	ENROLMENT POLICY
Policy Owner	Director, Student Business Services
Contact Officer	Senior Manager, Enrolment & Administration
Endorsement Authority	Academic Senate
Date of Next Review	25 January 2027

1. PURPOSE AND OBJECTIVES

Bond University is committed to providing clear information to enable Students to manage their Enrolment and to comply with program requirements.

This Policy outlines the conditions, obligations and restrictions that govern Enrolment at Bond University, including relevant terms and conditions relating to scholarships.

2. AUDIENCE AND APPLICATION

This Policy applies to all Students admitted to a program of study at Bond University.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Vice Chancellor	▪ May waive the requirements of this Policy as considered appropriate ▪ May take action regarding a Student's medical fitness
Chair, Academic Senate	▪ Policy owner
Academic Senate	▪ Receives and considers advice from the Student Admission and Progression Committee
University Registrar	▪ May approve late Enrolment in Exceptional Circumstances ▪ May grant Withdrawal from programs and Subjects without academic or financial penalty retrospectively in Exceptional Circumstances ▪ Refers concerns about a Student's medical fitness to the Vice Chancellor ▪ Receives and considers advice from the Student Admission and Progression Committee

Student Admission and Progression Committee	▪ Provides advice to Academic Senate or the University Registrar on:
	  ○ the enhancement of service delivery to support Student retention, progression and satisfaction; and
	  ○ the provision on accessible, accurate, relevant and timely information to Students and prospective Students to enable informed decision making about educational offerings and experiences

Executive Dean of Faculty or Head of University Academic Unit (UAU)	▪ May recommend approval of late Enrolment in Exceptional Circumstances ▪ May approve Subject overload ▪ May waive Prerequisite requirements ▪ May approve Enrolment as an audit Student ▪ Refers concerns about a Student's medical fitness to the Vice Chancellor
Students	▪ Must ensure they are correctly enrolled including compliance with visa requirements, e.g., on campus requirements and study load. ▪ Must ensure their personal information is accurate and current

4. POLICY STATEMENT

4.1. Eligibility and Conditions for Enrolment

Students may not enrol in a program unless an offer of a place in the program has been made, the offer has been accepted in the prescribed manner, and all the conditions for Enrolment have been met.

All other Enrolment conditions, including the payment of fees, must be met by the date specified. To effect Enrolment, Commencing Students must complete the prescribed Enrolment processes and Continuing Students must complete the prescribed Pre-registration processes as explained on the Bond website.

Students are responsible for ensuring they are correctly enrolled each Semester. Students must ensure that the information they provide is complete and correct, and the Subjects they are undertaking are part of the program in which they are enrolled.

4.1.1. Fees

The payment of fees associated with Enrolment as a Student in the University is an essential component of the Enrolment process. Enrolment is not complete until all fees associated with Enrolment have been paid.

The fees payable at Enrolment include: tuition fees, other Subject or program specific fees, Student activities fee, and any fees or other charges outstanding from previous Semesters. Fees payable are advised on individual notices or invoices issued to Students. Refer to Student Fees and Charges Policy.

4.1.2. Pre-registration

All Continuing Students are required to pre-register for their subsequent Semester's Enrolment by the prescribed date. Failure to undertake Pre-registration by this date will result in the imposition of the specified late fee.

4.1.3. Personal Information

Students must notify the Student Business Services of any change of name, address or other data recorded on the Student information system which is not accurate. Documentation is required when notifying a change of name.

Students will be asked to check all personal data at each Enrolment session and must advise the Student Business Services of changes as they occur. Failure to advise of changes to personal data will not be accepted as grounds for review or appeal against University decisions.

4.2. Late Enrolment

Subject to compliance with the provisions of any policy relating to late fees or any other policy applicable in the circumstances, an application for Enrolment in a program will not be permitted if the commencement of class attendance is to occur later than the second week of the Semester. Later commencement may be approved by the University Registrar only in Exceptional Circumstances and on the recommendation of the relevant Executive Dean or Head of UAU, or delegate.

