy.

(27) Withdrawal without academic penalty after the dates specified in clause (25) of this Policy may be approved by

the Executive Dean or Head of School, or their nominee , as an outcome from an application for formal review or appeal or the resolution of a formal complaint.

(28) A student will be liable for fees relating to a unit if the student withdraws after the census date for the relevant study period.

Withdrawal from a course

(29) Any student who wishes to withdraw from study at ACU should do so in accordance with the withdrawal process as published on the Student Portal and must withdraw from both their course and units.

(30) Any student who wishes to enrol in a course with another provider should consider the need to withdraw in accordance with clause (29) of this Policy.

Section 7 - Enrolment Variations

Interruption of Studies

(31) A student who has completed and achieved final results for at least one study period in their current program may interrupt their studies, subject to visa requirements and in accordance with clause (32) in the case of international students.

(32) International students on a student visa can apply to interrupt their studies under compassionate or compelling circumstances and must contact the International Student Adviser team and follow the prescribed application process.

(33) A student may formally interrupt their studies for up to a maximum of two standard study periods or equivalent over the duration of their course. This interruption of studies will extend the maximum time in which a student must complete their course under clause (82) of the Academic Regulations.

(34) A student will retain access to their ACU email account and systems and are expected to monitor and comply with communications during an approved interruption of studies.

(35) A student may apply to the Course Adviser for further interruption of studies under exceptional circumstances. Such an extension:

a. will only be granted for a maximum of two additional standard study periods or equivalent over the duration of their course; and
b. will not extend the maximum time in which a student must complete their course under clause (82) of the Academic Regulations.

(36) Where an interruption of studies is approved for more than two standard study periods, the Course Adviser may attach conditions to a student's return to studies, including requiring the student to:

a. demonstrate professional competence; and/or
b. complete remedial study including repeating a previously completed unit under clause (15) of this Policy; and/or
c. complete the program in accordance with the conditions and program rules in force at the time of the return; and/or
d. transfer to a new course.

(37) A student who does not re-enrol following their period of interruption:

a. will be deemed to be inactive and be required to apply for readmission to the ACU in accordance with clauses

(15)-(18) of the Academic Regulations, provided no more than four consecutive standard study periods, or equivalent duration of non-standard study periods, have elapsed since the commencement of the interruption; or

b. will have their enrolment in the program cancelled and will be required to re-apply for admission in accordance with clause (14) of the Academic Regulations.

(38) A student may be denied an interruption of studies, at the discretion of the School (or equivalent) where the program is in teach-out and the requested period of leave would mean the student is unable to complete the program requirements within the teach-out period.

Citizenship status

(39) Changes to residency or citizenship will be managed in accordance with the Admission to Coursework Programs Policy and the Academic Regulations.

Substitution

(40) In special circumstances the Course Adviser may approve a student substituting an equivalent unit, at the same or higher level, from this or another university for a required unit in a program. Where a substitute unit was undertaken at ACU, that unit will be recorded on the student's academic transcript. Where the unit was undertaken at another university, it will be handled as cross-institutional study

Fee for Late Re-enrolment or Variation

(41) A student who fails to complete the process for re-enrolment or variation of enrolment by the due date will be required to pay a late fee in order to be an enrolled student.

(42) A student who incurs a fee under clause (41) of this Policy will remain liable for that fee if they withdraw from the relevant unit(s) and/or course.

Non-acceptance of enrolment or variation of enrolment after prescribed date

(43) Enrolment in a program or unit, or variation of enrolment, will not be accepted after the relevant date prescribed in the ACU Enrolment and Fees Dates Calendar and is subject to clauses (13) and (14) and clauses (18) and (19) of this Policy.

Section 8 - Enrolment Mobility

Cross-institutional Enrolment

(44) With the prior written approval of the Course Adviser a student may be enrolled concurrently at ACU and another tertiary institution in a unit or units which, if successfully completed, will be credited to the student’s program at ACU.

(45) Cross-institutional enrolment will only be approved for completion of, or progression in, the student’s program:

a. where the student has not been granted the maximum credit available in accordance with clause (28) of the Academic Regulations; and
b. if the unit is necessary for the required study period; and
c. where no equivalent ACU unit exists.

(46) Cross-institutional enrolment will only be approved as a substitute for a unit failed at ACU where the unit is necessary for completion of the student’s program.

(47) Inbound cross institutional students are subject to ACUs Academic Regulations and student and course policies.

(48) Outbound cross institutional students are subject to census and withdrawal dates of the external institution and other policies of the external institution as defined by them.

(49) A student who is approved to study at another institution, must remain enrolled at ACU and ensure that their unit enrolment at ACU is kept up to date in line with the published enrolment dates.

(50) A student must also comply with any specific enrolment requirements of the host institution.

Study Abroad and Exchange

Inbound Study Abroad and Exchange

(51) Inbound Study Abroad and Exchange applications will be managed in accordance with the Admission to Coursework Programs Policy.

