



Policy Document

Admission and Re-enrolment (Higher Education)

Policy Name

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Policy File Name

AdmissionAndRe-enrolmentPolicyHE20100125

Policy Location

Cengage Education Inside and website

Compliance Requirements

[NSW Department of Education and Training](#)

[NSW Higher Education Act 2001](#)

[National Protocols for Higher Education Approval Processes](#)

[National Guidelines for Higher Education Approval Processes](#)

[Department of Education, Employment and Workplace Relations](#)

[Higher Education Support Act 2003](#) (HESA)

[Higher Education Provider Guidelines](#)

[Australian Universities Quality Agency](#) (AUQA)

[AUQA Audit Manual](#)

Purpose

This policy outlines the criteria for which prospective students are admitted to a Cengage Education Course of Study (Course) and the conditions under which a current student may progress through a Course once enrolled.

Scope

This policy applies to students enrolled or considering enrolling (prospective students) in a Cengage Education Higher Education Course. It encompasses both award (degree; accredited by the Department of Education and Training) and non-award (Professional Development) Courses.

Definitions

Degree Course: A higher education program or Course that consists of a specified number of single Units of Study which must be enrolled in and completed in a defined sequence at or with a higher education institution. When the degree course is successfully completed, the qualification of degree is conferred on the student by the institution.

Admission: Authorisation granted by Cengage Education for a prospective student to be enrolled into a degree Course.

Acceptance of offer (of Admission): Formal acceptance by a prospective student of an offer to be admitted to a Cengage Education degree Course.

Enrolment: Progression of *prospective* student status to *active* student following formal acceptance of an offer of admission and receipt of payment by Cengage Education for the first Unit(s) of a Course.

Professional Development (PD) Course (non-award): Single Units of a degree Course offered as a complete or short Course. PD Courses are non-award; instead a Certificate of Completion is issued when the Course is successfully completed. This certificate may be used to gain credit towards a full degree, but in itself is not a nationally recognised qualification.

Prospective student: An individual considering enrolment in a Cengage Education Course who has applied for admission (degree Course) or enrolment (PD Course). Prospective students are also referred to as *applicants*.

Census Date: A period of not less than 20% of the total time of a 20 week Unit from the start date of that Unit. The Census Date for a Cengage Education Unit is 28 - 30 days after the start date of the Term in which the Unit is commenced. On the day following the Census Date, the Census Date is deemed to have passed.

ParadigmEMS: The student or education management system that is used by Cengage Education to record and report all student information including personal details, HEIMS required information, Course and Unit enrolment details, notes and requests etc.

Policy Provisions

Admission

Application

Prospective students wishing to be admitted to a course and enrol in Units associated with a Course must do so by applying directly to the Cengage Education Registrar.

An application for admission will only be considered if an approved Application for Admission or Enrolment Form is received by Cengage Education. One or more of the forms below must be completed by a prospective student and returned to Cengage Education in order to be considered for admission into a Higher Education Course:

1. Degree Courses

- A. **Application for admission Undergraduate Program** form must be completed by prospective students seeking admission to a degree Course.
- B. **Recognition of Prior Learning for Undergraduate Programs** form must be completed by those students seeking credit (Advanced Standing / exemption) for Units in a degree Course through recognition of previous formal, non-formal or informal learning.
- C. **Request for FEE-HELP assistance** form must be completed by prospective and current students seeking FEE-HELP assistance for some or their entire tuition fee for Units of the Course (applies to eligible students only).
- D. **Acceptance of Offer** form must be prepared by Cengage Education once a student's application and any Advanced Standing / Exemption for Units has been approved. The form must then be forwarded to prospective students. A prospective student formally accepts the offer by completing, signing and returning their customised Acceptance of Offer form to Cengage Education.

2. PD Courses

Professional Development Course Enrolment Form must be completed by prospective students seeking admission to a PD Course.

Closing Date for Applications for Admission

To be considered for admission to a Course in the *Commencing Term* specified on the application form (*specified Term*), the prospective student must submit a complete application form and supporting material **before** the commencement date of that Term.

Term commencement dates can be viewed:

- On the Cengage Education website: <http://www.cengage.edu.au/higher-education/commencement-dates>
- On the going to uni website: <http://www.goingtouni.gov.au/Main/CoursesAndProviders/ProvidersAndCourses/HigherEducationProviders/ListAll/CengageEducation.htm>

Applications for Admission received after the commencement date of the specified Term may be subject to an administration fee and a delay in processing. In the case where an application is received a week or more after the Term commencement date the applicant will be advised (for their own benefit) to enrol in the Course in the following Term.

Applications for Admission received after the Census Date of the specified Term will not be considered for that Term and the applicant will be advised that admission will only be considered for the following Terms.

Confirmation of Identity / Citizenship

Each application for admission or enrolment to a Cengage Education Course must be accompanied by documentation that confirms the identity of the prospective student. This includes:

1. Degree Courses

- A. Two passport-sized photographs of the prospective student, which must comply with the guidelines on the quality and style of photographs on the following website:
www.passports.gov.au/Web/Requirements/Photos.