4.3. Enrolment in Subjects

4.3.1. Subject Load

Normal full-time Subject loads are as follows:

- For Diploma Students – the equivalent of 30 to 40 Credit Points per Semester depending on the relevant program structure;
- For Bachelor Students – the equivalent of 40 Credit Points per Semester; and
- For postgraduate Students – the equivalent of 30 to 40 Credit Points per Semester depending on the relevant program structure.

Unless special permission is granted by the relevant Executive Dean or Head of UAU, or delegate, a Student may not attempt more than the equivalent of a normal full-time Subject load of a particular program in one Semester of Enrolment.

4.3.2. International Student Enrolment

International students on a student visa:

- are required to maintain a normal full-time Subject load in accordance with their program structure;
- are not eligible to enrol in a program delivered exclusively by online or distance learning;
- are not eligible to undertake more than one third of the subjects in a program via online or distance learning (e.g., for a program with 24 subjects only 8 online subjects may be undertaken);
- are required to enrol in at least one subject per semester that is not delivered via online or distance learning unless the student is completing their last subject in a program;
- are required to comply with the minimum face-to-face teaching requirements stipulated for the English and Foundation Programs (refer to the BUC Attendance Monitoring Procedure).

4.3.3. Attendance

Some programs have minimum attendance requirements to maintain enrolment. Students are responsible for checking program and subject information for any attendance requirements.

4.3.4. Assumed Knowledge and Prerequisites

A Student should only enrol in a Subject if they believe they meet the Assumed Knowledge expectations for that Subject. Where Assumed Knowledge is lacking, the Student is strongly advised against enrolling in the Subject and does so at their own risk. No concessions will be made for a Student's lack of Assumed Knowledge.

A Student may not enrol in a Subject unless all Prerequisite requirements for that Subject have been satisfied, except with the permission of the relevant Executive Dean or Head of UAU, or delegate.

4.3.5. Corequisites
Where two Subjects have been designated Corequisites, a Student may not enrol for one such Subject in any Semester, except where the Student has been granted Credit for the Corequisite on the basis of other study or has passed only one of the Corequisite Subjects at a previous attempt.

4.4. Changes to Enrolment
4.4.1. Change of Subjects
Current Students seeking to add Subject/s after Week 2 of the Semester must obtain the approval of the Lead Educator/s of the Subject/s.

4.4.2. Change of Program
Students seeking to Change Programs while still enrolled in their original program, must complete a Change of Program form and have it approved by the relevant Executive Dean or Head of UAU, or delegate. If approved, change of program status will be activated from the subsequent Semester of Enrolment.

Academic Credit, scholarship allocations and/or the duration for completion may not remain the same following a change of program.

4.5. Withdrawal
4.5.1. Withdrawal from Subjects or Program
Students can withdraw from a Subject or program without academic penalty at any time up to the Last Withdrawal Date for the Subject/s concerned. A status of 'Withdrawn (W)' will be recorded against the Subject/s. A 'Withdrawn (W)' Subject is not included in the calculation of the Student's Grade Point Average (GPA).

Students who do not follow the approved procedure to withdraw from a Subject by the prescribed date will be graded accordingly. A Student who withdraws after the Last Withdrawal Date but before the examination period will receive a status of 'Withdrawn Failure (WF)' against the Subject/s concerned. A 'Withdrawn Failure (WF)' Subject is included in the calculation of the Student's GPA.

4.5.2. Withdrawal Without Academic and/or Financial Penalty
Students may apply to withdraw without academic and/or financial penalty if they can demonstrate 'special circumstances' defined by the *Higher Education Support Act 2003* as circumstances which:

- are beyond the Student's control;
- did not make their full impact on the Student until on, or after, the Census Date for the impacted Subject/s; and
- made it impractical for the Student to complete the requirements for the impacted Subject/s.

However, where a 'Fail (F)' Grade is recorded against a Subject due to academic misconduct, the Student is not eligible to be considered for Withdrawal without academic or financial penalty.

Refer to Withdrawal Without Penalty Procedure.

4.6. Leave of Absence
4.6.1. Duration
Students may apply to take a Leave of Absence from their program for a maximum of three Semesters. Students who wish to take a Leave of Absence for subsequent Semesters following an approved Leave of Absence must submit an additional application.

