

Higher Education Enrolment Fact Sheet – Student



This fact sheet is to be read in conjunction with the Higher Education Student **Change of Enrolment Form**. This fact sheet will assist students to correctly complete their submission.

IMPORTANT INFORMATION

NOTE: Do not complete the Change of Enrolment Form if you seek a Leave of Absence. Please obtain the Leave of Absence Form and withdraw from Unit/s of Study via that form – you do not need to complete both forms.

CONTACT INFORMATION

Student details	Completed all areas of the application in full.
Course and Location	Completed all areas of the application in full.

COURSE WITHDRAWAL

You need to let us know if you want to withdraw from your course. Your reason for withdrawing is highly important information for TAFE Queensland as such we request that you let us know why you want to leave your course. We also ask that you meet with the Dean Higher Education so as to be able to assist you in your decision and ensure you are clear about any possible consequences of withdrawing.

ADDING AND WITHDRAWING FROM INDIVIDUAL UNITS OF STUDY

You need to indicate whether you are wanting to add Unit/s of Study to your study plan or whether you need to drop/withdraw units of study.

If you need to withdraw from a unit of study, please make a selection from the reasons for withdrawal. This information is important for TAFE Queensland's higher education processes of quality assurance and review.

The information below is provided to assist you to understand important aspects of your enrolment in a course. Enrolment into individual Unit/s of Study are subject to certain requirements. Some of these are listed below.

It is also important for you to understand the requirements and implications related to the timing of enrolment in a Unit of Study and/or withdrawing from a unit of study, as there are academic and financial obligations associated with this.

When you are withdrawing, you need to be informed of those obligations, please note your understanding on the check boxes in Part B.

Enrolment conditions/limitations	Enrolment in a Unit of Study is subject to prerequisite, co-requisite, inherent requirements, class load limitations, and student study load limitations. Unit of Study and Course limitations are published in the course guide, the course brochure, relevant Unit Study Guide and the TAFE Queensland website.	
Adding Unit/s of Study after the Start of Study date.	The last date to enrol in a Unit of Study is: <i>the end of the Friday of Teaching Week 2</i> . If you need to add Unit/s of Study after this date, you need permission from the Course Coordinator and the Dean Higher Education	
Late enrolment.	A late enrolment occurs when you wish to enrol in a Unit/s of Study after the last date for enrolment. Applications from students seeking to enrol into Unit/s of Study after the 2 nd week of semester (Late enrolment) must be approved in accordance with the enrolment procedure (Approval requirements for late enrolment).	
Withdrawing from Unit/s of study	prior to the Census Date	If you have enrolled into Unit/s of Study and subsequently request to withdraw from your studies on or before the Census Date you will not incur a debt if you have taken out a FEE-HELP loan for the unit/s you are withdrawing from. An administrative grade will be applied to your academic record. This grade does not contribute towards a Grade Point Average (GPA) calculation.
	after the Census Date	<p>If you have enrolled into Unit/s of Study and you subsequently request to withdraw from your studies after the teaching period census date but before the last day to withdraw without academic penalty, you will not incur an academic penalty and your academic record will be endorsed with the status WH (Withdrawn). This grade does not contribute towards a Grade Point Average (GPA) calculation.</p> <p>You will however, be financially liable for the unit/s undertaken in that teaching period.</p> <p>Any assessment tasks submitted for marking will not be marked and any existing assessment marks will be replaced by the WH (Withdrawn) result. No assessment tasks or marks will be returned you.</p>
	after the Last Day to Withdraw	<p>If you have enrolled into Unit/s of Study and you subsequently request to withdraw from your studies after:</p> <ul style="list-style-type: none"> • the Friday of week 9 for a 13 week semester or • or Friday of the week that equates to 70% of delivered teaching (for a Unit/s of Study of a non-standard semester duration). <p>you will be both financially and academically responsible for the unit/s undertaken in that teaching period.</p> <p>You will receive a LH grade (Late withdraw - Withdrawn Fail), a LH grade has a weighting of 1.0 in the GPA calculation.</p>

	Any assessment tasks submitted for marking will not be marked and any existing assessment marks will be replaced by the LH (Late withdraw - Withdrawn Fail) result. No assessment tasks or marks will be returned you.
Refunds and re-credit of a FEE-HELP debt	If you are seeking a refund or re-credit of a FEE-HELP debt on Compassionate and/or Compelling grounds you will need to complete a Refund Application (FEE-HELP VET FEE-HELP Re-Credit Application Form - refer to the student rules here).

PART C

Please complete this section if:

1. You are seeking to **enrol** into Unit/s of Study AFTER week 2 of the semester/delivery period OR
2. You are **withdrawing** from Unit/s of Study AFTER the academic penalty date and are requesting a waiver of the academic penalty.

The following is a definition of what is compassionate and / or compelling circumstances along with examples of relevant evidence.

