

MIHE Change of Enrolment Policy and Procedure

Supporting plans, policies and procedures	- Academic Integrity Policy and Procedure - Academic Progression and At Risk Student Policy and Procedure - Admissions and Enrolment Policy and Procedure - Assessment and Moderation Policy and Procedure - Conferral of Awards and Graduation and Academic Documentation Policy - Credit and Recognition of Prior Learning Policy and Procedure - Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework Policy - Learning and Teaching Policy - Marketing and Student Recruitment Policy - Non-Academic Misconduct Policy and Procedure - Student Complaints and Appeals Policy and Procedure - Student Refund Policy and Procedure - Student Support, Welfare and Wellbeing Policy and Procedure
Related legislation and references	<i>Education Services Overseas Students Act 2000</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i>
Version	2.1
Approved by	Academic Board
Date approved	10 June 2025
Document Review	This document is to be reviewed at least every three years

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by CEO	
1.0	Reviewed and approved by the Academic Board via email circulation on 11 March 2022	Minor grammatical and structural changes made
2.0	Reviewed and approved by the Academic Board on 14 June 2022	Updates made following the response to the TEQSA Request for Information (REQ06238)
2.1	Reviewed and approved by the Academic Board on 10 June 2025	Minor revisions to improve clarity and provide additional information

Background and Scope

This document outlines the requirements, processes, and consequences associated with variations to the enrolment of domestic and international students into all MIHE courses.

Purpose

The purpose of this policy is to provide information on the options for students to vary their enrolment, and the processes students must follow to vary their enrolment.

Definitions

Refer to Glossary of Terms.

Policy

MIHE's changes to enrolment processes must be transparent, fair, consistent, and equitable, ensuring that enrolment documentation is accurate and authentic.

Enrolment

MIHE will provide enrolment information and course planning advice to continuing and prospective students. All students at MIHE must enrol or re-enrol each year

Unit Enrolment

Students are required to nominate the selection of units for each semester in accordance with the relevant course requirements. The standard and expected enrolment for a full-time student over 3 consecutive trimesters or an academic year is 80 credit points.

It is the student's responsibility to ensure that the selection of units conforms to the requirements of their chosen course; however, MIHE will guide students with appropriate unit selections either in person or through the website. MIHE will assist students to enroll if impediments preventing the students from enrolling.

International students must comply with the study load requirements specified in their Confirmation of Enrolment (CoE). The maximum enrolment for any student will normally be restricted to 40 credit points or 4 units per teaching period and may only be exceeded with the written approval of the Dean. Consideration for enrolling in more than 4 units may include failing a unit that is a prerequisite for a later unit or requiring only one more unit to be completed in order to graduate from the course.

Enrolment Deferral

Successful applicants may defer their enrolment in MIHE courses for up to three trimesters or one academic year. A student seeking deferral must apply in writing to the Dean, who will decide applications for deferral and communicate the terms and conditions of any deferment. In case of refusal of an application, the Dean will inform the student in writing outlining the reason(s) and any student's right to appeal.

Suspension or Termination of Enrolment

When students are suspended or terminated, they will not be allowed to attend classes or tutorials and in some cases may be prohibited from entering MIHE premises. The reasons for suspension or termination include:

- False or misleading information provided by the student.
- Failure to obtain a waiver from unit prerequisites.
- Unsatisfactory academic progress

- Failure to pay fees and other charges.
- Academic or non-academic misconduct;
- Cancellation of unit due to low student enrolment or unavailability of teaching staff.

Census Date

The Census Date will be the last date in which a student may withdraw from a unit without any academic penalty. The Census Date will be 21 days after commencement of the unit. Domestic students will not incur a debt or financial penalty if they withdraw prior to the Census Date. International students may be liable for fees and financial penalties if they withdraw after unit commencement and prior to the Census Date subject to the terms of their Student Agreement and the Student Refund Policy and Procedure.

Waiver to Prerequisite Units

Students can only enrol in a unit that has a prerequisite if they have achieved a minimum pass grade for the prerequisite unit(s). The Dean may waive this requirement under exceptional circumstances which will be assessed on a case-by-case basis.

Withdrawal from units or courses

Students who withdraw from a unit or a course:

- prior to the Census Date will not incur an academic penalty and these units will not appear on a student's academic transcript; or
- after the Census Date will have the unit name and the grade recorded as W (withdrawn) on the student's academic transcript in accordance with the *Assessment and Moderation Policy and Procedure*.

Students that withdraw from a unit after the Census Date shall be deemed to have failed that unit unless there are exceptional circumstances which are assessed and approved by the Dean.

Leave of Absence

Students wishing to be absent from class for 5 or more consecutive days during a teaching period may be required to take a leave of absence. Leave of absence will only be granted if the Dean is satisfied that the leave is justified under specific circumstances that are unrelated to the student's academic ability or diligence.

Change of Enrolment Procedure

The change of enrolment procedure is described in the table below.