Students must complete a Leave of Absence form, which must be signed by the Student and the Student's academic adviser/s. Scholarship holders must comply with the provisions outlined in clause 4.10 of this Policy.

Students will not normally be granted a Leave of Absence in programs (including program versions) that are scheduled to be discontinued. Leave approved on the basis of compassionate or compelling circumstances after the suspension process has commenced for the relevant program will be negotiated on the basis that a return to the program in which the Student is currently enrolled may not be possible.

Where sequential Subject Enrolment is a requirement for accreditation, Students must seek approval from the Head of Program or equivalent in the first instance.

A Leave of Absence is not applicable for a current Semester of study. Refer to Withdrawal Without Penalty Procedure.

4.6.2. Leave of Absence and Student Visa Holders

International Students should refer to relevant Australian immigration authority rules and regulations governing Leave of Absence and may only be permitted to take a Leave of Absence in compassionate or compelling circumstances such as bereavement, or medical or other circumstances beyond their control. The Australian immigration authority will consider issuance of new Confirmation of Enrolment (COE) in instances where the period of absence will extend the completion date of the program.

Student Visa holders who do not meet the compassionate and compelling circumstances guidelines may apply for Leave of Absence and once approved, must leave the country. In this case the Student Visa holder's COE will be cancelled, and the Student will be required to apply for a new COE to return to study.

4.7. Restrictions on Enrolment

4.7.1. Academic Performance and Student Integrity

Students may not enrol or re-enrol in any Subject or program of study at the University while:

- academically excluded from the relevant program, unless re-Enrolment is permitted by the relevant Faculty or UAU on such conditions as the Faculty or UAU deems appropriate (Subject to the determination of an appeal against an exclusion);
- expelled or suspended from the University;
- any monies are due for payment by that person (by way of tuition, accommodation or other charges, fees or fines) to the University, unless the University Registrar gives permission.

Any Student who is awaiting the determination of:

- an appeal against academic exclusion; and/or
- a disciplinary proceeding (or any appeal against a disciplinary determination except in relation to an imposed penalty of expulsion or suspension)

may re-enrol pending the outcome of the proceedings. Such Enrolment is Subject to cancellation, or such conditions as determined by the outcome of the relevant proceedings.

4.7.2. Sanctions

Sanctions are placed on a Student's record when that Student fails to comply with University policy or, in the case of Admissions Sanctions because conditions or documents are outstanding. A Sanction may result in the prevention of Enrolment and/or results being withheld.

A list of possible Sanctions and necessary remedial action is available from Student Assist. The imposition of Sanctions is Subject to review and appeal.

4.8. Medical Fitness

If, in the opinion of an Executive Dean, Head of UAU or the University Registrar, the state of health of any Student enrolled or of any person applying for Enrolment in that Faculty or UAU gives cause for concern, the Executive Dean, Head of UAU or the University Registrar may refer the matter to the Vice Chancellor who may take such action as they consider necessary in the interests of the Student or person concerned, the University, its staff or Students.

4.9. Concurrent Enrolment

Students seeking to enrol concurrently in separate programs of study must meet the eligibility criteria and apply in writing. Refer to Schedule A: Requirements for Concurrent Enrolment.

4.10. Scholarship Holders

4.10.1. Terms and Conditions of Scholarships

The award of a scholarship is conditional on the scholar formally enrolling in the Semester offered for the program. Scholarships must be taken up in the calendar year for which they are offered and may not be used in conjunction with any other Bond University scholarship, bursary, loyalty discount, or tuition remission as it applies to staff or staff dependants.

A scholar must be enrolled in a minimum of 30 Credit Points each Semester. The scholar may apply to the University Registrar to undertake a reduced load. Applications must include independent documentary evidence to support the request.

A scholar who intends to be absent from their program for one Semester or more must apply to the University Registrar for approval to temporarily suspend their scholarship.

A scholar who undertakes a reduced load or is absent without approval will have their scholarship terminated. The scholar may apply for reinstatement in a following Semester. Applications must include independent documentary evidence to support the request.

