

Changes to Enrolment Policy

Scope

This policy is applicable to Kaplan Business School Pty Ltd (“Kaplan”).

Purpose

The purpose of the Changes to Enrolment Policy is to provide information on:

- options students have to vary their enrolment patterns.
- processes students need to follow to vary their enrolment.

Definitions

Compulsory study period is one in which the student must enrol unless granted a deferment, suspension from enrolment or leave of absence under Standard 9 (Deferring, suspending or cancelling the student’s enrolment). A compulsory study period does not include periods in which the student can elect to undertake additional studies.

Confirmation of Enrolment (CoE) means a document issued by education providers to verify the applicant’s enrolment in a specified course.

CRICOS means the Commonwealth Register of Institutions and Courses for Overseas Students prescribed under section 14A of the ESOS Act.

Enrolment pertains to students issued with a CoE whose subsequent acceptance by the CRICOS-registered provider means the student is now progressing toward the completion of the course requirements. The period of enrolment includes scheduled breaks between study periods.

International/Overseas student means a student on an Australian student visa (if studying in Australia) or a New Zealand student visa (if studying in New Zealand).

PRISMS means the Provider Registration and International Student Management System – an Australian Government secure online system that enables providers to issue Confirmations of Enrolment, and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the ESOS Act.

Study period refers to a discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider if that period does not exceed six months.

Policy Principles and Guidelines

Withdrawal or Changing Subjects

Students are advised to speak to a Kaplan Student Experience Officer regarding the process of withdrawal or changing subjects and the associated options available, including potential consequences of the students’ decision, both academic and financial. Where applicable, students must ensure that any changes to their study load meet their student visa requirements.

During the enrolment period, students may make changes to their subject enrolments directly in the student portal. After the enrolment period has ended, they must submit a request for *Late Subject Withdrawal*.

Withdrawing or changing subjects may have financial, professional and academic implications.

Leave of Absence

While it is not advised, in some situations students may be required to, or may request to, take leave of absence during a trimester of study.

Students should contact their Kaplan Student Experience Officer if they:

- wish to take a leave of absence from class for five or more consecutive days; or
- expect to miss the start of any trimester of study.

To apply for leave, students must submit a request for *Leave of Absence*, attaching all supporting documents to ensure the approval process runs smoothly.

If a student needs to be absent for an extended period and is unable to maintain their academic progress, they should discuss suspending their studies with a Kaplan Student Experience Officer and submit a request(s) for *Suspension (Post-commencement)* and/or *Special Consideration*, attaching all supporting documents. Course suspension may impact on the student's visa and students are advised to seek advice from the Department of Home Affairs on the potential impact on their visa.

Campus Transfer

Students enrolled at Kaplan can apply to transfer their study from one Kaplan location to another Kaplan location. Students are advised to speak to a Kaplan Student Experience Officer about this process and to submit a request for *Campus Transfer*.

Course Transfer

Students enrolled at Kaplan can apply to transfer their study from one Kaplan course to another Kaplan course. Normal admissions requirements apply, and students are advised to refer to the [Admission Policy](#). Students are advised to speak to a Kaplan Student Experience Officer about this process as a course transfer may affect the expected duration of their course.

International students who have their course transfer application approved by Kaplan will be issued with a new CoE showing the new course details.

Compulsory Trimesters

All trimesters in each academic year are compulsory. International students are required to undertake a normal full-time study load in each study period.

Details of annual study loads can be found in the relevant course details on the KBS website at <https://www.kbs.edu.au/future-students/our-courses/> and are explained further in [Study Loads for International Students](#).

Summer Study Breaks

International students may be eligible to apply for a break in their studies for Trimester 3 of the [Academic Calendar](#) if the following conditions are met:

- the student has successfully completed the annual full-time study load of their course in Trimesters 1 and 2 in the same academic calendar year;
- the student has not transferred to a new course in T2 or T3 in the same academic calendar year;
- the student will complete their course within their Confirmation of Enrolment (CoE) duration (without extension);
- the student has been satisfactorily progressing through their course; and
- the student has no outstanding fees owing to Kaplan and/or any unreturned library resources.

