

## Late Re-enrolment Procedure

### PROCEDURE PURPOSE

The purpose of this procedure is to ensure that all stakeholders are accurately advised of requirements for re-enrolment in academic programs including the re-enrolment schedule.

Each semester, UTS Insearch sets a re-enrolment schedule during which all diploma students must re-enrol in their subjects and select their timetable. UTS Foundation Studies students are re-enrolled by UTS Insearch staff but need to pay tuition fees on-time to allow this to happen. If a student fails to re-enrol during the scheduled re-enrolment period, or cannot be re-enrolled due to their failure to pay required fees (UTS Foundation Studies students) they are permitted to re-enrol late during a further specified late re-enrolment period, after having paid the required fees and the specified late re-enrolment fee.

### SCOPE

The procedure applies to students needing to re-enrol in an academic program offered by UTS Insearch after the scheduled re-enrolment period (during Week 0 and on Monday of Week one).

It also applies to staff involved in the re-enrolment process.

This procedure also covers re-enrolment of FEE-HELP students and students sponsored by a foreign government or organisation.

It does not cover:

- Re-enrolments, whether done on-line or handled on campus, during the normal re-enrolment period
- Enrolment of commencing students,
- Students enrolling in English Language Teaching (ELT) programs

**DEFINITIONS** are set out at the end of this procedure.

## PROCEDURE STEPS

Action	Description	Responsible
<b>ADVISING STUDENTS OF RE-ENROLMENT SCHEDULE</b>		
Contacting students	<p>1. Staff contact all students expected to re-enrol in academic programs, by both email and SMS, advising them of re-enrolment requirements and the re-enrolment schedule, including information regarding late re-enrolment and the late re-enrolment fee. This is done approximately 3-4 weeks prior to Orientation week of each Academic Semester.</p>	Student Administration
<b>PAYING THE LATE RE-ENROLMENT FEE</b>		
Pay the specified late re-enrolment fee and any outstanding fees	<p>2. Pay the late re-enrolment fee online or in person at Student Centre.</p> <p>3. A student may request to have the late re-enrolment fee waived under special circumstances. This can only be waived by one of the following:</p> <ul style="list-style-type: none"> <li>• SSCR Team Leader</li> <li>• Student Centre Team Leader</li> <li>• Senior Student Adviser</li> <li>• Academic Enrolment Coordinator</li> </ul> <p>When a request to waive the late fee is declined, the student may appeal this decision. In these cases, the appeal should be escalated to:</p> <ul style="list-style-type: none"> <li>• Registrar: for students sponsored by foreign governments or organisations;</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>• Head of Student Services: in all other cases</li> </ul> <p>4. If the late enrolment fee is paid then this should be receipted.</p> <p>5. Contact the Enrolment Team (Student Administration) to proceed with the late re-enrolment.</p>	Student

**CONFIRMING A STUDENT'S RE-ENROLMENT STATUS**

<p>Validate student documents</p>	<p>6. Verify the student has paid the late re-enrolment fee; or that it has been waived. Check to see there are no other outstanding fees.</p> <p>Note: Students with ITR, CTW sanctions or qualified for FSSE are exempt from payment of the late fee.</p> <p>7. Verify the student is within the timeframe scheduled for late re-enrolments.</p> <p>Note: If the student is not within the timeframe scheduled for the late re-enrolment, or would like to change the study load, the student must have written approval from the Associate Dean of Studies or the applicable Program Manager.</p>	<p>Student Administration</p>
<p>Verify special conditions</p>	<p>8. Does the student have any active sanctions in place?</p> <p><b>IF YES</b></p> <p>9. Verify requirements of the sanctions been met. If the requirements of the sanctions have not been met, then direct the student to the relevant department in order to resolve any sanction issues. This must be done before re-enrolment can be processed.</p> <p>Note : Some of the departments a student may be referred to are :</p> <ul style="list-style-type: none"> <li>• Relevant Program Manager; or</li> <li>• Study Success Advisers for load variation</li> <li>• Associate Dean of Studies or Dean of Studies for late re-enrolments, or</li> <li>• Student Centre for visa, payments and other sanctions</li> </ul> <p>Once sanctions are resolved they should be expired. Once this is done the student can re-enrol.</p> <p><b>IF NO</b> Go to Step. 10.</p>	<p>Student Administration</p>

## PROCESSING THE RE-ENROLMENT

Select Timetable	<p>10. Verify the student has not enrolled in more than the maximum number of subjects permitted and has enrolled in at least the minimum permitted study load.</p> <p>NOTE: Under exceptional circumstances, students may exceed the allowable number of subjects if they are in their last stage of study and the subject being added is the only one needed to complete their diploma. The relevant Program Manager's approval is required unless stated in the Maximum Study Load blanket approval. Apply by contacting the Student Centre by emailing: <a href="mailto:studentcentre@insearch.edu.au">studentcentre@insearch.edu.au</a> by Wednesday of Week O.</p> <p>11. Enrol the student in the selected and available classes.</p> <p>12. Enter the student's timetable in Student One (S1).</p> <p>End of Procedure</p>	Student Administration
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## DEFINITIONS

Academic program	In this procedure this refers to a UTS Insearch Diploma course or UTS Foundation Studies program
CAU	Identifies a student who is on academic caution
CTW	Counselled To Withdraw – identifies a students who has been advised to withdraw from their course of study
FEE-HELP	Higher Education Loan Program (HELP) that allows eligible students to defer their student contribution and repay it later through the taxation system.

FSSE	<p>Final Stage Supplementary Exam.</p> <p>Students qualified for FSSE, are waiting for their final results to see if they require a further exam to graduate. They are allowed to re-enrol late without a financial penalty.</p>
ITR	<p>Intention to Report Sanction - identifies an international student who UTS Insearch intends to report to the Department of Home Affairs for non-compliant behaviour</p>
Late re-enrolment	<p>A re-enrolment which occurs after the end of the official re-enrolment schedule (during week 0 and Monday of Week one) until the end of re-enrolments (Friday Week one)</p>
Late re-enrolment fee	<p>As specified in the FEES section of the Academic Handbook. This is payable by any student wishing to re-enrol after the end of the official re-enrolment period</p>
Staff	<p>People employed to work on a full-time, part-time, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS Insearch.</p>
Student One (S1)	<p>UTS Insearch's student management system</p>
Students at risk	<p>Students who may not meet the standards set by Insearch to continue with their studies. Students at risk may include:</p> <ul style="list-style-type: none"> <li>• CTW: Counsellor to withdraw</li> <li>• ITR: Intention to Report to the Department of Home Affairs</li> <li>• CAU: Caution</li> </ul>
UTS Insearch	<p>Insearch Limited, its representative offices and its controlled entities.</p>
Week O	<p>Orientation and Academic Preparation week for commencing students. The week before classes commence for commencing students and the week before classes resume for continuing students.</p>
Week One	<p>The first week of classes for commencing students, the first week of classes for continuing students.</p>

## SUPPORTING DOCUMENTS:

- Student Application, Admissions and Enrolment Policy
- Academic Handbook
- The National Code 2018

## ADMIN USE ONLY

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APPROVAL	
Signature:	
Name:	<b>Chief Operating Officer</b> Date: 23/07/2019
Procedure Title	Late Re-enrolment Procedure
Senior Leader	Chief Operating Officer
Manager	Head of Student Services
Procedure ID	PR/OPS/08/19
Effective Date:	23/07/2019