



Enrolment Policy

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1.0 Overview

This policy outlines the conditions under which students will be considered to have a valid Enrolment at La Trobe College Australia (LTCA).

2.0 Organisational Scope

This policy applies to all La Trobe College Australia Foundation Studies and Diploma Programs and ELICOS program students who are intending to enrol or who are currently enrolled in courses of study offered by La Trobe College Australia.

3.0 Definitions

Key Term or Acronym	Definition
Cancellation of Enrolment	To end commencement or continuation of a Course of study.
CoE	Confirmation of Enrolment. A document registered with the Department of Home Affairs to confirm an international student's acceptance into a course for a specified duration.
Course	A program of instruction.
CRICOS	<i>Commonwealth Register of Institutions and Courses for Overseas Students</i> . Database of every course and institution that recruits, enrolls and teaches overseas students.
DoE	Department of Education. The Australian Federal Government's administrative division for policy and program development on education, training and administration of the ESOS legislation.
Deferment	Deferment (also referred to "suspension" or "leave of absence") means to <i>temporarily put studies on hold</i> (adjourn, delay, postpone) by postponing the start or commencement date. Providers do this by notifying the Department of Education through Provider Registration and International Student Management System (PRISMS) of the deferment or suspension of enrolment. A student may request a temporary deferment or suspension to his or her enrolment on the grounds of compassionate or compelling circumstances.
DHA	Department of Home Affairs. The Australian Federal Government's administrative division on all immigration and visa matters.
Domestic Student	Defined as an Australian or New Zealand citizen or holder of a permanent residency visa.
ELICOS	English Language Intensive Courses for Overseas Students
ESOS Act 2000	The Education Services for Overseas Students Act 2000. This Act regulates the delivery of education services to international students.
Genuine Student	A 'genuine temporary entrant' is an overseas student or prospective applicant who intends to obtain a successful education outcome and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome.
Navigate	The student information management system used by La Trobe College Australia.

National Code 2018	The National Code 2018 repeals and replaces the National Code of Practice for Providers of Education and Training to Overseas Students 2017 Nationally consistent standards and procedures for providers who deliver international educational services.
Overseas Student	Defined as a student who is not an Australian or New Zealand citizen or holder of a permanent residency visa.
PRISMS	Provider Registration and International Student Management System. A database developed jointly by DET and the Immigration Department for the purposes of administering the ESOS Act.
Suspension	Suspension may be initiated by the student – see “deferment” above. However, a provider may also initiate suspension of a student’s enrolment due to misbehavior of the student. If a provider initiates the suspension or cancellation of a student’s enrolment, it must notify the student of its intention and allow the student 20 working days to access the provider’s internal complaints and appeals process, unless extenuating circumstances relating to the welfare of the student apply.
Cycle	ELICOS classes have 9 cycles per year of 5 weeks.
Trimester	A defined and formal period of study of 12 teaching weeks and one week of formal assessment for diploma students and 13 teaching weeks and one week of formal assessment for foundation studies students.
Subject	A component of study within a course.
Valid Enrolment	An enrolment is valid when carried out in accordance with La Trobe College Australia’s enrolment terms of offer, policies and procedures, course requirements, and any other criteria the student is required to meet.

4.0 Applications

All applications are required to be submitted via the Studylink application portal accompanied by true and certified copies of documents verifying academic qualifications and results. All international qualifications are checked against the following: National Office of Overseas Skills Recognition (NOOSR) guidelines published by the Department of Education for equivalence to Australian qualifications or National Academic Recognition Information Centre (NARIC), providing official source of comparison information and advice on international education and training systems and overseas skills qualifications.

Refusal of re-application

La Trobe College Australia may reject the re-application of a student who has previously received an offer but has declined or withdrawn on two or more occasions without commencing the course.

5.0 Enrolment

A student's enrolment in the Diploma and Foundation Studies consists of a selection of subjects which defines a course of study, the amount and timing of that study, and the fees and charges that will be applied. Students are responsible for submitting a valid enrolment that is in accordance with student rules, policies and procedures, course requirements, and any other criteria the student is required to meet. All Diploma and Foundation Studies students must submit a valid enrolment for each trimester by the specified due date using La Trobe College Australia's online enrolment system available in the student portal, unless otherwise advised by La Trobe College Australia.

All ELICOS students (Melbourne Campus) will be placed in class according to their chosen course and level of English, as determined by an accepted test of English or La Trobe College Australia's Placement Test.

