

## Student Enrolment Policy

This database of policies and procedures contains the current, official version of policies and associated procedures. Printing a policy or procedure or transferring a policy or procedure into another electronic format will result in the document being an uncontrolled copy that might not be current.

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### Purpose

To ensure that students are correctly enrolled.

### Scope

Applies to the Registrar, Student Administration. Short Courses, International Student Services, Managers, Teaching Centre Enrolment Officers, all Institute staff who have any role in enrolling students. Also encompasses changes of enrolment or personal details and replacement Student ID cards.

### Policy

The Institute enrolls students who have:

- Applied in the prescribed manner, either by direct application or, if appropriate, through the Victorian Tertiary Admissions Centre (VTAC);
- Completed the selection requirements for the relevant course;
- Met the selection criteria for the course, or have satisfied the Centre Manager or Director of their maturity or experience to undertake the course;
- Supplied accurate personal and academic information;
- Agreed to abide by the Institute's policies, procedures and standards of conduct;
- Paid the prescribed fees (unless waived by the CEO or their nominee), and/or where eligible have applied for a HELP Loan

### Definitions

**Enrolment** – Completion of requirements of the Institute by which a student is admitted to pursue a course of one or more units

**Unit (subject/module)** – Any area of study, which is part of a course, has a title and code number in the subject register on the Student Management System maintained by the registrar

**Course** – One or more units comprise a course of study, which has a title, and a code number in the course database on the Student Management System maintained by the Registrar and leads to an award

**Course Category** – The category of the course and student according to Skills Victoria and Institute definitions for fee purposes (i.e. Foundation Skills, Skills

Creation, Skills Building, Skills Deepening, Degree, Apprentice/Trainee, Inbound International, Offshore, VET in Schools)

**ATO** – Australian Taxation Office

**CAN** – Commonwealth Assistance Notice (for FEE-HELP & VET FEE-HELP)

**CHESN** – Commonwealth Higher Education Student Support Number (for FEE-HELP or VET FEE-HELP)

**DELTA** – Victorian Apprenticeship and Traineeship Student System

**Funding type/source** – The main source of funds that cover the cost of a student's study in a course (i.e. government-funded, full-fee paying/fee-for-service)

**HELP** – Higher Education Loan Program (FEE-HELP or VET FEE-HELP)

**PRISMS** – *Provider Registration and International Students Management System*

**TFN** – Tax File Number

**VSN** – Victorian Student Number

**VTAC** – Victorian Tertiary Admission Centre

## Code of Conduct

All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

## Responsibilities

The **Registrar** is responsible for implementation of the enrolment policy and procedure, the implementation of government and full-fee fee regulations, the authorisation of application for fee refunds, and the setting of a range of student administrative charges annually.

**Managers** (or their nominee) are responsible for providing required enrolment forms, authorising changes in student enrolment, raising invoices to sponsors of students where a sponsor has provided written authority indicating they will pay fees on behalf of a student, and authorising course exit and unit withdrawal forms.

**Teaching Centre enrolment officers** are responsible for helping students complete enrolment forms, completing and authorising enrolment forms, checking eligibility evidence for a government-subsidised place where relevant, checking and attaching DELTA printouts to apprentice/trainee enrolment forms, calculating fees payable, and directing students to enrolment cashiers.

**International Student Office** is responsible for helping new international students with enrolment, providing international students with student identification number, and authorising their course enrolment in line with the student's registration on PRISMs.

**Enrolment Cashiers** are responsible for allocating and/or confirming student identification numbers, checking a student's eligibility for a government-subsidised place where not already verified, verifying enrolment fees in line with relevant government fee regulations and Institute full-fee rates, verifying concession fee

eligibility where relevant, accepting payment of enrolment fees, verifying and accepting HELP Loan applications, issuing/updating Student ID Cards, issuing Student Parking Permits and authorising travel concession card applications

**Finance** is responsible for issuing refund payments to students, processing credit RFIs, and accepting International student fees

**Students** are responsible for obtaining and completing required forms for enrolment (or cancellation of enrolment), providing accurate information at enrolment, providing eligibility evidence at enrolment where required for government-subsidised training, submitting the forms to student administration, paying any enrolment fees and charges within required timelines, providing completed HELP Loan applications including TFN and citizenship eligibility evidence when applying for a HELP Loan.

**Student Administration** is responsible for providing and processing student enrolments, processing cancellations of enrolment, processing HELP Loan applications, allocating CHESNs, issuing CANs, issuing Enrolment Confirmations on request, allocating VSNs, raising refund applications in line with relevant fee policies, processing student personal details change requests, and issuing replacement Student ID Cards.

## Records

Records will be maintained in line with:

- VET Quality Framework
- Retention & Disposal Authority for Records of Higher and Further Education Institutions (PROS 02/01)
- General Retention & Disposal Authority for Records of Common Administrative Functions (PROS 07/01).
- Annual Performance Agreement with Higher Education and Skills (formerly Skills Victoria)

## References and Compliance Requirements

Box Hill Institute Student Administration Procedures Manual

Box Hill Institute Higher Education Student Administration Procedures Manual

Box Hill Institute Student Diary (available at Student Administration)

Box Hill Institute Welcome Booklet

Higher Education Support Act (2003) (HESA)

Ministerial Directive on Fees and Charges

VTAC Guide

Victorian Tertiary Entrance Requirements (VICTER)

## Related Documents

[Student Enrolment Procedure](#)

[Inbound International Students Refund Policy & Procedure](#)

[Fees Corporate Statement](#)

[Student Deferment of Offer Policy and Procedure](#)

[Inbound International Student Deferment, Suspension or Cancellation of Enrolment](#)

[Students - Leave of Absence Policy and Procedure](#)

[Student Selection Corporate Statement](#)

## **Review**

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re- approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

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### DOCUMENT CONTROL

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Prepared by:	Registrar
Accountable Manager:	Executive Director, Learning & Academic Affairs

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