



Continuing Enrolment Policy & Procedure

Procedure No: 3-6900

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Purpose: To outline the policy for inactive learners (domestic).

Responsible Person: Chief Operations Officer

Policy:

Domestic Learners who have been inactive for 12 weeks or longer; or who do not commence a Study Period on or before the census date; or who do not commence their program on or before the census date; may have their enrolment status cancelled.

In the case of new learner non-commencement, any learner who has not attended any scheduled classes on or before the census date of a study period and who has not made a formal request to withdraw or defer may have their enrolment status withdrawn.

In the case of current Learners, any learner who has been away from the Institute, whose course of enrolment has finished, or who has not met their enrolment commitments for 12 weeks or longer may be required to reapply for their program of interest again. In addition, any current Learner who has not attended any scheduled classes in a Study Period up to or on the census date of that Study Period; and who has not made a formal request to withdraw or defer may have their enrolment status updated to inactive.

Inactivity is defined as one or more of the following:

- Any current Learner who has not attended any scheduled classes on or before the census date of each study period; and who has not made a formal request to withdraw or defer
- Learners that do not meet scheduled commitments. This may include failure to attend scheduled placement, program classes and rescheduled classes, appointments with staff and Educators and failing to meet due dates for assessment items); and/or
- Learners that do not respond to attempts to communicate. This may include written communication via post and email, phone calls or attempts to communicate in person.

Previous students who have had their status cancelled because of inactivity may apply for enrolment in the future following the normal admissions procedure.

While the Institute will carefully review applications, approvals will be at the sole discretion of the Institute. Learners who require short term leave or deferral from their course of enrolment should complete the relevant form available from the website at www.equals.edu.au/downloads.

Procedure:

1. Non-commencing Learners

Learners who do not attend any scheduled classes on or before the census date of a Study Period, and have not advised of deferral or withdrawal, will be deemed as a non-commencement. In this instance, the Enrolments Coordinator will move their WiseNET course offer enrolment to the next available intake as Pending, and send a new welcome letter.

If they do not formally accept a new offer before its expiry date, their enrolment file will be closed.

Relevant enrolment documentation will be uploaded to their WiseNET client file.

2. Current Learners

Learner Liaison will identify learners as inactive through non-participation up to the census date. They will be disconnected from any relevant Unit of Study on or prior to the Census Date of the relevant study period and listed as inactive in WiseNET.

Learner Liaison will send the F 114a Continuing Enrolment letter (census date) notice advising them that they have been disconnected from the current study period and requesting them to advise us in writing of their intention regarding further study in subsequent Study Periods. If no response is received within 14 days, the Learner's enrolment will be cancelled.

Inactive Learners over 12 weeks' duration will receive the F 114 Continuing Enrolment Letter (12 weeks) via email. Their client file will be updated with relevant correspondence and the date by which a response is required to maintain enrolment.

Learners who respond within 10 working days will be counselled regarding course progress. Where agreed, and pending review/consultation as needed, their enrolment will be reactivated and they will be managed into the next available study period.

Learners who do not respond within 10 working days will receive the F 923 Cancellation of Enrolment – Inactive Learner Status letter via email.

EQUALS will close the Learner's file and generate an interim statement and/or Statement of Attainment where relevant within 20 working days. Interim statements will be posted to the Learner's current postal address as recorded in the EQUALS Learner Management System. Statements of Attainment, where issued, will be posted to Learners whose fees are cleared.

Documents:

- F 114 Continuing Enrolment Letter (12 weeks)
- F 114a Continuing Enrolment Letter (census date)
- F 923 Cancellation of Enrolment – Inactive Learner Status Letter