

# Enrolment Policy

## Section 1 - Key Information

<b>Policy Type and Approval Body</b>	Administrative - Vice-Chancellor
<b>Accountable Executive - Policy</b>	Deputy Vice-Chancellor (Academic)
<b>Responsible Manager - Policy</b>	Director, Student Administration
<b>Review Date</b>	14 March 2027

## Section 2 - Purpose

(1) This Policy outlines the principles and processes for the enrolment of students at La Trobe University in ways that maximise the student experience and that enable the University to meet its obligations under the [Higher Education Support Act 2003](#)(HESA), the [Education Services for Overseas Students Act 2000](#)(ESOS), the [Higher Education Standards Framework 2021](#) (HESF) and other relevant legislation.

## Section 3 - Scope

(2) This Policy applies to all:

- a. award coursework courses and subjects from such courses, including those enrolled in as a Single Subject, cross-institutional subject or through a mobility program
- b. students enrolled in any subjects or courses outlined above, including those enrolled in courses delivered in partnership with third parties except where specific provisions are varied under the terms of any agreement with the University.

(3) Any separate provisions that relate specifically to international students are stated where appropriate. For the purposes of enrolment, non-resident students (as defined in this Policy) are subject to the same provisions as domestic students.

(4) For matters relating to enrolment in other courses refer to:

- a. the [Graduate Research Candidature Policy](#) for higher degrees by research;
- b. the [Short Courses Policy](#) for all short courses other than Single Subjects.

## Section 4 - Key Decisions

Key decision making power/responsibility	Role
Approval to enrol	Director, Student Administration or nominee
Review and overturn enrolment actions/decisions - administrative	Director, Student Administration or nominee
Review and overturn enrolment actions/decisions - academic	Dean or nominee

## Section 5 - Policy Statement

(5) The University ensures that its enrolment processes are accessible, student-centred, and responsive. This is achieved by:

- a. the provision of clear, comprehensive and accurate information to both prospective and current students regarding all enrolment-related processes, support services and policy. This includes information about all fees and charges and the potential for these to change; critical enrolment dates and requirements; procedures for withdrawal; and relevant University policies. Information is provided in plain English and is designed to accommodate students from diverse backgrounds.
- b. the design and implementation of enrolment processes that are as streamlined as possible with a commitment to continuous improvement and periodic review of processes
- c. the provision of a range of student support services, accessible avenues for feedback and complaints, and a commitment to respond to issues as expeditiously as possible.

(6) The University supports participation from persons who have experienced disadvantage, or who are from a group underrepresented in higher education. In an enrolment context this is achieved by:

- a. providing students at an early stage of the enrolment process with opportunities to identify any need for support, such as Reasonable Adjustments, and referral to the relevant support area
- b. the pro-active provision of enrolment support to identified cohorts, such as Aboriginal and Torres Strait Islander peoples.

(7) A successful enrolment in courses of the University relies on students observing a range of obligations that include:

- a. complying with all University policies and procedures;
- b. engaging fully with their course and all available academic and non-academic support services as required, and maintaining academic progress;
- c. following all instructions issued by the University through student email accounts in relation to maintaining enrolment.

(8) The University reserves the right to alter, suspend or cancel a student's enrolment in the circumstances outlined in the Procedures associated with this Policy.

## Section 6 - Procedures

(9) The following procedures form part of this policy suite:

- a. [Enrolment Procedure](#)
- b. [Enrolment Procedure - Variations](#)

## Section 7 - Definitions

(10) For the purposes of this Policy:

- a. enrolment: the process by which a person becomes a student of a subject from, or subjects within, a course at La Trobe University
- b. Reasonable Adjustment: a modification to the learning environment to assist a learner with a disability or chronic illness to be able to achieve the learning outcomes in their course of study.

## Section 8 - Authority and Associated Information

(11) This Policy is made under the [La Trobe University Act 2009](#).

(12) Associated information includes:

- a. [Enrolment webpage](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st September 2023
<b>Review Date</b>	14th March 2027
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	1st September 2023
<b>Expiry Date</b>	Not Applicable
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