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Items	Description and Notes
1. Deferral	• Students intending to defer must notify the Dean in writing as soon as possible that they do not intend to commence their studies on the date indicated on the CoE. They must also indicate the intended commencement date. • MIHE may defer the enrolment of a student if the student provides evidence that satisfies the Dean that there are compassionate or compelling circumstances warranting that action. • <i>Compassionate or compelling circumstances are usually those beyond the control of the student and which are highly likely have an impact upon the student's course progress or wellbeing. These could include:</i> ○ <i>serious illness or injury, where a medical certificate states that the student was unable to attend classes;</i> ○ <i>bereavement of close family members such as parents or grandparents, where possible demonstrated by providing a death certificate);</i> ○ <i>major political upheaval or natural disaster in the home country requiring emergency travel, which has adversely affected an international student's studies;</i> ○ <i>a traumatic experience such as:</i> ▪ <i>involvement in, or witnessing of a serious accident; or</i> ▪ <i>witnessing or being the victim of a serious crime that has impacted the student;</i> ○ <i>MIHE is unable to offer a pre-requisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.</i> • International students will be advised that deferral may have an impact on their student visa. International students must be advised that, if deferral is granted, they will need to seek advice from the Department of Home Affairs on the potential impact on their student visa. They must also be advised that, if a deferral is granted, MIHE will report the change to the international student's enrolment through PRISMS (under section 19 of the ESOS Act). • Once the completed request for deferral has been received, it will be processed within 10 business days. • The Dean will determine and communicate to the student the process, terms and conditions of any deferment. • A revised Letter of Offer and CoE will be issued by the Student Administration as appropriate and the new documentation will be sent to the student. • In case of refusal of an application, the Dean will inform the student in writing outlining the reason(s) along with the student's right to appeal. • Student Administration staff will report the deferral of an international student to the Department of Home Affairs of the student's deferral via PRISMS. • All correspondence and documentation about an application for deferral of enrolment will be recorded in the Student Management System.
2. Leave of Absence	• If a student needs to be absent for an extended period and is unable to maintain their academic progress, they should discuss suspending their studies with the Dean or Course Director. • To apply for leave, students must complete the Leave of Absence Form, attaching all supporting documents • These applications will be assessed by the Dean on a case-by-case basis and the student will be notified of the outcome within 10 business days of receiving the application.

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	• Leave of Absence will be granted if the Dean is satisfied that the leave is justified under specific circumstances not related to the student's academic ability or diligence.
3. Withdrawal	• Students are advised to discuss this request with Student Administration prior to applying to the Dean. • A student may apply to the Dean to withdraw without academic penalty. This application may be granted if the Dean is satisfied that the cancellation is justified under specific circumstances unrelated to the student's academic ability or diligence. • Applications for withdrawal without academic penalty will be decided on a case-by-case basis for reasons including: ○ Serious health issues or personal trauma arising since the Census Date; e.g. serious accident, severe illness. or the demise of an immediate family member. Students will need to provide evidence of the health issue or trauma, such as medical or counselling certificates. ○ Demonstrable change in personal circumstances since the Census Date as supported by a signed Statutory Declaration and relevant supporting evidence; e.g. severe financial stress. • Withdrawal requests will be processed within 10 business days of receiving a complete application. • Student Administration will check for any outstanding fees or Library fines or for any special arrangements or issues recorded in the Student Management System. • Withdrawal requests may be refused if the student has not completed 6 months of their principal course or if there are outstanding fees. • Student Administration Staff will cancel the enrolment according to the date on the withdrawal form, in the Student Management System and via PRISMS as appropriate. • Student Administration Staff will revoke student's access to MIHE premises and facilities.
4. Suspension, Termination or Cancellation	• Students will be informed in writing of MIHE's intention to suspend or cancel their enrolment including the reason(s) for the decision. The advice must include information that: ○ cancellation may have an impact on their student visa ○ The student has 20 business days in which to access the appeals process ○ additional information is available on the Department of Home Affairs website and through the Helpline. • Students must be informed of their rights to appeal the decision. • International students must be informed that if suspension or cancellation action is taken, they will need to seek advice from the Department of Home Affairs on the potential impact on their student visa. • International students must be advised that if suspension or cancellation action is taken, MIHE will report the change to the international student's enrolment through PRISMS (under section 19 of the <i>ESOS Act</i>). • MIHE will not terminate the student until the appeals process is completed unless exceptional circumstances apply, such as a credible threat to the safety of other students. • Student Administration will finalise the cancellation within 10 business days after the ending of the appeal period or following the original decision being upheld on appeal.

	• Students who access external appeals must provide Student Administration with evidence of having lodged a notice of an appeal. • Students are not required to remain enrolled during an external appeals process and in the case of international students, their cancellation may be reported to the Department of Home Affairs. • Student Administration will report an international student's enrolment cancellation to the Department of Home Affairs via PRISMS. • All correspondence will be recorded in the Student Management System.
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Returning Students

All students returning after an approved leave of absence or suspension of studies must contact Student Administration to confirm their re-enrolment no later than 10 business days before commencement of the semester.

Fees and charges (including withdrawal from Courses)

The MIHE Student Handbook outlines the fee structure for all MIHE courses. The Student Handbook also contains all relevant information regarding details of all fees and how they are payable, potential changes to fee structure, and the procedure for applying for a refund of any unused fees on withdrawal. For details refer to the Student Refund Policy and Procedure.

Privacy and Confidentiality

MIHE will ensure that the rights of all students to privacy and confidentiality are respected by all staff, including students with special needs or those who seek counselling or advocacy support. Students' personal information will be appropriately secured against unauthorised access or disclosure in accordance with its *Privacy Policy*.

Complaints and Appeals

Students may at any time, appeal a decision of MIHE. The processes for student appeals are detailed in the Student Complaints and Appeals Policy and Procedure.