
Non Award Study Policy – Higher Education

Policy Code: STU-051 **Version:** 4.0 **Effective Date:** 9 May 2016

Purpose:

The College is committed to ensuring access to education for personal interest or professional development purposes without full enrolment in an award qualification. This policy outlines the provisions surrounding non award study at the College, restrictions for ongoing study and other processes around non award study.

Definition of “College” – *In the higher education sector, Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Wellnation; ACPE Limited trades as The Australian College of Physical Education (ACPE); Study Group Australia Pty Limited (SGA) trades as Martin College. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

Scope:

- All campuses (including online)
- All prospective and current non award students

Policy Statement:

While the majority of students at the College seek to gain a formal qualification, others may be interested in studying for personal interest or professional development purposes without committing to full degree enrolment (miscellaneous higher education subjects, also known as single subjects). In these instances, students may choose to enrol as non award students. However general interest study enrolment **does not** guarantee a direct pathway into an award course.

Admission Requirements

Applicants may enrol in miscellaneous higher education subjects (as non award study); however, some entry requirements still apply.

The College is an open access institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application.

To support a successful study experience with the College, applicants are required to meet the following entry requirements:

- Applicants must be aged 18 years or over by the start of the study period.
- Applicants for whom English is an additional language must have an academic IELTS score of 6.5*. This level has been set to ensure the student will have the ability to successfully engage in study. Refer to the [English Proficiency Policy – Higher Education](#) for further details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and, depending on the course of enrolment, achieve a result at least equivalent to:
 - IELTS 6.5 (overall score)
 - Cambridge English: Advanced (CAE 176-184)
 - Pearson (PTE) Academic Score of 58 (overall score)
 - Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 550
 - Internet based (iBT) TOEFL score of 87.

**If the applicant intends on later applying for admission to a higher education course at the College, they should consider the IELTS score requirement for that course as their ideal score (some courses require IELTS 7.0 – please discuss these requirements with your Admissions Adviser).*

- Applicants with any disability that may affect their studies at the College (physical, mental or otherwise) should disclose the nature of their disabilities to the Admissions Adviser on enrolment to ensure adequate support is available.
- Applicants wishing to enrol in a postgraduate subject (i.e. subject from a postgraduate course) must show evidence of holding a Bachelor degree or equivalent (determined through the Educational Pathways Office).

Applicants deemed unequipped to enrol may be referred to other educational institutions to seek additional learning prior to reapplying to the College (e.g. English language).

Application of College Policies

All applicants enrolling in non award study will be provided with a student number and student records kept on the central Student Management System. As such, students of non award study will be considered students of the College and must agree to abide by all College policies while on campus, in all interactions with College staff or when representing

themselves as a member of the College community. Policies relating to students can be found on the relevant College website.

If at any time an applicant or student demonstrates behaviours that do not meet the standards set out in the [Student Code of Conduct – Higher Education](#), the College reserves the right to refuse admission of a prospective student or to apply restrictions on enrolment of a current student as outlined in the [Student Misconduct Policy – Higher Education](#).

If an applicant or student wishes to appeal any decision made by the College in relation to their enrolment or any other matter, the provisions of the [Grievance Policy – Higher Education](#) will apply.

If a student requires additional support and is not coping with the demands of non award study, they should refer to the [Student Handbook – Higher Education](#) for support options. It should be noted that if the student is a non-participating student in attendance and assessment requirements of the miscellaneous subject, support options will be minimal at the discretion of the College.

Restrictions on Enrolment

The following restrictions apply for applicants enrolling into non award study:

- Applicants who have been excluded for misconduct from the College or any other tertiary institution must show cause by providing a statement outlining why they should be considered for readmission to non award study.
- Applicants who are not based in Australia will not be permitted to enrol in non award study on campus and will be restricted to online enrolment only. If not a domestic applicant and applying for on campus study, the College reserves the right to investigate the applicant's visa restrictions to ensure study is permitted (see [Non Award Study for International Students](#) below).
- The maximum amount of non award study allowed by any one student in higher education subjects will be up to five (5) subjects. Subjects with any practical or clinic component will not be available to study without full enrolment in an award course. This includes any subject offered in 'on campus' study mode only.
- If after exhausting their allocation of non award studies, students wish to continue their enrolment with the College, students must enrol in an award course. General interest study enrolment **does not** guarantee a direct pathway into an award course.

