Enrolment Policy

Section 1 - Preamble

(1) Charles Darwin University (‘the University’, ‘CDU’) recognises that enrolment into a unit or course is an important part of a student’s learning journey and brings with it the rights and responsibilities of being a CDU student. The University is committed to ensuring that enrolment processes are compliant with relevant regulatory requirements and are applied consistently, transparently and fairly for all students.

Section 2 - Purpose

(2) This policy outlines the process for administering students' enrolments at the University and ensuring that enrolment processes are transparent, and decisions are consistent and fair.

Section 3 - Scope

(3) This policy applies to all coursework students, domestic and international, who have been admitted into higher education (HE) coursework, vocational education and training (VET), English language intensive courses for overseas students (ELICOS) and non-award courses of study offered by the University.

Section 4 - Policy

(4) The University recognises that enrolment is a crucial aspect of the relationship with its students, consisting of mutual obligations and shared responsibilities. The University is committed to ensuring that all practices in relation to enrolments are:

a. clear and transparent, with information on courses, units, enrolment and University policies being freely available and accessible to students;
b. timely and accurate, so that students can apply and make changes to their enrolment with due consideration to the course requirements and any penalties that apply; and
c. compliant with applicable external regulations and requirements.

(5) The University wants to provide all its students with the opportunity to succeed and to make meaningful contributions in their chosen careers and lives. In working together to achieve this, students have a responsibility to:

a. inform themselves about study obligations and course requirements, including inherent requirements and permitted timeframes to complete their chosen course of study;
b. adhere to regulations, policies and procedures of the University, and pay all fees and charges arising from their enrolment within the required time frame;
c. ensure that they are enrolled in the correct course and units, at the correct location, and can reasonably expect to manage their chosen study load;
d. seek support and advice regarding their study program and actively engage in University processes and

services that support academic development and achievement; and

e. maintain up-to-date contact details with the University and provide accurate personal information.

Enrolment

(6) Enrolment allows a student to:

a. participate in/attend learning activities of the University to receive recognition (a final grade) for the work done;
b. access other educational and support activities offer by the University; and
c. on completion of the requirements of a course of study, to be eligible to receive an award or awards from the University

(7) A student's enrolment ceases once a student:

a. has qualified for the award (where the student enrolled in an award course); or
b. completed all requirements of the unit/s (where the student enrolled in a non-award course); or
c. has their course cancelled for one of the reasons as outlined in this policy (including voluntary withdrawal).

Personal information

(8) Students must provide all information necessary for enrolment.

(9) Each enrolled student will be issued with a University student number, which will be used by the University to collect and record information as it relates to the student's enrolment in accordance with University privacy policies, procedures and relevant privacy legislation.

Eligibility to enrol

(10) To be eligible to enrol at the University, students must:

a. meet the requirements for admission into their course, as per the Admissions Policy, and have been offered, and accepted, an offer of enrolment. This includes agreement to pay all fees, levies and charges directly arising from their enrolment;
b. have and provide to the University a Unique Student Identifier (USI);
c. not owe a debt to the University, unless they have an approved alternative payment arrangement in place, in line with the Domestic and Non-Visa Student Fee Policy or International Student Fee Policy, as applicable; and
d. for international students on a student visa, have a current Confirmation of Enrolment (CoE).

Enrolment responsibilities

(11) The Director Student and Academic Services is responsible for overseeing the enrolment of students in HE courses and units. The Manager TAFE Enrolments is responsible for overseeing the enrolment of students in vocational education and training courses and units.