A scholar may transfer from one degree program to another. If such a transfer requires the scholar to complete additional Subjects, the scholar will be required to bear any additional costs.

4.10.2.   Academic Performance and Scholar Integrity

Continuation of the scholarship will depend on the scholar passing all Subjects attempted and, for scholarships not based on Sporting or Indigenous criteria, the scholar must achieve an average Semester percentage of 65 percent.

A scholar who fails a Subject or does not meet the required performance in any single Semester will normally receive an academic warning. Where a scholar fails a Subject, the scholarship will not cover tuition fees associated with Enrolment in repeat or substitute Subjects.

If the required performance is not achieved in any Semester following the academic warning, the University Registrar will decide whether to terminate or allow the continuation of the scholarship with certain conditions. In making such a decision, the University Registrar may ask the scholar to explain their performance.

Scholars must also comply with any additional conditions of the scholarship for which they have been awarded, and all University rules and policies.

A scholar who has been excluded for unsatisfactory academic progress, expelled or is Subject to a suspension order from the University due to misconduct will have their scholarship terminated.

4.11. Non-degree Students

Non-degree Students are Students who elect not to undertake a specific area of study or degree program.

Non-degree Students include Students from another higher education institution enrolling in one or more Subjects at Bond University for which they may receive full academic Credit for their program at their home institution.

Students enrolled as Non-degree Students are required to comply with all Bond University policies and procedures.

4.12. Audit Students

A student or staff member of Bond University may be enrolled as an Audit Student Subject to approval by the relevant Executive Dean or Head of UAU.

Subjects available for Audit Students are limited and Enrolment is Subject to places being available. No Subjects in the Medical Program or Doctor of Physiotherapy will be available for auditing.

Students enrolled to audit a Subject are entitled to:

- participate in all classes and contribute to classroom discussion provided this enhances the learning of all Students;
- use facilities associated with the Subject;
- receive a 'Statement of Attendance' issued by the Executive Dean or Head of UAU;

Students enrolled to audit a Subject are not entitled to:

- submit assignments or sit examinations;
- receive financial aid in respect to the Subject being audited;
- receive academic Credit for Subjects audited;
- receive a Grade in the Subject, nor will they be issued with an Academic Transcript.

Students enrolled to audit a Subject are required to comply with all Bond University policies and procedures relevant to audit Students.

4.13. Student Identification Card

An identification card is a Student's authority to access a range of University services and facilities as determined by the University and including the authority to attend classes, receive teaching materials, sit examinations, and borrow specified materials from the University.

All Students studying at Bond University are required on the first occasion of their Enrolment to obtain a Student identification card from the University. Thereafter, the card must be renewed at the beginning of each calendar year.

Acceptance of an identification card signifies that a Student undertakes to use the card for the purposes for which it is issued and to be bound by the rules or conditions which are specified in relation to any of those purposes.

Students requesting identification cards to be reissued before they expire will be required to pay the Student card replacement fee.

4.14. Academic Transcripts

An Academic Transcript is a complete academic record of a Student's studies at Bond University and includes all attempted Subjects and programs. Transcripts cannot be modified to exclude or amend records.

Transcripts for graduating Students will not be available for the two weeks preceding graduation. Transcripts for all Students will not be available for up to two weeks preceding the formal publication of examination results.