ELICOS students must pay the fees due as entered on their letter of offer, before they will be allowed to attend classes. ELICOS students may only join their class in Week 1 of the course. Students must defer if they cannot arrive by the end of Week 1.

Foundation Studies and Diploma Program students may only join their class up to the end of Week 1 of the course. Where extenuating circumstances arise, students will be allowed to enroll and commence their class after Week 1 at the discretion of the senior management.

La Trobe College Australia reserves the right to reject an enrolment which is attempted after the due date.

6.0 Principles of Enrolment

Offers are made to applicants who have the background and abilities to have a reasonable expectation of success in the course for which they have applied. Offers are made based on demonstrated achievement, especially academic achievement, but may also take account of other factors such as demonstrated commitment and specific achievements. La Trobe College Australia will publish the course selection criteria to be applied in each course of study. La Trobe College Australia seeks to provide access to all persons. The Access, Equity and Equal Opportunity Policy can be found at <https://www.latrobecollegeaustralia.edu.au/current-students/resources/policies-procedures-forms>

To be considered for enrolment to La Trobe College Australia, applicants must:

- Be eligible for enrolment, as outlined in the La Trobe College Australia brochure or published from time to time on the La Trobe College Australia web page – www.latrobecollegeaustralia.edu.au ; and
- Have lodged an application for enrolment to La Trobe College Australia directly using StudyLink or via the Victorian Tertiary Admissions Centre (for the Melbourne Campus), the Universities Admissions Centre (for the Sydney Campus), and;
- Have satisfied any course prerequisites or additional selection criteria established for entry to a particular course; and
- Be at least 17 years of age by 31 December in the year prior to admission or be 18 years of age at the commencement date of their University Bachelor degree as specified in the packaged offer; and
- Demonstrate an adequate command of English, as indicated in the entry requirements for entry to Diploma and Foundation Studies;
- Not have a history of transfer to more than two educational institutions in Australia.

7.0 Nomination of Subjects of Study

A student in Diploma and Foundation Studies is required to enrol in a set of subjects each trimester by enrolling in each subject which they intend to undertake. The subjects selected must conform with the requirements of the course to which the student has been admitted, and must satisfy any requirements for the course.

A student may not be permitted to attend classes, access teaching materials, or engage in the teaching activities of the subject, unless enrolled in that subject. It is the student's responsibility to check that they are enrolled in the correct subject(s) each trimester. Students are able to check their enrolment, add and withdraw subjects, and select the appropriate subjects offered using the online enrolment system on the Student Portal.

A student may be prevented from enrolling in a course of study where:

- the last date for adding subjects for the trimester has passed;
- the subject is not offered in the nominated trimester;
- the subject is not offered in the course for which they received an offer of admission;
- the student does not satisfy the prerequisite conditions for the subject;
- the subject is closed because the maximum enrolment number specified for the subject has been reached;
- the student is attempting to enroll in more than 60 credit points in the trimester

A student may be permitted to lodge their enrolment in spite of these conditions if the Academic Director/College Director/ Campus Director, or nominee, determines that special circumstances warrant the submission of the enrolment course (see 19.0 Special Entry).

8.0 Enrolment Status

The following statuses are used by La Trobe College Australia in relation to student enrolments:

Current – enrolment in subjects in the current trimester/cycle. To have a current enrolment status, the student shall have:

- Accepted an offer of admission to a course of study;
- Have completed the enrolment procedures prescribed by La Trobe College Australia;
- Paid such fees and charges as La Trobe College Australia may require to be paid as a condition of enrolment, this includes all tuition and non-tuition fees;
- Completed any other procedures which may be required as a condition of enrolment.

Withdrawn - approval to withdraw enrolment or withdraw from a course in a trimester/cycle and have no subjects in a future trimester/cycle.

Did Not Enrol - failure to enrol for an academic trimester/cycle by the due date – student's status will be changed to withdrawn.

No notification will be made to student in this case where student has abandoned their studies without notifying La Trobe College Australia.

Deferred - granted approval to defer studies for a period of one trimester or maximum of 6 months (ELICOS) prior to commencement, indicating an intention to return to study the following trimester/cycle.

Terminated - enrolment status used in situation whereby La Trobe College Australia cancels enrolment or excludes a student from further study under a relevant policy.

Past – completed one or more subjects (or cycle in ELICOS) or graduated from a course.

Leave of absence – it is not a current practice at La Trobe College Australia to grant leave of absence. A student's attendance will be affected if they are absent from class unless deferral or suspension or cancellation has been approved by La Trobe College Australia.