(12) Students are responsible for:

a. managing their enrolment according to the terms outlined in their offer, for the duration of their study at the University;
b. providing correct and complete information required for enrolment;
c. enrolling themselves in the correct units each teaching period according to their course structure, and only in units that meet the requirements of their current award;
d. maintaining up-to-date contact information on University systems at all times, including their home and postal

address, phone number, personal email account, and emergency contact details. International students must provide their overseas residential address to the University and keep this information current throughout their enrolment, as well as maintain and update their Australian address and contact details within seven days of any change, and they must also notify the University of any changes to their visa or visa conditions immediately. Failure to keep contact information up to date may prevent the University from being able to contact the student;

e. payment and/or deferral (where eligible) of all tuition and non-tuition fees;
f. ensuring their enrolment accords with course and unit requirements, including prerequisites and study plan requirements;
g. meeting any study load requirements, such as international students who must maintain full-time enrolment in each compulsory period; and
h. maintaining their enrolment in line with personal priorities and responsibilities, including reducing enrolment prior to the census date when necessary, where eligible. International students should refer to the reduced load application process and criteria outlined in the study load section of this policy.

Unit enrolment

Study load

(13) HE coursework students are considered full-time if they enrol in 30 Credit points (CP) or more per semester or six-month period.

a. International student visa holders must enrol as per their full-time study plan.

(14) A HE student overloads their enrolment if their enrolment, across all their courses, exceeds 40 Credit points (CP) in a semester or 10 Credit points (CP) in an intensive study period. Overloading enrolment can assist a student to catch up on or accelerate their course.

(15) A student may not overload their enrolment unless:

a. overloading their enrolment is a course requirement, as specified in their study plan; or
b. they have achieved a grade point average of 5.0 (Credit average) or higher in the previous 12-month period and the overload is approved by the Faculty head of discipline or delegate.

(16) Students cannot enrol in more than:

a. 50 Credit points (CP) in Semester 1, 2 or Summer Semester; or
b. 20 Credit points (CP) in an intensive period.

(17) VET students are considered full-time if they enrol in a minimum of 20 contact hours per week.

a. Domestic students may enrol in 75% of a workload, being 15 contact hours per week, and still be considered full-time.
b. International student visa holders must maintain a minimum of 20 scheduled contact hours per week, unless otherwise specified by the Australian Skills Quality Authority (ASQA).

(18) VET students must speak to their lecturers if they want to enrol in more than 20 contact hours per week.

(19) ELICOS students are considered full-time if they enrol in a minimum of 20 scheduled course contact hours face-to-face per week.

Reduced study load for international students

(20) An international student on a student visa can apply to the International Compliance team for a reduced study load if:

a. they provide evidence of compassionate or compelling circumstances; or
b. they are unable to enrol full time due to course structure, progression rules, and/or unit availability.

(21) An international student on a student visa may be placed on a reduced load under the Higher Education Academic Progression Policy and Procedure or the Fitness to Study Procedure.

(22) Where there is an application to vary the enrolment load of an international student on a student visa, the application will be recorded on the student file.

(23) Where the variation leads to an extension of the expected duration of study, the student must apply for a new Confirmation of Enrolment (CoE).

Maximum period of enrolment

(24) Students must complete their courses within the maximum allowable time.

(25) The maximum allowable time to complete a course, other than a course in teach-out, is twice the period required for a standard load to complete the course plus 1 year.

a. The Provost may approve an extension to the maximum allowable time in special circumstances.

(26) The maximum allowable time to complete a teach-out course is specified in that course's course transitional arrangements and will be communicated to students in line with the Higher Education Student Transition Procedure or the VET Student Transition Procedure, as applicable.

Cross-institutional study – incoming students

(27) Students studying at another tertiary institution may apply for cross-institutional study to complete higher education units of the University.

(28) Incoming cross-institutional study students can apply to study units of the University by completing HE106 Cross Institutional Enrolment.

Cross-institutional study – outgoing students

(29) Students studying a higher education award course at the University may apply for outgoing cross-institutional study if they wish to undertake one or more subjects at another tertiary institution with credit to be applied to their course at the University.

(30) The following restrictions apply to students of the University undertaking cross-institutional study:

a. the student must normally have successfully completed 40 Credit points (CP) in their course;
b. the student must complete the minimum number of credit points at the University, as outlined in the Credit Limits section of the Higher Education Academic Credit and Recognition of Prior Learning Procedure; and
c. the proposed cross-institutional study must meet the requirements of the student's course.

(31) Outgoing cross-institutional study students can apply by completing the Outgoing Cross-Institutional Studies eform, accessible through the Student Portal, and providing a unit outline for the external unit.