Participation and Progression Requirements for Non Award Study

Applicants may choose to enrol in non award study as an 'observation only' student; that is, students may choose to opt out of assessment and/or participation requirements for a non award subject. However if a student does not choose to participate fully in all subject requirements, that non award subject will not be eligible for consideration for advanced standing into a College award course at a later date. Students choosing to not participate in assessment requirements must indicate this on their enrolment paperwork.

If an applicant chooses to enrol in non award study without having completed the assessment and participation requirements for a miscellaneous subject and subsequently enrolls in an award course, they will be required to re-enrol in the subject and pay the requisite subject fees in order to be assessed in the subject.

If an applicant chooses to enrol in non award study without having completed the pre-requisite subjects for that miscellaneous subject and subsequently enrolls in an award course, they may be required to enrol in the pre-requisite subject. The student will be required to pay all subject fees dependent on participation and assessment requirements being fulfilled for the subject.

Educational Pathways from Non Award Study

If the student plans to apply for entry into an award course with advanced standing (credit) for non award studies at the College:

- The student must successfully complete and pass all required assessment items in the miscellaneous subject; and
- An application for enrolment into the award must be received through the National Admissions Team (this includes international students entering through the Online Advantage Program).

Intake Quotas

The College reserves the right to impose intake quotas on any subject. The College reserves the right to cancel an intake into a subject if insufficient students are admitted, and/or to reallocate enrolled students to alternative delivery modes for the same subject such as an online intake. This includes non award students. Refer to the [Course and Subject Viability Policy – Higher Education](#) for further information.

Campus Course Offerings

The College reserves the right to schedule and promote intakes for subjects at selected campuses where it is best resourced to do so. Delivery of a specific course in any given

jurisdiction does not automatically guarantee enrolments will be taken into all subjects in any given Semester.

Fee Payment – Domestic Students

Non award students will not be eligible for FEE-HELP for any fee payment and will be considered self-funding students.

Fees for individual subjects are listed on the relevant College's website on the Annual Fee Schedule and may change from year to year.

A deposit of \$100.00 per subject must be paid at time of enrolment in any non award subject. Full subject fees are payable prior to the start of the study period.

Domestic students must pay **all** enrolled subject fees in full prior to the start of the study period of enrolment. Failure to make payment will result in withdrawal from the enrolled subject/s.

If a non award student withdraws from a subject less than 1 month prior to the commencement date of the subject, subject fees will be refunded except for a \$100 per subject cancellation fee.

No refunds apply to non award students after the start of the study period.

Completion Documentation

All students successfully completing one or more miscellaneous subjects will be eligible to request one formal academic transcript at no cost to the student. Further copies of academic transcripts, if requested, will be provided for a fee of \$25.00 (includes postage and handling) per copy. Formal requests for documentation must be submitted to the Office of Student Records or the Registrar through Student Services.

If the student has not participated fully in subject assessment requirements but has attended classes and has not withdrawn from the subject, a grade of 'SI' (Sit In) will be recorded against the subject on the transcript.

If the student has participated fully in subject assessment requirements, the student will receive a grade according to the [Assessment Policy – Higher Education](#).

Admissions Standards

Admission standards will be monitored on a yearly basis, and management will undertake adjustments to standards where required.

All decisions relating to Admissions and the scope of this policy are the responsibility of the National Admissions Centre Manager through the Office of the Executive Director, Higher Education and governed by the Corporate Boards of the Colleges.

Note: The section below applies to international students only.

Non Award Study for International Students

An **International Student** is defined by the College as:

someone who is not an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant.

