

## Internet Enrolment Policy

### Policy Information

<b>Policy Name:</b>	Internet Enrolment
<b>Policy Number:</b>	505
<b>Current Version:</b>	04 – 07/04/2011
<b>Purpose:</b>	<p>The purpose of this policy is to provide a comprehensive set of principles and guidelines for the compulsory enrolment of students via the TAFE Queensland Student Self Service website.</p> <p>Adherence to this policy will:</p> <ul style="list-style-type: none"> <li>▪ Ensure the effective and consistent management and processing of enrolments across Southbank Institute of Technology</li> </ul>
<b>Scope:</b>	This policy applies to all full time and part time Southbank Institute of Technology students.
<b>Exceptions:</b>	<p>The following categories of students are exempt from using the Student Self Service website as a compulsory enrolment method:</p> <ul style="list-style-type: none"> <li>▪ Sponsored students - students whose fees are being paid by a third party</li> <li>▪ International students - both new and continuing</li> <li>▪ Apprentices and Trainees</li> <li>▪ Students who wish to pay for their fees using the Centrelink 'Centre Pay' procedure</li> <li>▪ English Language Intensive Courses for Overseas Students (ELICOS)</li> <li>▪ Literacy &amp; Numeracy students</li> <li>▪ Students with a disability</li> </ul>
<b>Policy Owner:</b>	Institute Director and CEO
<b>Policy Author:</b>	SSS Coordinator, Administration Technologies
<b>Related policies and legislation:</b>	<ul style="list-style-type: none"> <li>▪ SBIT Policy No: <a href="#">500</a> - SBIT VET Student Admission</li> <li>▪ ISAS Online Help</li> <li>▪ TAFE Queensland Equity and Diversity Policy <a href="http://employeeportal.detir.qld.gov.au/detportalapp/ShowDoc/BEA%20Repository/ep-preview/417/policies/1050/ps_pol_002.pdf">http://employeeportal.detir.qld.gov.au/detportalapp/ShowDoc/BEA%20Repository/ep-preview/417/policies/1050/ps_pol_002.pdf</a></li> <li>▪ Vocational Education, Training and Employment Act 2000 <a href="http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmA00.pdf">http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmA00.pdf</a></li> <li>▪ Higher Education Support Act 2003 (HESA) <a href="http://www.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/">http://www.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/</a></li> <li>▪ Part 5A TAFE institute and statutory TAFE institute fees (Vocational Education, Training and Employment Regulation 2000) <a href="http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmR00.pdf">http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrEmR00.pdf</a></li> </ul>
<b>Internal procedures guided by this policy:</b>	SBIT Manual No. <a href="#">MAN006</a> – Student Self Service Manual

## Policy

### 1.0 Process responsibilities

The following responsibilities apply:

- Faculty Registrars are responsible for supplying Internet Enrolment Delivery Package details to the relevant Faculty Delivery Package/Fee Maintainer for ISAS data entry,
- Faculty Delivery Package/Fee Maintainers are responsible for ensuring all nominated Internet Delivery Packages have been entered into ISAS and are available for student selection via the Student Self Service website as detailed in the Faculty Delivery Package submission,
- Faculty Registrars / Program Coordinators are responsible for ensuring all nominated Internet Delivery Packages display without error on the Student Self Service website,
- The Institute Administration Technologies Trainer, Student Self Service Coordinator and Institute Administration staff are responsible for providing assistance to students to support internet enrolments via the Student Self Service website,
- Students are responsible for registering and enrolling using the TAFE Queensland Student Self Service website,
- Students are responsible for paying fees in full at the time of enrolment via the Student Self Service website or applying for a Payment Plan at the time of enrolment.

### 2.0 Students exempt from enrolling online

The students outlined in the Exceptions component of this policy are not required to enrol using the Student Self Service website. The following alternative enrolment methods are available for these students:

- Via mail (using credit card, cheque, money order)
- Via facsimile (using credit card)
- Via telephone (using credit card)
- In person (using credit card, cheque, money order, cash or EFTPOS)

## Glossary of Terms/Definitions

Terms	Definitions
<b>CentrePay</b>	A payment scheme provided by Centrelink
<b>Compulsory</b>	No option provided
<b>Disability</b>	In accordance with State and Commonwealth legislation and in the context of this procedure, 'disability' means a temporary or permanent disability that: <ul style="list-style-type: none"> <li>▪ Is attributable to a medical condition, a psychiatric condition, sensory, neurological, physical, cognitive or learning impairment or a combination of such impairments;</li> <li>▪ Results in a reduction of the person's capacity for communication, social interaction, learning or mobility, and;</li> <li>▪ Results in the person requiring reasonable adjustment to access programs provided by Southbank Institute</li> </ul>
<b>ELICOS</b>	English Language Intensive Courses for Overseas Students
<b>Enrolled</b>	A student is considered enrolled once payment of required fees and charges has been finalised, or has entered into a payment plan arrangement
<b>Exempt</b>	Free from obligation, non-compulsory
<b>Fee For Service Program</b>	Program for which full fees are charged and no concession is available (excludes International Programs)
<b>Full-time</b>	The program of study is delivered with a minimum of 12 hours per week.
<b>ISAS</b>	Institute Student Administration System. A TAFE QLD-wide software application used for student enrolment, payments & billing, some student tracking and other student management functions. ISAS is the data source

	used for most state-level auditing.
<b>Leveraged Programs</b>	Programs for which full fees and profile funding exist, concession is available (excludes International Programs)
<b>Part-time</b>	The program of study is delivered with fewer than 12 hours per week.
<b>Payment Plan</b>	An agreement to pay fees in instalments over a pre-determined timeframe
<b>Student</b>	An individual enrolled in one or more classes

## Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
01/05/2009	Final	Transferred to new format from Policy 23	SSS Coordinator, Administration Technologies	01
22/09/2009	Final	Included FEE-HELP Students in the 'Exceptions'	SSS Coordinator, Administration Technologies	02
14/05/2010	Final	Removed FEE-HELP references	SSS Coordinator, Administration Technologies	03
07/04/2011	Final	Removal of Telstra Online students and change of Policy Owner. Change to new policy template	SSS Coordinator, Administration Technologies	04

## Distribution

The following position titles/roles need to be aware of this Policy.

- Faculty Directors
- Heads of Schools
- Faculty Registrars
- Faculty Delivery Package/Fee Maintainers
- All Student Administration Staff
- All Faculty Administration Staff
- All Faculty Education Staff