(32) The course coordinator will assess that the unit meets course requirements and outcomes, including an assessment of pre-approval of credit in line with the Academic Credit and Recognition of Prior Learning Policy and Higher Education Academic Credit and Recognition of Prior Learning Procedure.

(33) Applications for cross-institutional study will normally only be approved where an equivalent unit is not offered by the University.

Enrolment across multiple courses

(34) Students may enrol in multiple courses, ensuring:

a. that they can complete all their courses within the maximum allowable time and meet study load requirements.
b. International student visa holders may concurrently enrol in more than one CRICOS registered course only if they have completed at least six (6) months of their principal course and should ensure they:
    i. request a Confirmation of Enrolment (CoE) for the second course; and
    ii. meet the requirements of their student visa including the need to remain enrolled in a registered course, achieve satisfactory course attendance, and progress in their principal course of study.

Credit points in excess of higher education course requirements

(35) The University publishes course information, including a study plan, on the University website. Students are responsible for following their study plan and seeking advice from Student Central or their course coordinator if they are unsure what to enrol in to ensure they complete the correct units and the correct number of Credit points (CP).

(36) HE students cannot enrol in units exceeding the number of Credit points (CP) required to complete a course unless an exemption is approved.

(37) The Faculty Pro Vice-Chancellor or delegate may approve exemptions:

a. in special circumstances including where a student has changed major or specialisation and requires extra units to complete their course;
b. ensuring maximum allowable time for course completion is considered; and
c. ensuring the exemption is specified in study plan.

(38) Upfront full-fee payment is required before a student may enrol in any units in excess of course requirements.

Undergraduate students enrolling in postgraduate units

(39) Undergraduate students cannot ordinarily enrol in postgraduate units.

(40) An undergraduate student can request approval from their course coordinator to enrol in postgraduate coursework units as general elective units only.

(41) If the course coordinator approves enrolment in the unit, the student must also request approval from the unit coordinator of the postgraduate unit.

Changing enrolment

Adding and substituting units

(42) HE students and VET Student Loan eligible students in VET Diploma courses may enrol in units up until the final date to enrol for the teaching period, as published on the Important dates webpage.

(43) HE students require Faculty approval to enrol after these dates.

(44) VET students, except VET Student Loan students, may add a unit at any time depending on the availability of units as advised by the VET delivery team.

(45) Units cannot be added after Census Date unless it is due to University error or exceptional circumstances. Approved enrolment after Census Date will not be processed until the student makes upfront full-fee payment for the unit/s.

Withdrawing from units

(46) A student may withdraw from a unit at any time prior to the teaching end date with the following impacts:

a. HE students who withdraw:
    i. on or before the Census Date will incur no academic or financial penalties. International students may be charged an administrative fee and should refer to the International Student Fee Policy.
    ii. after the Census Date will incur a financial penalty but no academic penalty where the unit is withdrawn prior to the start of week 9 for a 12-week semester or equivalent for other periods. These dates will be published on the University's Important dates webpage.
    iii. HE students who withdraw after these timeframes will incur both an academic and financial penalty.
b. VET students who withdraw:
    i. within fourteen (14) days of the commencement of their unit, and have valid participation (as defined in the National Centre for Vocational Education Research (NCVER) Non-financial audit guidelines) in that unit, will incur no academic penalties. No financial penalties will apply to domestic students, however international student visa holders may be charged an administrative fee, and should refer to the International Student Fee Policy.
    ii. after fourteen (14) days of the commencement of their unit, and have valid participation in that unit, will incur a financial penalty.

(47) Students who stop attending classes and completing assessment tasks but fail to withdraw from their unit remain liable for financial and academic penalties.