(52) Inbound Study Abroad and Exchange students must comply with all ACU regulations, policies and procedures and are responsible for ensuring that they comply with any requirements of their home institution.

Outbound Study Abroad an Exchange

(53) A student enrolled in an ACU course may apply to study full-time at an institution in another country as either:

a. an exchange student (where ACU has a formal exchange agreement with that institution)
b. a study abroad student (where no exchange agreement exists).

(54) In addition to complying with ACU regulations, policies and procedures students must also comply with to any specific enrolment requirements of the host institution, including census dates, where applicable.

(55) Only approved outbound study abroad and/or exchange units undertaken will be credited towards an ACU award.

Section 9 - Study Load

(56) The standard value for units at ACU will normally be 10 credit point units, with a corresponding Equivalent Full-Time Student Load (EFTSL) value of 0.125. One EFTSL is therefore equivalent to 80 credit points.

(57) To maintain a full-time study load a student must be enrolled in a minimum of 30 credit points per semester, that is 0.750 EFTSL.

(58) International students who are studying on a student visa may be subject to study load provisions in accordance with National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Section 10 - Campus Enrolment

(59) Students must study all units at the campus to which they were admitted in accordance with the applicable program rules. Any variation must be approved in advance by the Course Adviser or equivalent.

Section 11 - Re enrolment

(60) Re-enrolment processes will be managed consistent with the Academic Regulations and this Policy.

(61) Re-enrolment opens on the second Tuesday in October for the following Academic year.

Section 12 - Student ID and Unique Student Identification

(62) An ACU Student Identification Number will be issued upon admission. Only one Student Identification Number should be allocated per student unless a student is enrolled in multiple concurrent courses where a second Student ID may be issued.

(63) The Australian Government requires all University students who study in Australia to have a Unique Student Identifier (USI). A USI is an individual education number that is connected to a student's record of training undertaken in Australia. The USI is different from the ACU issued student ID

(64) Students must apply for a USI and must submit it to ACU via Student Connect as follows:

a. for students enrolled in a Commonwealth Supported Place or on a Government Loan Scheme (e.g. Fee-HELP) prior to their first census date, or they will have their enrolment cancelled;
b. For international onshore students or domestic full fee-paying students who are not using a Government Loan Scheme before their final semester, otherwise they will not receive results, be course completed or be eligible to graduate.

Section 13 - Auditing Units

(65) A participant who wishes to audit units will be subject to the provisions as set out in the Admission to Coursework Programs Policy and the Student Fees Policy.

(66) Where a participant is auditing a unit, they will not have assessments, receive results or be issued academic documents.

(67) A student who has been terminated or excluded from an ACU course/program may not audit units.

Section 14 - Holds

(68) A hold may be placed on a student's record where a student has failed to comply with a prescribed academic or administrative requirement of their program.

(69) Financial holds will be implemented in accordance with the Student Fees Policy.

(70) Where there is a hold on a student, the student will not be able to enrol in units and that hold can affect the following:

a. access to student connect to amend enrolment, and/or;
b. access to final results for a unit and/or;
c. access to academic transcripts; and/or,
d. the ability to course complete and graduate.

Section 15 - Course Completion

(71) Course completions will be managed in accordance with the Conferral and Graduation Policy.

Section 16 - Unit Offering

(72) Unit offerings will be in managed accordance with the Guidelines for Offering Units.

(73) Administrative requirements and timelines for managing unit offerings will be in accordance with the Guidelines for Offering Units.

Cancellation of Unit Offerings

(74) The deadline for cancelling a unit offering and notifying students is at least one week before the start of the published study period or the commencement of the unit where the unit commences earlier than the published study period.

(75) The relevant Faculty must advise affected students of the cancellation reason and the options available to them, for example taking the unit in a different study mode or location, or enrolling in an alternative unit.

(76) The relevant Faculty for the unit will ensure the cancellation is recorded in the student management system and the Handbook.

Section 17 - Unit Quotas

(77) Units may be subject to quotas which may limit the number of students that can enrol in that unit, or at a specific location or in a specific study mode.

(78) Unit quotas may be set based on the order of receipt of application, or on a merit basis, where places are allocated according to academic performance or eligibility criteria.

(79) Unit offerings with quotas will be indicated in the student management system. The relevant Faculty will notify students attempting to enrol in quota-limited units whether or not they have a place as soon as possible, and no later than one week prior to the start of the study period.

(80) For units that commence earlier than the usual commencing date of the study period, students must be notified no later than one week prior to the commencement of the unit

Section 18 - Associated Information

(81) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

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Effective Date	1st January 2027
Review Date	1st January 2032
Approval Authority	Academic Board
Approval Date	16th September 2026
Expiry Date	Not Applicable
Responsible Executive	Helen Murnane Academic Registrar
Responsible Manager	Cathryn Bunney National Manager, Enrolments and Student Records
Enquiries Contact	Student Administration

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