Compassionate and/or Compelling Circumstances	<p>These are circumstances beyond your control and they have an impact on your capability and/or ability to progress through your Course. Decisions on whether or not a circumstance is considered compassionate and/or compelling are at the discretion of TAFE Queensland. These could include:</p> <ul style="list-style-type: none"> • Serious illness or injury, where a Medical Certificate states that the student was unable to attend their exam on the exam date or submit their assessment on the due date. • Mental health condition of a Student or a Student's Close Relative that results in hospitalisation or cognitive functional impairment; If a close family member is ill, the student must supply evidence of their relationship to them (e.g. Birth Certificate(s), passport, etc.) as well as evidence of the illness from a Doctor or hospital. • Bereavement - close family members such as parents, grandparents and children. • A traumatic experience could include, but is not limited to: <ol style="list-style-type: none"> i. involvement in or witnessing an accident or crime; ii. a crime committed against the student; iii. an event affecting the student's family or home country <p>and these experiences have impacted on the student's ability to study.</p> <ul style="list-style-type: none"> • Occurrences that are the result of TAFE Queensland, partner, or agent error. • Significant employment related reasons, such as an employer unexpectedly increasing a student's working hours or an employer-directed transfer of a student to a new location or redeployment to a different position. • Inability of TAFE Queensland to offer a pre-requisite or other unit/s of study. • Other clearly compassionate and compelling circumstances at the discretion of the relevant decision maker.
--	--

<p>International Students</p>	<p>You will need to speak with your regional faculty administration officer before completing this form and to ensure you understand your academic and financial requirements.</p> <p><u>Compassionate or Compelling Circumstances for International Students Only</u></p> <ul style="list-style-type: none"> • Major political upheaval or natural disaster in the student's home country requiring emergency travel. • Inability to begin studying on the Unit commencement date due to delay in receiving a visa. • Situations where an International Student has failed occasional units of study throughout the course, but has not done so poorly as to require academic intervention for academic progression • Changes to family circumstances in the student's home country that have negatively impacted on a student's ability to pay tuition fees or reasonable personal living expenses • Circumstances where the students Electronic Confirmation Of Enrolment (eCOE) may need to be extended due to the student 's failure to pass one or more subjects.
<p>General Exclusions</p>	<p>Circumstances that will not be considered "compassionate or compelling " may include, but are not limited to:</p> <ul style="list-style-type: none"> • Mild illness – a cold, mild virus, illness in days preceding examination date, sore throat, cramping, mild gastro-intestinal infections, feeling out of sorts etc. on the day of the examination. (<i>Excluding COVID-19 and Queensland Health directives</i>). • instances where the student's personal travel have made them unable to attend classes or submit assessment tasks as required by the subject outline. • Unexpected event causing loss of a few hours of dedicated time close to the examination – minor accident. • Misreading or misunderstanding your exam timetable. • Failure to understand or seek clarification of the Census Dates or withdrawal procedures. • For general social and leisure events, including sporting and cultural commitments other than at state, national or international representative level. • Circumstances which are considered to be within the control of a Student, or which are to be expected in the normal course of the Student's study, work, family or social life. • If you did not sit an exam because you misread the timetable, forgot the examination, or slept in. • If you have entered the wrong exam venue. • For work commitments, unless it can be shown the employer has refused you leave. • Not allowing enough time to travel to an exam venue. • If you have sat the exam or submitted the assessment work. • Having to sit two exams on one day. • Forgetting or not being in possession of your Student ID Card. • English language difficulties. • Forgetting or not being in possession of permitted exam materials (e.g. a calculator). • Having to sit exams on successive days. • An exam timetable that is demanding or personally inconvenient. • Routine demands of employment and employment related travel