5. DEFINITIONS, TERMS, ACRONYMS

Academic Transcript	An official statement of a Student's academic record at the University.
Assumed Knowledge	The minimum level of knowledge of a Subject area that Students are expected to have acquired before enrolling in a particular Subject.
Audit Student	A Student who has paid a fee to attend classes in a Subject but who will not be assessed in that Subject.
Census date	Prescribed date at which all Enrolment must be finalised and deferred debt is calculated for a Subject before being reported to Legislative bodies. No Subjects may be added after this date. Withdrawal of Subjects after this date will incur full financial penalty.
Change of Program	The process whereby a Student who has been admitted and enrolled into a program, but has not completed it, then transfers to another program.
Commencing Student	A Student who has enrolled for the first time in a particular program and has not transferred from another program of the same level.
Compulsory Subject	A Subject which must be successfully completed, unless credit or exemption is granted, in order to qualify for an award.
Continuing Student	A Student is a continuing Student in a program if the Student has been permitted to re-enrol and has met Enrolment requirements in that program.
Corequisite	If Subject A is a Corequisite of Subject B then Subject A must be studied in the same Semester as Subject B.
Coursework Program	Any program of study where the assessable content by research represents **less** than two-thirds of the total assessable content for the program (i.e., a program consisting of 34 percent or more of coursework studies).
Credit	The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification.
Credit Points	The numerical value assigned to a Subject which, when related to the total points for the program, is a measure of the size of the Subject's contribution to the content of the program (e.g., most undergraduate Subjects constitute 10 Credit Points).
Enrolment	The process whereby a Student is formally registered in one or more Subjects each Semester.
Exceptional Circumstances	Circumstances beyond the control of the Student that are considered by the relevant decision maker to be unexpected and extraordinary.
Faculty	Bond Business School, Faculty of Health Sciences & Medicine, Faculty of Law, and Faculty of Society & Design (each of which is headed by an Executive Dean).
Grade	A record of the level of assessment in a Subject completed at the University and issued at the end of each Semester after approval by a Board of Examiners meeting.

Grade Point Average (GPA)	The average of the grades obtained by a Student in all Subjects weighted by the credit point value of each Subject in accordance with the formula: GPA=Sum (GP) divided by Sum(P), where G=grade for each Subject and P=credit point value for each Subject. If for any reason a Student does not achieve a Grade in a Subject, the value of G for that Subject shall be taken as zero. The GPA can be calculated for a Semester or for a program.
International Student	A Student who is not an Australian or New Zealand citizen or person granted permanent residence status in Australia.
Last Withdrawal Date	Last date a Student can withdraw from Subject availability without receiving an academic penalty.
Lead Educator	The primary allocated teaching staff member of a Subject.
Leave of Absence	Permission to suspend a program once the Student is part way through by not enrolling in a Semester.
Non-degree Student	A Student enrolled in Subjects, where completion of the Subjects does not result in an award. The Student is assessed in the Subject.
Overload	Approval given to enrol in more than the maximum amount of Credit Points normally permitted.
Pre-registration	Enrolment and class registration of a Student for a subsequent Semester.
Prerequisite	A set of conditions that must be met by a Student before Enrolment in a particular Subject is permitted.
Sanction	A Sanction prevents a Student from accessing specified information (e.g., results) or undertaking specified actions (e.g., Enrolment, admission, graduation) and is placed on a Student's record due to non-compliance with University policy.
Semester	A designated academic period, normally of 14 weeks duration including any relevant examination period. Standard Semesters in the academic year commence in January, May, and September.
Student	A person who is enrolled in one or more Subjects or a research program offered by the University.
Student Assist	For assistance with enrolment, timetabling, class registration, scholarships, financial aid, international support, graduation, and study plan management.
Student Business Services	The unit that deals with the administration of all Student activities including registration/Enrolment, examination, timetabling and graduation.
Student Identification Number (SID)	The 8-digit number given to a Student during the application process; a means of identification for all official University processes.
Subject	A segment of instruction approved by a Faculty or UAU as being a discrete part of the requirements for a program offered by the University and identified by a unique Subject code.
University Academic Unit	Bond University College (headed by the Director) and Transformation CoLab (headed by the Assistant Provost).
Withdrawal	Action taken by a Student to cancel their Subject Enrolment or their participation in a program.

6.   AFFILIATED PROCEDURES AND SCHEDULES
Schedule A: Requirements for Concurrent Enrolment
Bond University College Attendance Monitoring Procedure
Withdrawal Without Penalty Procedure

7.   RELATED DOCUMENTS
Change of Program Application form
Academic Programs Policy (TL 3.3.1)
Academic Progress Policy (SS 5.4.5)
Admissions Policy (SS 5.4.1)