9.0 Continuity of Enrolment

A student is deemed to be currently enrolled from the date on which the student has undertaken the enrolment requirements for a given trimester/cycle until the release of that trimester's or cycle's results, unless:

- the student has been granted approval to withdraw their enrolment, withdraw from all courses in a trimester/cycle or defer for a period of one trimester/cycle;
- La Trobe College Australia terminates the student's enrolment or excludes the student in accordance with the provisions of this or other policies of La Trobe College Australia;
- the student has completed all requirements of a course and is eligible to graduate.

10.0 Withdrawing from Subjects

An FSDP student may apply to withdraw from a subject by advising the Academic Coordinator and completing a Variation to Enrolment Form. Financial and academic penalties will be applied according to the date the student's application to withdraw was submitted to LTCA.

The following academic penalties will be applied according to the date the student's application was received:

- Withdrawal from subject after commencing study and before the census date will mean the subject is removed from the academic record and No Penalty is awarded.
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- After the census date and before the end of Week 8, the subject is included on the academic record with a grade of Withdrawn [WD] (no academic penalty).
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- After Week 8, and before the end of the final teaching week for the Trimester, the subject is included on the academic record with a grade of Withdrawn Late [KN] (counted as a fail)
-
- A student may not withdraw from a subject after the last day of teaching for the Trimester in which they are enrolled.
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- Where a student applies to withdraw from an entire course the above academic penalties will be applied according to the date of withdrawal.

To determine the financial penalties for withdrawing from a subject, refer to LTCA's Refund Policy found on the LTCA website (<https://www.latrobecollegeaustralia.edu.au/content/dam/navitas/upa/ltca/pdfs/policies-procedures/review-of-marks-policy.pdf>)

11.0 Academic Load

A student's academic load for Foundation Studies and Diploma Programs is determined by the credit point value for the courses in which the student is enrolled when compared to the standard course load for a trimester. The Standard Diploma Course consists of 3 subjects in the first trimester, 3 subjects in the second trimester and 2 subjects in the third trimester. The Fast-Track Diploma Course is delivered over 2 trimesters and consists of 4 subjects in each trimester.

The Foundation Studies Course consists of 4 subjects per trimester.

A full-time student is one who is enrolled in courses totalling at least 75% of a standard full-time academic load in any trimester.

A part-time student is one who is enrolled in courses totalling less than 75% of a standard full-time academic load in any trimester.

ELICOS students must study full-time i.e. a minimum of 20 hours per week.

Note: a part-time load is normally only available for domestic students.

12.0 Prerequisites

A prerequisite subject is a subject that must be completed, and for which a specified minimum grade must be obtained before another specified subject may be commenced. Prerequisites are indicated in the Subject Outline for each subject.

13.0 Minimum Grade to Satisfy Prerequisite Condition

Unless otherwise specified the minimum grade which must be obtained to satisfy a pre-requisite condition is a pass grade .

14.0 Responsibility for Prerequisite Check

It is the student's responsibility to ensure that pre-requisite and co-requisite conditions are satisfied when adding a subject to their enrolment. If a student fails a subject in one trimester which is a prerequisite for a subject in which the student expects to enrol in a future trimester, it is the student's responsibility to amend their enrolment for the later trimester.

If a student fails to amend an enrolment that does not satisfy pre-requisite conditions when requested in writing to do so, the student's enrolment in the subject concerned may be cancelled.

15.0 Right to Amend Enrolment Program

If the above conditions have not been satisfied, La Trobe College Australia may amend a student's enrolment program.

16.0 Confirmation of Enrolment

Students are able to check their enrolment via La Trobe College Australia's student portal in the Student Profile.

Students are able to check their enrolment details by logging into the student portal and clicking on the "Class Timetable" tile.

17.0 Completion within Course Duration

International students are required to complete their course of study within the duration specified on their Confirmation of Enrolment (CoE), unless

- La Trobe College Australia has put in place an intervention strategy for a student;
- The student has compassionate or compelling circumstances that warrant the extension of their CoE; or
- An approved deferral of study has been granted.
- La Trobe College Australia has suspended a student for a period of their course of study.

Students who do not believe they will complete their course within the timeframe specified on their CoE should contact the relevant Academic Coordinator.

It is the responsibility of each overseas student to ensure they are on a valid Student Visa (Subclass 500) for the duration of their course with La Trobe College Australia. Students are urged to seek assistance from the nearest Department of Home Affairs office to extend their student visas, if they are not able to complete their course within the desired published duration.

