

INTERNET ENROLMENT POLICY

Program: ISAS ADMINISTRATION
Policy No: 23

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Internet Enrolment Policy

1. Purpose

To establish principles and guidelines for the compulsory enrolment of students via the TAFE Queensland Student Self Service website. The institute's enrolment procedure is electronic and all students are required to enrol using Student Self Service.

2. Scope

This policy applies to:

- All full-time or part-time students of Southbank Institute of Technology
- All campuses of Southbank Institute of Technology

3. References

N/A

4. Definitions

Student	An individual enrolled in one or more classes
Enrolled	A student is considered enrolled once payment of required fees and charges has been finalised
Compulsory	No option provided
Exempt	Free from obligation, non-compulsory
ELICOS	English Language Intensive Courses for Overseas Students
ISAS	Institute Student Administration System – the enrolment database for TAFE Queensland Institutes
Full-time	The program of study is delivered with a minimum of 12 hours per week
Part-time	The program of study is delivered with fewer than 12 hours per week
Disability	in accordance with State and Commonwealth legislation, is defined as a temporary or permanent disability which is: Attributable to a medical condition (eg epilepsy, chronic asthma), a psychiatric condition, a sensory (eg vision or hearing loss), physical, cognitive or learning impairment (eg Attention Deficit Disorder, dyslexia) or a combination of such impairments; and results in: Reduced or limited access to any benefit provided by the educational authority; and A need for support services to overcome these barriers.

Fee For Service	Program for which full fees are charged and no concession is available (excludes International Programs)
Leveraged	Programs for which full fees and profile funding exist, concession is available (excludes International Programs)
CentrePay	A payment scheme provided by Centrelink
Payment Plan	An agreement to pay fees in instalments over a pre-determined timeframe

5. Responsibilities

The following responsibilities will apply:

- Faculty Directors/Operations Managers are responsible for supplying Internet Enrolment Delivery Package details to the Delivery Package Unit for ISAS data entry
- The Delivery Package Unit is 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
- The Delivery Package Unit is responsible for ensuring all nominated Internet Delivery Packages display without error on the Student Self Service website
- The Institute ISAS Trainer, Student Self Service Co-ordinator 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 or applying for a Payment Plan at the time of enrolment via the Student Self Service website

6. Objectives

Adherence to this policy will:

- Ensure the effective and consistent management and processing of enrolments across the Southbank Institute of Technology
- Ensure payment of fees or a payment plan application is submitted at the time of enrolment

7. Exemptions

The following categories of students are exempt from using the Student Self Service website as a compulsory enrolment method:

- International Students
- Students who wish to have their fees paid by a Third Party
- Apprentices and Trainees
- Fee For Service Students (Does not include Leveraged programs)
- Students who wish to pay for their fees using the Centrelink 'CentrePay' procedure
- ELICOS students
- Literacy & Numeracy students
- Students with a disability

The above-mentioned students may use these alternative methods of enrolment:

- via the post (using credit card, cheque or money order) or
- via fax (using credit card) or
- via telephone (using credit card) or
- in person (using credit card, cheque, money order or cash/EFTPOS)

Date of Policy Implementation: 13/11/2006

Date of Scheduled Review: 01/10/2007

Signed:

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CRAIG SHERRIN
Institute Director
Southbank Institute of Technology