8.   MODIFICATION HISTORY

Date	Sections	Source	Details
25 January 2024	4.3.2, 4.3.3, 4.12	Academic Senate	V2: Added clause re international student requirements per ESOS Act. Amended sub clause regarding Audit Students.
August 2023	3	Registrar	V1.2: Add dot points to Roles & Responsibilities: ▪ May grant withdrawal from programs and Subjects without academic or financial penalty retrospectively in Exceptional Circumstances (Registrar) ▪ Must ensure they are correctly enrolled *including compliance with visa requirements, e.g., on campus requirements and study load* (students)
31 May 2023	4.9	Chair, Academic Senate	V1.1: Minor amendment: must *meet the eligibility criteria and* apply *in writing* ~~on the appropriate application form through the Student Business Centre~~
14 December 2022			Date First Approved - Regulations to Policy

APPROVAL AUTHORITY: Vice Chancellor

REQUIREMENTS FOR CONCURRENT ENROLMENT

PART A: APPLICATION AND APPROVAL FOR CONCURRENT ENROLMENT

1.   Written Application

A Student seeking concurrent Enrolment must satisfy the criteria set out in Part B of this Schedule before submitting a written request to the email listed below for the Faculty or UAU responsible for the proposed program in which they seek Enrolment:

Faculty / Academic Unit	Email
Bond Business School	SASQ_business@bond.edu.au
Bond University College	SASQ_BUC@bond.edu.au
Faculty of Health Sciences & Medicine	SASQ_HSM@bond.edu.au
Faculty of Law	SASQ_Law@bond.edu.au
Faculty of Society & Design	SASQ_FSD@bond.edu.au
Core Curriculum/Transformation CoLab	CoreExec@bond.edu.au

2.   Approvals and Administration

Upon receipt of the request, the Faculty or UAU representative will confirm eligibility in accordance with Part B of this Schedule and:

   a.   where the Student wishes to concurrently enrol in the LLB or JD and the Graduate Diploma in Legal Practice, gain approval in writing from the Executive Dean or delegate from the Faculty of Law; or

   b.   for all other applications, gain approval in writing from the Executive Deans or Heads of UAU responsible for the existing and proposed programs before submitting a request seeking approval from Academic Senate via the Academic Secretariat. Submissions must be via the Concurrent Enrolment Form and be accompanied by written approvals and a copy of the Student's academic record.

PART B: ELIGIBILITY CRITERIA FOR CONCURRENT ENROLMENT

1.   Eligibility Criteria for Concurrent Enrolment

Except where sections 2 and 3 below apply, Students must satisfy the following criteria before applying for concurrent Enrolment:

   ▪   The Student will normally be sufficiently advanced in their existing program so as to be able to complete it in no more than the equivalent of one additional Semester of full-time study (i.e., normally within four Subjects of completion);

   ▪   The Student will have completed CORE1, CORE2 and CORE3 if enrolled in a Bachelor program;

   ▪   The academic history of the Student will indicate that concurrent Enrolment is manageable (i.e., normally a cumulative GPA of at least 2.0/4.0); and

   ▪   The concurrent Enrolment must not result in a workload which will, in the opinion of the Executive Deans or Assistant Provost responsible for the existing and proposed programs, prejudice the academic performance of the Student (i.e., if there is an Overload proposed, the Student's academic record should demonstrate superior performance – normally a cumulative GPA of at least 2.5/4.0).

2.   Eligibility Criteria for Concurrent LLB or JD and Graduate Diploma in Legal Practice Enrolment

The Faculty of Law will consider applications for concurrent Enrolment in LLB or JD and Graduate Diploma in Legal Practice programs provided Students satisfy the following criteria:

   ▪   The Student is enrolled in the last Semester of their LLB or JD program and has completed all compulsory law Subjects; and

   ▪   The Student has a maximum of two Subjects remaining in their LLB or JD program.

(for LLM refer to LAW 2.09 - Concurrent Enrolments - LLB and LLM Protocol)

3.   Eligibility Criteria for Concurrent Diploma and Bachelor Enrolment

Students may apply to enrol concurrently in the Diploma and Bachelor programs for a maximum of one Semester only, provided they satisfy the following criteria:

   ▪   The Student is enrolled in the last Semester of their Diploma program; and

   ▪   The academic history of the Student indicates that concurrent Enrolment is manageable (i.e., normally a cumulative GPA of at least 2.0/4.0).