18.0 Refusal and /or Cancellation of Enrolment

La Trobe College Australia has the right to refuse and/or cancel a student's enrolment if:

1. admission to La Trobe College Australia has been gained by misrepresentation, falsification of documents, or other fraudulent means*;
2. the normal requirements for admission or enrolment have not been fulfilled*;
3. enrolment has not been completed by the enrolment deadline;
4. the required tuition fees have not been paid by the specified date* (also see heading 19);
5. the student has previously engaged in any form of academic misconduct associated with the academic program of La Trobe College Australia *;
6. the student has failed to satisfy the minimum academic performance level required [refer to the Course Progression Policy and Procedure]*;
7. where student has failed to appeal to the attendance warning
8. where student has failed to appeal to the low progression warning
9. where student has deliberately failed their studies by not attending their classes /exams
10. the student has behaved in an inappropriate manner towards any member[s] of La Trobe University and/or La Trobe College Australia*;
11. enrolment by the student would cause any member of La Trobe College Australia, including staff and students, or its agents, to act unlawfully*;
12. Department of Home Affairs has cancelled the student's visa; or
13. the student has been assessed as a non-genuine Temporary Entrant;
14. For any other reason as determined by the College Director and Principal*.

** If a student's enrolment is to be cancelled for any of these reasons, the student has the right to appeal by accessing the La Trobe College Australia Student Grievance Policy at <https://www.latrobecollegeaustralia.edu.au/current-students/resources/policies-procedures-forms>*

19.0 Issuance of Transcripts and Testamurs

All students are eligible to receive completion transcripts and testamurs at the end of their trimester and course for successfully meeting the requirements of the course.

La Trobe College Australia retains the right to refuse the issuance of transcripts and testamurs or any other relevant documents to students where it is identified that the student has failed to meet their enrolment obligations of paying all tuition and non-tuition fees to LTCA. Non-payment of fees may also lead to students not being able to graduate from their desired course. The student may further be prevented from re-enrolling in subsequent trimesters. Students will be charged a late fee, where they do not make necessary payments to LTCA by the due date.

A student may be given special consideration due to extenuating circumstances at the discretion of the College Director/ Principal.

20.0 Students with Disabilities

La Trobe College Australia is committed to providing equal opportunities for students with disabilities and promotes strategies to develop a flexible teaching and learning environment which is able to meet the needs of a diverse range of students. Please refer to Disabilities Services Policy at <https://www.latrobecollegeaustralia.edu.au/current-students/resources/policies-procedures-forms>

La Trobe College Australia requires students to provide information (including medical or other professional advice) regarding the nature of their disability and special needs during the application and enrolment process. It is important that students provide La Trobe College Australia with these details as early as possible so that students' support needs can be assessed and La Trobe College Australia can ensure that they are able to succeed in their chosen course of study.

La Trobe College Australia is committed to providing a teaching and learning environment which promotes dignity, acknowledges students' rights to privacy and confidentiality, and promotes an awareness of students' needs and rights. Therefore, La Trobe College Australia is able to make reasonable accommodations to support students with disabilities throughout their studies and ensure that they have equal access to the teaching and learning environment.

21.0 Special Entry

La Trobe College Australia applies the following Special Entry Categories for Diploma programs, in line with La Trobe University:

- be a Non-Year 12 applicant
- be 21 or older on 1 January of the year of application
- be an applicant who is Aboriginal and/or Torres Strait Islander (Indigenous Australians). Applicants self-identify, are descended from Aboriginal and/or Torres Strait Islander people and are accepted as such by the Indigenous community in which they live or have lived. Selection decisions for Indigenous Australian applicants will be made by La Trobe College Australia after consultation with La Trobe University's Indigenous Student Services.
- complete a PI (Personal information) form
- sit the appropriate Special Tertiary Admissions Test (STAT) as specified in individual course entries in La Trobe University CourseFinder
- complete any other Mature-Age Special Entry requirements specified in individual course entries in La Trobe University CourseFinder.

Students enrolling in these categories will be managed jointly by La Trobe College Australia and La Trobe University.

Special entry to the Foundation Studies Program will be considered by the Academic Director/Academic Manager, or nominee on a case by case basis, with due consideration to the student's capacity to undertake the course successfully.

La Trobe College Australia may, by written notice, vary conditions of enrolment as necessary to comply with any law, regulation, or amendment thereof, as derived from those of the Commonwealth of Australia or the State Government.

22.0 Genuine Student Assessments (GS)

Prospective students intending to come to Australia to commence their course, need to provide a detailed statement of purpose, clarifying that they have a genuine intention to stay in Australia temporarily for the purpose of study. A CoE will only be issued when GS Assessments have been completed by LTCA and the Navitas GS team.

