



Student Enrolment Policy

Scope

This Policy applies to all Holmes Institute Pty Ltd students, i.e. those enrolled in Vocational Education and Training (VET) and Higher Education courses (HE).

Enrolment Details

- It is the student's responsibility to ensure that Holmes Institute has an up to date record of the student's current residential address, 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 Institute offers online re-enrolment for its Higher Education courses. Students are advised via Blackboard when online re-enrolment is open each study period.

Students Debts

Student fees need to be paid by the due dates set in the Academic Calendar, published on the Holmes website. Failure to comply with these deadlines will lead to students being classified as debtors of the Institute. Students may be seen as debtors of Holmes Institute for failure to pay any of the following:

- tuition fees associated with the course of study undertaken;
- late return fees, fines and charges by the Library; or
- any other charges, fines or penalties from Holmes Institute.

Students who continue to remain debtors of Holmes Institute may face the following repercussions:

- no access to lectures or tutorials;
- prohibited from sitting examinations;
- removal of access to electronic lecture materials and databases;
- withholding of end-of-study period results;
- withholding of Testamur and/or transcripts and prohibition to graduate;
- refusal to re-enrol,
- cancellation of enrolment.

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

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 for failing to meet the conditions of their student visa.

Payment of Tuition

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 not:

- be able to use online re-enrolment,
- be allocated to class,
- have access to computer facilities,
- be able to access Blackboard, and be permitted to submit assignments or sit examinations, and



- may have their enrolment at Holmes Institute cancelled.

Version Control and accountable officers

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

Responsible Officer	Director (International)			
Implementation Officers	Campus Director(s)			
Review Date	June 2021			
Approved by				
Administrative change by Executive Director under a delegation from the Governing Council (Policy Framework Procedures)				
Version	Authored/ Revised by	Brief Description of the changes	Date Approved	Effective Date
1	Dean (Governance & Accreditation)	New Policy (adapted from retired Policy Manual)	12 June 2018	12 June 2018
1.1	Dean (Governance & Accreditation)	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