	<ul style="list-style-type: none"> • Difficulties adjusting to tertiary studies, to the self-discipline needed to study effectively and to the demands of academic work. • Routine financial support needs. • Long-term illness, or disabilities for which reasonable adjustment and other concessions have already been granted. • Lack of knowledge of requirements of academic work. • Difficulties with English language. • Difficulties with visa arrangements that could have been reasonably anticipated. • Scheduled anticipated changes of address, moving home, house moves etc. • Planned events, such as weddings. • Circumstances that do not meet the requirements of the consideration for which the Student is applying. 								
Evidence	<ul style="list-style-type: none"> • Supporting evidence should be in written English (or translated by a NAATI-accredited translator). • Statutory declarations are only allowed when the student cannot obtain the required supporting evidence (e.g. a police report, road service report etc.). • Students should keep original copies of their supporting evidence for at least 6 months. Failure to produce original documents may result in an application being refused or overturned. <p><i>Supporting documentation must:</i></p> <ul style="list-style-type: none"> • Be on official letterhead (where applicable), signed, and dated. • Indicate whether the situation was unexpected and unavoidable (e.g. out of your control). • Summarise the nature and duration of the condition/circumstances. • Clearly state the severity/impact on your ability to attempt or complete the assignment/exam (applications may not be approved without this). • Where applicable, use an appropriate template (e.g. Statutory Declaration). 								
Evidence and Documentation Guide	<table border="1"> <tr> <td data-bbox="562 1046 1077 1150">Accident, not involving medical injury</td> <td data-bbox="1077 1046 2089 1150">Police report, statutory declaration, other e.g. A report or document from an automotive road service (e.g. RACQ) or from an authorised vehicle mechanic (Including the time and location of the breakdown).</td> </tr> <tr> <td data-bbox="562 1150 1077 1185">Sporting commitments</td> <td data-bbox="1077 1150 2089 1185">Letter on official letterhead from sporting body.</td> </tr> <tr> <td data-bbox="562 1185 1077 1323">Death/bereavement</td> <td data-bbox="1077 1185 2089 1323">Death Certificate, death notice, funeral notice, and evidence of relationship. Where appropriate, confirmation of relationship (e.g. Statutory Declaration, Birth Certificate, letter from a highly regarded, independent member of the community that supports the relationship claims).</td> </tr> <tr> <td data-bbox="562 1323 1077 1453">Serious illness of a family member or close relative</td> <td data-bbox="1077 1323 2089 1453">Statement from medical practitioner confirming medical status of patient, relationship to student, and relevant dates. The medical practitioner must be independent. They cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close associate (e.g. a close friend,</td> </tr> </table>	Accident, not involving medical injury	Police report, statutory declaration, other e.g. A report or document from an automotive road service (e.g. RACQ) or from an authorised vehicle mechanic (Including the time and location of the breakdown).	Sporting commitments	Letter on official letterhead from sporting body.	Death/bereavement	Death Certificate, death notice, funeral notice, and evidence of relationship. Where appropriate, confirmation of relationship (e.g. Statutory Declaration, Birth Certificate, letter from a highly regarded, independent member of the community that supports the relationship claims).	Serious illness of a family member or close relative	Statement from medical practitioner confirming medical status of patient, relationship to student, and relevant dates. The medical practitioner must be independent. They cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close associate (e.g. a close friend,
Accident, not involving medical injury	Police report, statutory declaration, other e.g. A report or document from an automotive road service (e.g. RACQ) or from an authorised vehicle mechanic (Including the time and location of the breakdown).								
Sporting commitments	Letter on official letterhead from sporting body.								
Death/bereavement	Death Certificate, death notice, funeral notice, and evidence of relationship. Where appropriate, confirmation of relationship (e.g. Statutory Declaration, Birth Certificate, letter from a highly regarded, independent member of the community that supports the relationship claims).								
Serious illness of a family member or close relative	Statement from medical practitioner confirming medical status of patient, relationship to student, and relevant dates. The medical practitioner must be independent. They cannot be a near relative (e.g. a spouse, partner, child, brother, sister, or parent) or a close associate (e.g. a close friend,								

	neighbour, or partner or child of a colleague). The doctor's written assessment of their condition must state how it affected their capacity to undertake the examination on the relevant date.
Defence forces or emergency services	A letter or statement on official letterhead, signed by an authorised officer of the relevant organisation that details their role within the service, and the start and finish dates of training or activity.
Medical grounds	Medical Certificate from a registered medical practitioner or other appropriately qualified professional, such as a psychiatrist, physiotherapist, registered psychologist, social worker or counsellor. TAFE Queensland Medical Impact Statement that references the student's inability to engage with their studies, and the timeframe for which the student experienced medical issues impacting their studies.
Jury duty	A copy of the jury summons. The summons must include the start and finish dates of the jury duty.
Serious crime or accident	Police reports outlining the student's involvement in the crime or accident
Academic commitments and / or progression	A confirmation letter from a relevant staff member. The letter must detail the nature of the academic commitment and how it will benefit their studies.
	International student visa holders applying for considerations based on academic intervention must provide evidence of an academic intervention strategy plan and a program study plan.
Significant family / religious/ social commitment / cultural reason	Wedding invitation, evidence of relationship/part of bridal party (e.g. statutory declaration), letter from organisation on letterhead.
Unavoidable work commitments	Letter from the student's current employer verifying a change in employment conditions and impact on the student's study, or a statement indicating that the student cannot be released from work on a required date/s.
Major public transport delay	Evidence from websites (e.g. Translink, Queensland Police, news sites) outlining the nature of the event, including the date and time of the event.
Significant personal problems	A statement from a counsellor, psychologist, or psychiatrist that confirms how their circumstances affected their ability to attend an exam/submit an assignment at the scheduled date/time, be written on official letterhead, and cover the relevant dates. A police report or a statement from a relevant authority. The report or statement must confirm the occurrence of the trauma, crime misadventure, etc.
Civil war/significant political unrest or natural disaster	For International Students, evidence sourced from the relevant Australian Government Department Responsible for Foreign Affairs of civil war/significant political unrest or natural disaster, along with evidence of student's residency in the specific affected region.
Natural Disaster	State and/or Australian Government official advice of a natural disaster affecting the student's place of residence, along with evidence of student's

	residency. Medical documentation or a psychological report advising potential functional impacts may also be required.
Visa Delay	Correspondence from the relevant Australian Government Department responsible for Immigration regarding a delay in student visa processing.
Sick During an Exam/Assessment	<p>Special consideration may be applied.</p> <p>A Medical Certificate must address the following:</p> <ul style="list-style-type: none"> • the suddenness of the onset of the medical condition, • the student predisposition to the condition, • the seriousness of the symptoms, and <p>how the medical condition affected the students' ability to remain and complete the exam/assessment.</p>
Other	Statutory Declaration