

## Student Enrolment Policy

### 1. Scope

This Policy applies to all students enrolled in the courses of Holmes Institute (Holmes).

### 2. Purpose

This Policy provides information and sets clear responsibilities in regards to students paying the required fees to enrol their courses and units at Holmes.

### 3. Policy Statement

#### Enrolment Details

- 3.1 It is the student's responsibility to ensure that Holmes Institute has an up to date record of the student's current residential address, Unique Student Identifier (USI), mobile phone number, email address and emergency contact details. Any change in contact and/or emergency details should be lodged with Student Administration as soon as practical. International Students are reminded that it is a condition of their student visa that they notify Holmes Institute of any such changes within 7 days. Holmes reserves the right to refuse enrolment or graduation if the above has not been satisfied.
- 3.2 Students who are new to Holmes should attend the Holmes' Orientation Programs prior to, or concurrent with, their enrolment at Holmes.
- 3.3 Holmes offers online unit enrolment for its Higher Education courses via the Student Management System (LUNA). Current Students are advised when online unit enrolment is open one week prior to the commencement of each study period.

#### Students Debts

- 3.4 Students are advised of fees and charges in their Letter of Offer and Acceptance, which forms the Written Agreement. Students can also view outstanding fees via their online LUNA portal.
- 3.5 Tuition fees are payable by the agreed course start date for new students and 14 days prior to the new trimester start date for continuing students as set out in the Written Agreement.
- 3.6 Payment due dates are also published in the Holmes Academic Calendar, available on the Holmes website. Failure to comply with these deadlines will lead to students being classified as debtors of the Institute. Students may be deemed to be debtors of Holmes Institute for failure to pay any of the following:
  - a. Tuition fees associated with the course of study undertaken;
  - b. Late return fees, fines and charges by the Library; or
  - c. Any other charges, fines or penalties from Holmes Institute.
- 3.7 Students who continue to remain debtors of Holmes Institute may face the following repercussions:

- a. No access to lectures or tutorials;
- b. Prohibited from sitting examinations;
- c. Removal of access to electronic lecture materials and databases;
- d. Withholding of academic results;
- e. Withholding of Testamur and/or transcripts and prohibition to graduate;
- f. Withholding of all course enrolment documentation relating to current and previous courses.
- g. Refusal to re-enrol; and
- h. Cancellation of enrolment.

3.8 Students will have to settle all debts with Holmes Institute to have any penalties revoked.

### **Payment of Tuition Fees**

3.9 International students who do not pay fees by the due date will be deemed not to have maintained an active enrolment at Holmes Institute and are at risk of being reported to the Department of Education and/or the Department of Home Affairs for failing to meet the conditions of their student visa.

3.10 It is the responsibility of the student to maintain a current enrolment at Holmes Institute by ensuring that all tuition fees are paid by the specified due date. Students who have not paid their fees will:

- a. Be charged a late payment fee; and/or
- b. Not be able to access the online unit enrolment;
- c. Not be allocated to class; and/or
- d. Not be able to access computer facilities; and/or
- e. Not be able to access Blackboard, and be permitted to submit assignments or sit examinations; and/or
- f. Not be able to receive results or transcript; and/or
- g. Not be granted graduation; and/or
- h. Have their enrolment at Holmes Institute cancelled.
- i. Not be able to request suspension, deferment or cancellation/ release from studies.

### **Version Control and Accountable Officers**

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

<b>Responsible Officer</b>	Chief Operating Officer
<b>Implementation Officers</b>	Student Services
<b>Review Date</b>	June 2026
<b>Approved by</b>	
Governing Council	
<b>Associated Documents</b>	
Letter of Offer and Acceptance Privacy Policy and Procedure	

Student Charter and Conduct Policy Student Handbooks			
Version	Brief Description of the changes	Date Approved	Effective Date
1	New Policy (adapted from retired Policy Manual)	12 June 2018	12 June 2018
1.1	Administrative change to specify that policy is applicable to both VET & HE students and resolution of minor typographical errors.	19 February 2019	19 February 2019
1.2	Added Purpose of this Policy; Updated the title of the responsible officer; Formatted the policy in line with the current policy template; Added more details in the Policy Statement	26 September 2020	26 September 2020
1.3	Update to Section 3.1 - enrolment detail requirements. Section 3.5 payment requirements for continuing students. 3.7.f & 3.10.i Debtor repercussions.	20 June 2023	20 June 2023