One of these photos must be **endorsed** on the back with the words: "This is a true photo of (prospective student's full name)" and then signed by a guarantor (e.g., Justice of the Peace); and,

- B. A certified copy of one of the following documents*:
- i. Birth Certificate; or,
 - ii. Current Passport; or,
 - iii. Certificate of Australian Citizenship

*If applying for FEE-HELP assistance, proof of Australian citizenship, Australian Humanitarian Visa or Certificate of Permanent Residence (for approved bridging Courses only) must be supplied.

2. PD Courses

A certified copy of one of the following:

- A. Birth Certificate; or,
- B. Current Passport; or,
- C. Current Driver's Licence

Admission

An applicant will not be considered for admission until all completed forms relating to the intended Course of Study (and all additional material required as stated on each form) are received by Cengage Education.

All appropriate documentation including additional material / attachments must be received by Cengage Education by the Term commencement date, or the student may not be permitted to commence in that Term and their enrolment may be deferred until the start of a following Term (see *Closing Date for Application of Admission section above*).

It is the responsibility of Cengage Education to ensure that all documentation relating to citizenship and identification is received and complete before admitting the student, approving an application for FEE-HELP assistance and issuing a Letter of Offer.

Entry Requirements

Cengage Education will consider all applications for admission to a Higher Education Course by applying the following entry requirements:

1. Degree Courses

- A. Unconditional Entry:
- i. Secondary School graduates who have obtained a UAI, TER or equivalent of at least 65[§].
 - ii. Applicants who are 21 years of age or older may be admitted on a mature age basis if they have completed a minimum of final year of secondary schooling (no UAI / TER requirements).

B. Conditional Entry:

- i. Applicants who have not completed Secondary School[§].
- ii. Applicants between the ages of 18 and 21 that do not have a UAI, TER or equivalent of at least 65.

Students admitted to a degree on a conditional basis will be permitted to enrol in **one Unit only** for the entire first Unit of Study (two [2] Terms). Upon successful completion of that first Unit, the student will then be permitted to progress through their course normally.

2. PD Courses

There are no special entry requirements for PD Courses[§], however, students will be expected to undertake study at a Higher Education level.

[§]Applicants under the age of 18 will be considered for admission, however, the Acceptance of Offer form or PD Course Enrolment form must be signed by a guarantor on behalf of the applicant.

3. Non-native English speakers

Applicants for whom English is a second language, and who did not complete the last two years of their secondary education in English (or at least one year of tertiary education in a country in which English is the language of instruction) are required to provide evidence of English language competence before enrolling. Examples of appropriate evidence:

- IELTS (Academic): Overall score of 6.5 plus the following band scores: 6.0 in reading, writing, listening and speaking.
- TOEFL:
 - Internet-based Test total score of 88 with section scores not less than:
 - 17 in the Listening task
 - 22 in the Writing task
 - 20 in the Reading task
 - 18 in the Speaking task
 - Computer-based test: total score of 231 with section scores not less than
 - 18 in the Listening task
 - 25 in the Structure / Writing task (5.0 essay rating)
 - 21 in the Reading task
 - Paper-based test: total score of 570 with section scores not less than;
 - 52 in the Listening Comprehension task
 - 50 in the Structure / Written Expression task
 - 55 in the Reading Comprehension task
 - 5.0 in the Test for Written English task

Enrolment

An applicant is formally enrolled in a course (and at least one Unit) at the successful conclusion of the admission process at which time Cengage Education has received both a signed Acceptance of Offer form and payment for the first Unit(s) undertaken in the first Term.

Students are required to enrol in and complete 24 Units to be awarded a single degree and 33 Units to be awarded a combined degree*.

*Students are exempt from completing Units that Advanced Standing has been granted for Admission and Re-enrolment Policy

following application for Recognition of Prior Learning.

Initial Unit Enrolment

At the commencement of their Course, a student may enrol in a maximum of two Units. If the student is admitted on a conditional basis, they may enrol in only one Unit initially. Additional Unit enrolments are not permitted until the successful completion of the initial Unit(s) of the Course

Student Load

A student is classified as *full time* if they are enrolled in two or more Units in any one Term or they have enrolled in eight Units in one year of study. A student is classified as *part time* if they enrol in one Unit per Term or complete less than eight Units in one year of study.

Maximum Unit Enrolment

During the Course, a student may re-enrol in a maximum of two Units in a Term and therefore no more than four Units at any one time. This includes overlapping Units (i.e., enrolling in additional Units during the Review Period of two currently enrolled Units). A full time student load is eight Units per annum and this may not be exceeded (unless approved by the Academic Director).

Re-enrolment (degree Courses only)

Unit prerequisites and course progression rules

A student progresses through a Course by re-enrolling in Units according to progression rules which relate to prerequisite(s) for each Unit (if applicable). If a Unit has prerequisites associated with it, a student may not enrol in that Unit until all prerequisite Units have successfully been completed (or granted as Advanced Standing), i.e., the progression rules for the Course have been satisfied.