Trimester 3 will be considered a non-compulsory study period for an international student who meets these requirements, and no tuition fees will be applicable for the summer break trimester. Students should speak to a Kaplan Student Experience Officer and submit a request for *Reduced Study Load*.

International students still need to complete their course within the duration of their CoE. A summer study break will only be granted for Trimester 3 of the [Academic Calendar](#) and students will be expected to resume studies in Trimester 1 of the following year.

Fast Tracking

Students at Kaplan often choose to fast track their studies to complete their course in a shorter time than the normal full-time study load.

Students wishing to undertake this option need to consider the following:

- It is strongly recommended that students not undertake more subjects than a normal full-time study load in the first trimester of their course;
- International students must always undertake the minimum number of subjects for Trimesters 1 and 2, except if the student falls into one of the categories listed in the “Under Loading” section below; and
- If a student has successfully completed more than the full-time study load requirements for Trimesters 1 and 2, they are allowed to reduce the number of subjects accordingly in Trimester 3.

Students should speak to a Kaplan Student Experience Officer to ensure this option fits in with the student’s study plan. The Kaplan Student Experience Officer will then seek the approval of a senior academic leader for the student’s request to undertake more subjects than a full-time study load. The academic leader’s decision will be determined by several factors, the most prominent of which include the student’s grades in their most recent trimester and the complexity of the subjects into which they intend to enrol.

Under Loading

There are only a few exceptions where international students are allowed to take fewer subjects in Trimester 1 and Trimester 2 than those indicated as a full-time study load. These are:

- if it is the last trimester of the student’s course; or
- for compelling and compassionate reasons; or
- if the subject/s a student needs to complete their course is not being offered that trimester and the student is still able to finish their course within the duration of their CoE.

Students should speak to a Kaplan Student Experience Officer and submit a request for *Reduced Study Load*.

Deferring, Suspending or Cancelling Enrolment

Students may apply to have their enrolment deferred, suspended or cancelled in the circumstances outlined in this section. Students should note that Kaplan may also defer, suspend or cancel a student’s enrolment where the student has behaved inappropriately (refer to the [Academic Integrity and Misconduct Policy](#) for more information), failed to pay their course fees owed to Kaplan or failed to maintain satisfactory course progression (refer to the [Academic Success Policy](#) for more information in accordance with Standard 8 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (‘the National Code’). If Kaplan suspends or cancels a student’s enrolment, the student will be informed in writing of Kaplan’s intention to do so and the reason(s) for the decision.

Students wishing to apply for their enrolment to be deferred or suspended must submit a request for *Deferral (Pre-commencement)* or *Suspension (Post-commencement)* to Kaplan, together with documentary evidence verifying the reason(s) for their request (for example, a medical certificate where the reason is related to the student’s health or a copy of a death certificate where the reason is related to family death).

Kaplan will assess the application and advise the student of its decision within 10 business days.

A maximum of up to two consecutive trimesters may be granted as an approved deferral or suspension of studies by Kaplan. Extensions beyond this time will only be granted in exceptional circumstances.

New students may defer their enrolment only once, subject to Kaplan’s prior approval. Kaplan will generally allow new students to defer the start of their course to the following trimester. Students should note that tuition fees and

administrative fees may change if, and when, a new offer of enrolment is provided.

International Students

International students wishing to defer or temporarily suspend their enrolment may only do so where they can demonstrate compassionate or compelling circumstances, such as:

- Serious illness or injury to the student;
- Serious illness or death of a close family member necessitating a return to the student's home country;
- Compelling personal reasons, such as a period of bereavement for close family members or other circumstances significantly impacting the student's personal wellbeing;
- Natural disaster or a major political upheaval in the student's home country requiring emergency travel which has impacted on the student's studies; or
- A traumatic experience impacting on the student including involvement (or witnessing) a serious accident or serious crime.