University initiated unit enrolment changes

(48) The University may amend a student's enrolment in a unit under certain circumstances, to meet University and/or legal compliance requirements.

a. Where a unit has pre-requisite requirements, students who have not successfully completed the pre-requisites for the unit and who do not have faculty approval to enrol in the unit will be withdrawn from that unit without incurring financial or academic penalties.
b. HE students enrolled in a coursework unit who have not completed the first assessment task by the Census Date may be withdrawn from the unit without incurring financial or academic penalties, as outlined in the Higher Education Academic Progression Policy and Procedure.
c. VET students who are enrolled in a unit in which they never participate will be withdrawn from that unit without incurring financial or academic penalties. No student assessment can occur prior to the student commencing their study plan.
d. Students who are at risk of not meeting course progression requirements may have a restriction to study load. For HE, see the Higher Education Academic Progression Policy and Procedure.
e. Where there is a concern for student fitness to study, a student may have a restriction to study load imposed under the Fitness to Study Procedure.
f. Where the university cancels a unit, the student will be notified in writing and:
    i. given the option to transfer to an alternative unit that meets course requirements;

ii. not incur financial or academic disadvantages; or
iii. request a refund as per the Domestic Student Fees Policy or International Student Fee Policy.

Removal of penalties

(49) Students can apply to have academic and/or financial penalties removed from their enrolment in special circumstances. A student must usually demonstrate that their circumstances were compassionate or compelling. The application must include supporting documentation showing that the circumstances:

a. were beyond the student's control;
b. did not make their full impact on the student until on or after the relevant deadline; and
c. made it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake, the unit.

(50) More information about compassionate and compelling circumstances, including examples and lists of acceptable evidence, can be found on the University website.

Change of campus or study mode

(51) HE students can manage their unit enrolment, including to change campus or study mode for individual units, in My Student Info. International students may have enrolment restrictions as outlined in the International Students - Monitoring Course Progression Procedure.

(52) Where a course is offered for admission at more than one campus or via more than one study mode (internal, external, or mixed) current students can apply to change their campus or study mode by emailing Student.Central@cdu.edu.au (for HE) or TAFE@cdu.edu.au (for VET).

a. International students are required to study on campus while they hold a student visa. Change of campus for international students will also be recorded through PRISMS.

(53) An application to change campus or study mode may be denied at the discretion of the University, including if there are course or campus limits.

Course transfer

(54) Domestic HE students may request to transfer to another course that is at the same or lower AQF level and meets the following criteria:

a. the admission requirements of the new course are lower or equivalent to the current course;
b. the new course does not have a quota restriction; and
c. the new course is not in teach-out.

(55) Domestic VET students who are actively enrolled in courses that are due to expire and have not met the requirements of the course will be transferred into their replacement course in accordance with the VET Student Transition Procedure and VET Recognition Procedure.

(56) Course transfer in other circumstances, including course transfer applications from international student visa holders, is considered an application for admission and managed under the Admissions Policy.

(57) Students who have applied to transfer to another CDU course should remain enrolled in their current course until they have been advised of the outcome of their application.

University-initiated course transfer

(58) The University may transfer a student's enrolment to another course:

a. in accordance with the VET Student Transition Procedure;
b. in accordance with the Higher Education Student Transition Procedure; or
c. if the student is enrolled in the Bachelor of Nursing (Accelerated) (WNURA1) and any of the conditions below apply.

(59) A student enrolled in the Bachelor of Nursing (Accelerated) (WNURA1) will be transferred to the standard Bachelor of Nursing (WNUR02) prior to the beginning of the next semester if:

a. they withdrew from any units in the Bachelor of Nursing (Accelerated) (WNURA1) or otherwise did not follow their study plan;
b. on the grade release day they have failed any units in the Bachelor of Nursing (Accelerated) (WNURA1); or
c. they have a continuing or incomplete notation (see Table 2 in the Grading Policy) that becomes a Fail (F, FNS, or WF) grade for a unit in the Bachelor of Nursing (Accelerated) (WNURA1).

Course intermission

(60) After completing one teaching period of study, a student may apply for an intermission (also known as a break from study or leave of absence). Students who are granted intermission will keep their place in the course, although not be actively enrolled in units. Intermission counts towards the maximum time to complete a course.

(61) The decision to grant intermission will be made with consideration of course requirements including courses that are due to expire or are in teach-out, or if a student is nearing the end of the maximum allowable course duration.