In addition to specific Unit prerequisite rules, Cengage Education undergraduate degrees are structured by levels (rather than by years). Level 1 Units are foundational, with no expectations of prior higher education learning, level 3 Units are more challenging and require sound understanding of disciplines studied.

Students must successfully complete all level one Units of a degree before enrolling in a level two Unit. Similarly, all level two Units must be successfully completed prior to a student enrolling in level three Units.

Closing date for Unit Re-enrolment

Re-enrolment into Units must be finalised **before** the commencement date of the Term in which the student wishes to re-enrol.

Preferably, students should attempt to re-enrol using ParadigmEMS (*Enrol In Units*; see the Student Re-enrolment Procedure). When using this online method, the student is immediately enrolled in a Unit in an *applied* status and an email is automatically sent to the Registrar who will confirm method of payment and enrolment.

If it is not possible to re-enrol using this method, students should email the Registrar directly (registrar@cengage.com.au) or call a student advisor (1300 884 141) to confirm re-enrolment before the commencement date of the Term in which they wish to enrol.

Applications to re-enrol received after the commencement date of the Term may be subject to an administration fee and a delay in processing. In the case where an application to re-enrol is received a week or more after the Term commencement date the student will be advised

(for their own benefit) to enrol in the Unit in the following Term.

Once enrolled in a Unit, the student may transfer into another Unit (subject to progression rules) or withdraw from a Unit as long as the request to do so is received on or before the Census Date of the Term in which that Unit is enrolled. After the Census Date, transfer will not be permitted and withdrawal will result in both academic and financial penalty and the Unit will have to be repeated at a later date.

Unit failure

If a student fails a Unit (a Unit grade of <50% is obtained), the student must re-enrol in that Unit in a future Term. Any Unit that is repeated will attract the full tuition fee associated with that Unit. If the student elected to pay for the failed Unit with FEE-HELP assistance, a FEE-HELP debt will be incurred and will not be re-credited (unless exceptional circumstances apply).

The failed Unit must be successfully completed prior to a Unit being attempted for which the failed Unit is a prerequisite.

Unit Deferral

Students who wish to defer studying a Unit until a future Term will be advised to withdraw from the Unit (see *Unit Withdrawal* below).

Unit Withdrawal

A student may withdraw from a Unit in which they have enrolled without financial or academic penalty only under the following conditions:

- Cengage Education receives the request to withdraw from the Unit in writing on the appropriate *Request to Withdraw* form.
- The request to withdraw is received by Cengage on or before the Census Date of the Term in which the Unit is enrolled.

Withdrawal from a Unit after the Census Date will result in a fail grade being obtained for that Unit, no refund will be given and if the student has elected to pay for the Unit with FEE-HELP assistance, they will incur a FEE-HELP debt for that Unit[†].

A student is required to withdraw from a Unit if they do not wish to continue studying the Unit.

Course Withdrawal

A student may withdraw from a Course by notifying Cengage Education in writing by completing a *Request to Withdraw* form. If notification to withdraw from a Course is received after the Census Date of a Unit or Units in which the student is currently enrolled, a fail grade will be obtained for the Unit(s).

Course Transfer

A student may transfer between Cengage Education Higher Education Courses by completing an *Application to Transfer Course Undergraduate Program* form. Course transfers are subject to:

- The *Important Information* section on the form which must be read, signed and submitted to Cengage Education
- The payment of any additional Unit Fees if applicable
- Advanced Standing being granted only for all completed Units common to both Courses
- No outstanding monies are owing to Cengage Education
- A new signed Acceptance of Offer for the Course to which the student wishes to transfer

is received by Cengage Education.

Inactive students

Cengage Education defines an inactive student as one who has not enrolled in at least one Unit for a period of three consecutive Terms (30 weeks).

A student who remains inactive for three consecutive terms will be automatically be withdrawn from the Course and will need to reapply for admission to the course to continue study[†].

[†]Unless exceptional circumstances apply.

Associated Documents

- Application for admission Undergraduate Programs form
- Acceptance of Offer form
- Letter of Offer
- Professional Development Course Enrolment Form
- Recognition of Prior learning for Undergraduate Programs form
- Request to Defer form
- Request to Withdraw form
- Application to Transfer Course Undergraduate Program form
- Advanced Standing and Recognition of Prior Learning Policy (HE)
- Terms and Conditions of Enrolment (HE)
- Terms and Conditions of Enrolment (PD Courses)

Authorities and Accountabilities

The Policy Officer is responsible for establishing, communicating and implementing this policy.

The Academic Director is responsible for enforcement of this policy and for dealing with breaches.

Document Versions and Approvals

The version of this policy is indicated by the date in the file name of this document. Each new version of this policy, prepared by the Policy Officer, requires approval by the approvers indicated below and this policy will remain in draft status until a date is entered by each approver.

This Version Approved By

Academic Director

Date Approved

15/04/2010