It is the responsibility of each overseas student to provide accurate and factual information at the time of enrolment, including copies of original academic certificates and transcripts, their English language proficiency as identified by the English test undertaken and any financial viability and sustainability assessments as specified by the Department of Home Affairs.

Some GS assessments undertaken at LTCA also lead to student interviews whereby the student's intention to study in Australia temporarily are clarified. Please refer to the Enrolment Procedure for further details on the GS Assessment process.

23.0 Course Transfers between campus locations

The College has two approved campus locations for its students, namely, the La Trobe College Australia delivery site located in Melbourne and the La Trobe University Sydney Campus located in Sydney. Students enrolling at either of these delivery sites can request to change their delivery site location after it is internally approved by the College.

Certain eligibility conditions that students will need to meet prior to a request to change delivery sites is approved are:

- Students yet to commence their course (new student commencements) are required to provide at least two weeks' notice of their intention to change delivery sites
- Continuing students need to have completed at least one study period at the delivery site they commenced their studies in
- Students are required to enrol in the same course or an alternate available course offered at the desired delivery site
- Students are required to understand and acknowledge that tuition fees are subject to change per study period
- Students must accept a new offer with the updated delivery site location on their revised Confirmation of Enrolment
- Students additionally acknowledge that the refund policy will apply per the original enrolment at the initial delivery site
- Students acknowledge that any applicable scholarships will be revoked, should they request to change their delivery site over the course of their student life cycle with the College.

24.0 Change of course program (overseas students after accepting their initial course)

Students may request to change their preferred Diploma course after enrolment, provided it aligns with the same academic and English entry requirements as their initial course. Eligibility conditions include:

- New Student Commencements: Students who have not yet commenced their course must provide at least two weeks' notice of their intention to change course.
- Quota Courses: Change to enrol in a "quota course" are subject to availability. See the list of courses that have a quota assigned to it at <https://www.latrobecollegeaustralia.edu.au/current-students/resources/transferring-university>
- Continuing Students: Students must have completed at least one study period of their initial course before requesting a change.
- Fee Differences: Students are required to pay any difference in fees if applicable for the new course.
- New Offer Acceptance: Students must accept a new offer for the new course to have their Confirmation of Enrolment revised.
- Scholarships: Any applicable scholarships will be revoked if a student requests a course change.

Policy Title	Enrolment Policy	
Policy Owners	Director, Marketing and Admissions and Admissions Manager	
Key Stakeholders	Admissions Staff Students	
Approval Body	LTCA Senior Management Team	Date approved 12 January 2012 Last reviewed May 13 2013 November 11 2013 September 17 2014 April 12 2017 April 16 2020
	LTM Academic Board	Date approved July 30 2013 August 4 2017
	LTCA Academic Board	July 30 2018
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	December 21 2018
	LTCA Executive Committee	February 21 2019
	LTCA Academic Board	July 30 2019
	LTCA Academic Board	April 28 2020
	LTCA Academic Board	December 2022
	LTCA Senior Management Team	25 June 2024
Relevant Legislation	National Code 2018	
Related Policies	Recognition of Prior Learning Policy Course Progression Policy Attendance Policy Student Grievance Policy Access, Equity and Equal Opportunity Policy Disabilities Services Policy	
Related Guidelines		
File information	TBC	Version number V2.0
Date Effective	TBC	Next Review Date March 2021
Amendment History		
Revision Date	Version	Summary of changes
12/4/17	1.3	Addition of information under section 19.0 Special Entry- in relation to Aboriginal and Torres Strait Islander people. Deleted section on SVF.
12/7/18	1.4	College name change to LTCA
21/12/18	1.5	Addition of Section 10: withdrawing from subjects.
12/02/19	1.6	Merged separate LTCA Melbourne and Sydney policies into one policy.

06/04/2020	1.7	Refining definitions. Addition of further student visa obligations under Section 17. Creation of Section 19 Query around GTE process – to be resolved.
16/04/2020	1.8	GTE process detailed in the policy Sentence structures further refined Additional details added in the Withdrawing from subjects section.
24/11/2022	1.9	Updated links in the document to reflect accuracy to disseminate information Updated footer
28/07/2023	2.0	Addition of internal transfers between approved delivery sites
25/06/2024	2.1	Revised terminology (ELICOS Term to Cycle) Revised policy links in the document Added NARIC international qualification checking source Added Change of Course program and Re-application refusal