(62) An intermission is not available for students who have been offered a place but not yet enrolled. In these instances, applicants may apply to defer their offer in accordance with Admissions Policy.

(63) An intermission is not normally available to students in the first teaching period of their course unless they can demonstrate exceptional circumstances.

(64) When considering a voluntary intermission, a student must:

a. seek advice from Student Central or their course coordinator before suspending their studies;
b. be aware of the potential impact of the absence on their ability to successfully complete the program; and
c. be aware of the consequences that suspending their studies may have on their status as a student, including visa status.

HE students

(65) HE students may apply for intermission for a maximum cumulative period of 12 months.

a. International student visa holders must submit documentation to demonstrate compassionate and compelling reasons to support their application. Student visa requirements will be included in the decision process when considering applications.

(66) The University will consider requests for a period of intermission beyond 12 months, or in the case of international student visa holders, an additional period of intermission, provided the total leave of absence does not exceed 24 months. Students must submit evidence of compassionate or compelling circumstances to support their request.

VET students

(67) VET trainees and apprentices must apply to the Australian Apprenticeship Support Network (AASN) to suspend their training contract (Forms | GTNT).

a. Students who have their AASN application approved will have their course enrolment placed on intermission with the University.
b. Students who do not have their AASN application approved have the option to continue in their course or withdraw from their course.

(68) International student visa holders must submit documentation to demonstrate compassionate and compelling reasons to support their application for intermission and are restricted to only one period of intermission up to a period of 12 months. Student visa requirements will be included in the decision process when considering applications.

(69) Other VET students who require a break from their agreed study plan must notify their lecturer and discuss how this will impact their course progression and completion.

Involuntary intermission

(70) A HE or VET student may be placed on involuntary intermission due to one of the following reasons:

a. intermission is a condition of their Learning Management Plan in accordance with the Higher Education Academic Progression Policy and Procedure or the Fitness to Study Procedure;
b. due to a finding that the student has breached the Code of Conduct - Students;
c. the University is unable to offer a required unit and so the study plan is impacted; or
d. delayed assessment of advanced standing has impacted a student's ability to enrol.

Encumbrance and cessation of course enrolment

Discontinuing course enrolment

(71) Students can elect to discontinue their course of study voluntarily.

a. Commencing international student visa holders wishing to transfer to another education provider within the first six calendar months of their principal course must apply to the University for a Letter of Release in line with the International Students - Transfer Between Registered Providers Procedure.

(72) Students applying to discontinue after the census date of the current teaching period will incur financial penalties and may incur academic penalties.

Encumbrance on course enrolment

(73) The University may place an encumbrance on a student's access to University systems and services where a student has failed to comply with a requirement set by the University, for example, in relation to:

a. unpaid fees, fines, or loan payments. See the Domestic and Non-Visa Student Fee Policy or International Student Fee Policy, as applicable, and the Student Debtors Policy and Student Debtors Procedure for more information;
b. missing information;
c. unreturned resources; or
d. incomplete administrative requirements.

(74) Where access to a student's record is encumbered, a student cannot enrol in units.

(75) An encumbrance may result in:

a. loss of access to library borrowing and other library services;
b. loss of access to the University's computer systems, including Internet, Learnline, and other platforms;
c. loss of access to enrolment, final results for a unit, and/or academic transcripts; and/or
d. the inability to graduate until the encumbrance is cleared.

Suspension of course enrolment

(76) The University can suspend a student from study in relation to a finding of misconduct under the Code of Conduct - Students. Suspended students remain students of the University but are not entitled to use the services provided to enrolled students.

(77) After the period of suspension, students can resume their studies in the same course, subject to the availability of places, and any conditions imposed by the University.

(78) Periods of suspension will count as part of the maximum time limit to complete a course.