A deferral or suspension of enrolment may also be granted where Kaplan has been unable to offer a course pre-requisite subject or if the student has failed a pre-requisite subject.

Students should seek advice from the Department of Home Affairs on the potential impact on their visa. Kaplan will notify the relevant government departments of this change to enrolment, via PRISMS.

Course Withdrawal and Enrolment Cancellation

Students wishing to withdraw from a course should first speak to a Kaplan Student Experience Officer and submit a notification of withdrawal directly in the student portal.

Students must ensure that all outstanding fees have been paid to Kaplan at the time of submitting their notification to withdraw from their course. International students should note that course withdrawal will lead to cancellation of their CoE, which may impact the student's visa.

Kaplan will notify the relevant government departments of this change to enrolment, via PRISMS.

Students should seek advice from the Department of Home Affairs on the potential impact on their visa.

Domestic Students

Domestic students wishing to defer or temporarily suspend their enrolment must return to study and complete their course within the maximum course duration, specified within the [Academic Success Policy](#).

Returning after an Approved Suspension of Studies

All students returning after an approved suspension of studies should contact Kaplan to confirm their re-enrolment no later than 10 business days before commencement of the trimester.

Complaints and Appeals

Kaplan is committed to resolving any student complaint or grievance promptly, equitably and in a professional manner that respects the privacy of all parties involved.

The internal student complaint process, which is confidential and can be accessed free of charge, involves an informal discussion, a formal complaint and review, and an appeal. This process will not affect a student's outcome, academic or otherwise. If the student is not satisfied with the decision, then an international student can appeal externally through the Overseas Student Ombudsman (www.ombudsman.gov.au/) and domestic students may contact the [Resolution Institute](https://resolution.institute/web/default.aspx) (<https://resolution.institute/web/default.aspx>).

For more information and detail, students should contact the Student Experience team or refer to Kaplan's [Grievances, Complaints and Appeals Policy](#).

Related Legislation

As a registered education provider, Kaplan operates under certain laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below lists the most relevant legislation, policies and procedures which apply to this policy:

- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2019
- ELICOS Standards 2018
- Higher Education Standards Framework 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Tertiary Education Quality and Standards Agency Act 2011
- Tertiary Education Quality and Standards Agency (Information) Guidelines 2017

Related Policies

This policy should be read in conjunction with the following:

- Academic Calendar
- Academic Integrity and Misconduct Policy
- Academic Success Policy
- Admission Policy
- Grievances, Complaints and Appeals Policy
- Study Load for International Students

Version Control and Accountable Officer(s)

It is the joint responsibility of the Responsible Officer and Implementation Officer(s) to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer(s)	General Manager, National Operations			
Review Date	September 2025			
Approved by				
Vice President, Academic under a standing delegation from the Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
2.1	Quality, Regulations and Standards Team	Policy reviewed and updated to clarify study loads, contacts for students when applying for leave, withdrawal, transfers. Added information on compulsory trimesters, fast tracking, under-loading. Updated policy with relevant legislation and policies.	05.06.2019	11.06.2019
2.2	Quality, Regulations and Standards Team	Removed from "Summer Study Breaks" the requirement for students to submit an application to reduce study load for T3, attaching a copy of their agreed study plan, and replaced with " <i>Students should speak to a Kaplan Student Experience Officer and complete the Application to Reduce Study Load Form.</i> " For greater consistency and clarity.	04.09.2019	09.09.2019
2.3	Quality, Regulations and Standards Team	Minor wording and formatting changes.	01.12.2022	08.12.2022
2.4	Quality, Regulations and Standards Team	Removal of deferral and suspension fee as no longer applied.	22.03.2023	30.03.2023
2.5	Kaplan Business School	Removal of non-compulsory trimesters. All trimesters are now compulsory.	20.09.2023	27.09.2023
2.6	Quality Regulations and Standards Team	Clarification of Summer Study Break eligibility criteria, Minor wording and formatting changes	29.11.2024	30.11.2024