

NATIONAL ART SCHOOL

Enrolment Policy

Overview

The Enrolment Policy outlines the conditions under which students will be considered to have a valid enrolment. This policy applies to all students who are intending to enrol or who are currently enrolled in undergraduate or postgraduate programs at the National Art School (NAS).

All students must be formally enrolled in order to attend classes, use NAS facilities and participate in other academic activities. It is a students' personal responsibility to ensure that they are correctly enrolled and advise NAS of any errors or requested changes. Failure to advise NAS about an incorrect enrolment by the approved census dates can result in both academic and financial penalties.

All enrolled students agree to abide by the policies and procedures of NAS.

Commencing Undergraduate and Postgraduate Students

Commencing students are required to enrol as specified in the enrolment instructions included with their offer.

Students are expected to maintain accuracy of their enrolment details using appropriate forms of communication. Verbal amendments to enrolment details are not accepted, and all enrolment variation must be approved in writing by Student Services to be valid.

NAS will not consider a commencing student enrolled until the completion of the following:

1. Application for admission;
2. Accepted the offer of admission to a specified program;
3. Provision of documentation for proof of Citizenship;
4. Provision of documentation for proof of identity;
5. Submission of all required enrolment information in the format specified;
 - Full payment of required fees or completed FEE-HELP eCAF;
6. Completed any other procedures required by NAS.

Additional Requirements for International Students

7. *Provision of documentation for proof of nationality, passport and visa approved for study;*
8. *Payment of enrolment deposit;*
 - *Enrolment in a full time load (60CP);*
 - *Submission of signed International student Agreement*

Continuing Undergraduate / Postgraduate Domestic and International Students

All students are required to formally enrol for the academic year in a program of study in accordance with the rules of the course in which they are enrolled. Continuing students will be considered enrolled on completion of the following requirements:

1. Completion of all required unit selection forms by the due date
2. Completion of any enrolment forms by the due date;
 - Payment of all fees and charges by the prescribed date for their enrolment to be valid. Failure to pay fees by the prescribed date may lead to termination of enrolment.

Enrolment must be completed by the census date or the student may be regarded as withdrawn from the course;

Late Enrolment

Late enrolment is defined as the completion of any enrolment requirements after the deadline specified by NAS. The Registrar will consider all applications for late enrolment and may:

1. Approve the late enrolment without penalty (exceptional circumstances only); or
2. Approve the late enrolment and impose a late fee; or
3. Refuse the late enrolment.

Late fee penalties are determined each year and published in Enrolment guides, Student Handbook, Student Guide.

Variations to Enrolment

Students must ensure that they update their records by the census dates with NAS if a change is made to subjects in their course of study. Students wishing to vary subjects must complete all required forms and approval must be obtained from Student Services.

It is the student's responsibility to ensure that when varying their enrolment that they retain the prescribed credit point load to complete the requirements for their year of study and satisfy the prerequisites for that year.

Applications to vary enrolments will not be accepted after the approved census date for the semester.

Course Leave & Reduced Study Loads

Course leave and reduced study loads are available by application where a student has circumstances that reasonably prevent them from studying/studying full time.

Late Withdrawal Penalties

Where a student withdraws or varies their enrolment after the relevant census date, late withdrawal penalties will be applied.

Before Census Date:	No academic penalty applied, full refund
Between Census Date & 6 weeks later:	No academic penalty applied, no refund
6 weeks after Census Date:	Academic penalty applied, no refund

Refund Application after census date.

NAS applies the FEE-HELP rules for applying for a refund under exceptional circumstances to all domestic students.

Rules for these refund applications can be found at:

<https://www.studyassist.gov.au/managing-and-repaying-your-loan/cancel-your-help-debt-under-special-circumstances>

Restrictions on Subject Enrolments

Where demand for unit of study exceeds capacity, student Services will allocate according to the earliest date received, except for AHT Electives.

For AHT the following allocation methodology will be used:

1. *Third year students (on time & earliest date received)*
2. *Second year students (on time & earliest date received)*
3. *All late submissions (earliest date received)*

Where demand for a unit of study exceed capacity Student services will operate a waitlist. Waitlist will be resolved according to earliest date received, except for where a greater operational benefit is gained.

Prerequisites and Co-requisites

Students are responsible for ensuring that any specified pre-requisites and co-requisites have been met. Details are provided in the course documents and unit of study outlines .

The Registrar may cancel a student's enrolment in a subject where the prerequisite or co-requisite has not been met.

Pre-requisites and co-requisites may be waived by the relevant Head of Department if they are satisfied that the student has met the requirements through evidenced equivalent previous study or experience. Such waivers must be confirmed in writing from the Head of Department to Student Services.

Where a student has failed one co-requisite but successfully complete the other they will not normally be required to repeat the successfully completed unit, unless there are compelling reasons for them to do so.

Student ID Card

The student card is a student identification card. It displays a student's photograph, name, student number and course details.

The student card is a compulsory form of identification for students of the National Art School on campus. Students should carry their card with them when on campus and exhibit it upon request by NAS staff members and security. NAS will issue a student card to all students who enrol in a NAS degree course.

Cardholders should not let other people use their card and should report expired, lost, stolen or damaged cards immediately to student services.

Charges apply for the replacement of student cards.

Reasonable Adjustment

NAS will make reasonable adjustments to enrolment procedures and policy on the basis of disability or other access issue.

Personal Information

All personal information will be kept in accordance with the NAS Privacy Policy and relevant legislation.

Students are responsible for ensuring that NAS has up to date personal, contact and address details during their period of enrolment. NAS will not accept responsibility for official notifications not being received when a student has not officially updated or notified NAS of changes to their contact details.

Use of Legal name & Preferred name

Students must enrol using their full legal name and this name will be used on all official documentation. Where a student has a preferred name NAS will endeavour to use the preferred name, however the students legal name may continue to be used in some circumstances.

International Students

An international student is a student who is not a citizen or permanent resident of Australia.

An international student is:

- a temporary resident visa holder (see schedule below of visa subclasses under section International Students), or
- not an Australian citizen, or
- not a full permanent resident in Australia, or
- not a New Zealand citizen.

An international fee-paying student holds a permit for temporary entry to Australia. For example, if their status is:

- overseas student (holds a Student Visa)
- permanent resident of New Zealand
- diplomat
- temporary resident
- applying for permanent residency
- refugee
- a dependent of any of the above.

Full-time & Part-time

A student is considered full-time by NAS if they maintain an 80% study load.

Students with a reduced study load of under 80% are considered part -time.

VERSION CONTROL AND CHANGE HISTORY

This policy will be reviewed every three years by the Academic Standards and Development Committee.

Change Description	Implementation	Approval date
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