Cancellation of course enrolment

(79) The University may cancel a student's enrolment, whereby they will no longer hold a place in the course, where any of the following apply:

a. an international student visa holder fails to enrol in a compulsory teaching period and has not obtained deferral or intermission;
b. a student fails to pay or (if applicable) defer their fees by the due date and they do not have an approved alternative payment arrangement in place. See the Domestic and Non-Visa Student Fee Policy and the International Student Fee Policy, as applicable;
c. a continuing international student visa holder fails to pay their tuition fees after receiving an intention to exclude notice;
d. an international student visa holder's Confirmation of Enrolment (CoE) has been cancelled or has expired;
e. a student has breached University policy and their actions have resulted in a suspension or cancellation of their enrolment under the Code of Conduct - Students;
f. a student has exceeded the maximum time to complete their course;
g. the student has no enrolment activity for at least 12 months and has not applied for an intermission; or
h. the student has enrolled into one or more units of study but failed to engage in all their units for a period of 12 months or greater.

(80) International student visa holders will receive written notice of the University's intention to report the decision to the Department of Home Affairs and will allow the student 20 working days to access the University's internal complaints and appeals process, except where the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Effect of cessation of course enrolment

(81) When a student's enrolment ceases for any of the reasons outlined above, they:

a. are deemed to have withdrawn from enrolment in all units in their course;
b. lose their place in the course and must apply for readmission should they wish to return to study. See Course enrolment re-instatement in this policy;
c. may be unable to return to the version of the course they were enrolled in prior to cancellation and may be

required to return to a new version or replacement course for professional accreditation or recognition requirements; and

d. may be ineligible to receive recognition for all units completed previously when returning. See the Academic Credit and Recognition of Prior Learning Policy.

Course enrolment re-instatement

(82) Domestic students may request by email to Student.Central@cdu.edu.au (for HE) or TAFE@cdu.edu.au (for VET) to be reinstated into their course without having to re-apply for admission within 12 months of their course being cancelled as long as the following criteria are met:

a. the course is still offered for admission;
b. the student can complete the course within the maximum course duration;
c. the student was not excluded from the course due to poor academic performance or disciplinary reasons; and
d. there is an available place in the course for the student to occupy.

(83) Students who wish to re-engage in their course must re-apply for admission to the University as detailed in the Admissions Policy, if:

a. they were an international student studying on a student visa;
b. their request for re-instatement has not been approved; or
c. their enrolment has been cancelled for more than 12 months.

Appeals and complaints

(84) A student can appeal an action taken under this policy in accordance with the Complaints Policy - Students.

Records and confidentiality

(85) Records will be kept and maintained in accordance with the Records and Information Management Policy and Procedure and the Privacy and Confidentiality Policy.

(86) Confidential records relating to actions and outcomes of student enrolments will be retained and held separately from student academic records. Records will be disposed of according to the relevant University Retention and Disposal Schedules.

Section 5 - Non-Compliance

(87) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(88) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(89) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	26th August 2025
Review Date	13th February 2028
Approval Authority	Academic Board
Approval Date	25th August 2025
Expiry Date	Not Applicable
Responsible Executive	Louise King Provost
Implementation Officer	Lisa-Marie Stones Director Student and Academic Services
Enquiries Contact	Natalie Hodge Manager Higher Education Enrolments and Scholarships Student and Academic Services

Glossary Terms and Definitions

"Census Date" - The last date for students to withdraw from enrolled units without academic or financial penalty, apply for a leave of absence, or change their citizenship status or contribution payment option.

"Confirmation of Enrolment (CoE)" - Defined by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 as a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

"Cross-institutional study" - A type of study where a student of one university (the home provider), with prior approval from the home provider, studies one or more units at another university (the host provider). Approval includes pre-assessment of credit and an agreement that, once the student successfully completes their studies with the host provider, the unit/s will be credited to their course at the home provider.

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.

"Unique Student Identifier" - The Unique Student Identifier or USI is a reference number made up of a combination of ten numbers and letters. A USI connects student loan information to a student's personal details. USIs are mandatory for higher education and vocational education and training students in Australia

"Credit points (CP)" - An indication of the estimated student study load to meet learning outcomes. CP are used in calculating a student's Grade Point Average. Unit study loads and course study loads are both measured by CP.

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.