

Enrolment Variation Policy

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2. Preamble

HEA recognises that there are many reasons why a student may need to vary their enrolment by adding to, substituting, delaying or withdrawing from courses, transferring courses between registered providers, or through suspension. HEA is committed to providing quality service to its prospective and existing students.

This policy complies with the *Higher Education Standards Framework (Threshold Standards) 2021*, the *Education Services for Overseas Students Act 2000 (ESOS Act)*, the *Higher Education Support (Transitional Provisions and Consequential Amendments) Act 2003*, and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

3. Purpose

This policy establishes the principles which guide staff, international and domestic students on the eligibility, requirements and duration of approved deferment, withdrawal and suspension of enrolment.

4. Scope

This policy applies to all prospective and currently enrolled students at HEA and relevant staff involved in the administration and management of student deferrals, suspensions, transfers between registered providers and withdrawals.

5. Definitions

Please refer to Glossary of Terms

6. Policy

6.1 Principles

- 6.1.1 To participate in classes and educational activities, students must be formally enrolled by the census date or they must apply for a variation in enrolment. Variations are subject to institutional approval and applicable regulatory requirements.
- 6.1.2 Students may add and withdraw units until the census date without financial penalty.
- 6.1.3 Deferral from enrolment may only occur in the first semester of study, up until the census date. For international students, deferral is limited to circumstances permitted under National Code Standard 9.
- 6.1.4 An international student may request to defer or suspend their enrolment on grounds of a visa grant delay or for compassionate or compelling circumstances. Compassionate or compelling circumstances are defined in accordance with the National Code 2018.
- 6.1.5 After the first term of study a student may apply for a leave of absence, which, if approved, will reserve a place in the currently enrolled course, subject to unit or course teach out procedures and availability.
- 6.1.6 An overseas student may only be granted a withdrawal from a unit if it does not increase the time required to complete the course beyond the course duration unless compelling or compassionate grounds exist.
- 6.1.7 In the case that an overseas student's enrolment is varied such that they cannot complete their course within the validity of their visa, the student must make their own arrangements to maintain a valid visa to study in Australia. HEA will meet its reporting obligations through PRISMS where an enrolment variation affects course duration.
- 6.1.8 A lack of academic progress, student misconduct or extenuating circumstances relating to the student's wellbeing may cause the suspension or cancellation of a student's enrolment. Any suspension or cancellation will be undertaken in accordance with procedural fairness and relevant HEA procedures.
- 6.1.9 Any application by an overseas student who applies to transfer to another provider prior to the completion of six months of their primary course at HEA will be considered in accordance with HEA's Enrolment Variation Procedure, the Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

6.2 Breach of this policy

Any breach of this policy will be dealt with in accordance with the relevant procedure.

6.3 Policy implementation

The procedure which relates to the implementation of this policy is the Enrolment Variation Procedure.

6.4 Delegation and Responsibility

- 6.4.1 The Board of Directors has delegated responsibility for this policy to the Academic Board.
- 6.4.2 The Academic Board can further delegate their responsibilities in relation to this policy to relevant staff, in accordance with the Delegations Policy. Operational responsibilities may be delegated; governance accountability remains with the Board of Directors.

6.5 Review and Improvement

- 6.5.1 The Board of Directors will ensure an internal review of this policy is conducted at least once every two years and will ensure that any improvements identified from the review are implemented, including updates to the policy itself.
- 6.5.2 The Board of Directors will engage external reviewers at least once every seven years to conduct a review of this policy and will ensure that recommended improvements are actioned.
- 6.5.3 At their own discretion, the Board of Directors may undertake a review of this policy as needed.

6.6 Feedback

Feedback, including recommended improvements, is welcomed in relation to this policy.

7. Relevant Legislation

Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

<https://www.legislation.gov.au/Details/C2017C00271>

Higher Education Standards Framework (Threshold Standards) 2021

<https://www.legislation.gov.au/Details/F2015L01639>

Education Services for Overseas Students Act 2000 (ESOS Act 2000)

<https://www.legislation.gov.au/Details/C2017C00292>

Education Services for Overseas Students Regulations 2001

<https://www.legislation.gov.au/Details/F2016C00681>

National Code of Practice for Providers of Education and Training to Overseas Students 2018 <https://www.legislation.gov.au/Details/F2017L01182>

Standard 9 of the National Code 2018 Factsheet

<https://internationaleducation.gov.au/Regulatory-Information/Documents/National%20Code%202018%20Factsheets/Standard%209.pdf>

8. Relevant HEA Policies and Procedures

Aboriginal and Torres Strait Islander Peoples Policy

Credit and Recognition of Prior Learning Policy

Credit and Recognition of Prior Learning Procedure

Equity and Diversity Policy

Enrolment Variation Procedure

Marketing Policy

Student Complaints and Appeals Policy

Student Complaints and Appeals Procedure

Student Fees and Refund Policy

Student Fees and Refund Procedure

Student Wellbeing and Support Policy

Student Wellbeing and Support Procedure

9. Document and Version Details

Approval Authority	Board of Directors
Approval Date	17 March 2026
Review Date	17 March 2029
Version	6.0

10. Policy Inquiries

For any inquiries about this policy, please email us. (admissions@heau.edu.au)