It should be noted that all international students pay fees specified for international students, regardless of visa subclass.

International Student Restrictions

The following restrictions apply for applicants enrolling into non award study:

- Applicants who are not based in Australia will not be permitted to enrol in non award study on campus and will be restricted to online enrolment only.
- If based in Australia on any visa and applying for on campus study, the College reserves the right to investigate the applicant's visa restrictions to ensure study is permitted.
- Students in Australia on an international student visa **will not** be eligible to enrol in non award study.

Fee Payment - International Students

Fees for individual subjects are listed on the relevant College's website on the Annual Fee Schedule and may change from year to year.

A deposit of \$100.00 per subject must be paid at time of enrolment in any non award subject. Full subject fees are due and payable two weeks prior to the start of the study period.

International students must pay all enrolled subject fees in full two weeks prior to the published starting date for the relevant intake. Failure to meet the payment deadline will result in suspension from enrolment until all fees are paid.

Failure to make payment before the start of the study period will result in withdrawal from the enrolled subjects.

If a non award student withdraws from a subject less than 1 month prior to commencement date of the subject, subject fees will be refunded except for \$100.00 per subject cancellation fee.

No refunds apply to non award students after the start of the study period.

Online Advantage Program

International students may elect to be enrolled into the Online Advantage program. Applicants wishing to enrol in a degree majoring in Naturopathy, Myotherapy or Nutritional and Dietetic Medicine may begin their first semester of study as a non award student in online study mode from their home country. Once all subjects allocated to the first semester of their chosen course have been completed, students may be eligible[^] to enrol into the relevant on-campus Bachelor degree with advanced standing into the degree for their first semester of study. The maximum amount of non award study allowed by any one student in the Online Advantage program will be equal to the first full semester of the related higher education course (up to 5 subjects, depending on the related course of study). Only subjects allocated to first and second semesters with no pre-requisite subjects in any higher education award course will be eligible for Online Advantage program enrolment.

[^]Students must be eligible to study in Australia including acquisition of a relevant visa (e.g. Student Visa). Eligibility to study in Australia is not determined by the College. Responsibility for determining eligibility to study in Australia lies directly with the prospective student through the Department of Immigration and Border Protection. If an applicant wishes to enter the College through the Online Advantage program, they should investigate visa eligibility at the same time as applying to the program.

Related Procedures:

[Admissions Procedure](#)

Definitions:

Admissions centre is the College's administrative support unit tasked with supporting prospective students to be admitted to the College's award courses and qualifications.

Direct Entry means that prospective students may apply for enrolment in offered courses through direct contact with the College or institution.

IELTS is the International English Language Testing System and is a language requirement for entry to all courses in further and higher education where teaching is conducted in English. IELTS General Training module is suitable for candidates who are migrating to English-speaking countries or going to English-speaking countries to complete their secondary education or undertake training programs.

Open Access is a type of education institution that may admit students to courses who do not hold an Australian Tertiary Admissions Rank (ATAR) or Overall Position (OP) and therefore are not required to apply via a Tertiary Admissions Centre.

Pearson Academic Score is assigned to an applicant who completes the Pearson Academic Test and indicates proficiency in the English language.

Provisional enrolment means an applicant who has been offered admission to an undergraduate course on the basis of his/her completion of bridging courses or additional requirements advised by the College prior to the commencement of the award course.

Student/Learner is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Unequipped student is a prospective student who does not have demonstrated theoretical or practical knowledge in core disciplines prior to being admitted to the College and who may not meet all or some of the Admissions Requirements.

Further Information:

Related Policies:

[Disability and Special Needs Policy](#)

[Educational Pathways Policy – Higher Education](#)

[Course and Subject Viability Policy – Higher Education](#)

[English Proficiency Policy – Higher Education](#)

[Student Code of Conduct – Higher Education](#)

Benchmarking: Charles Sturt University
Australian College of Physical Education

Supporting Research and Analysis: Not applicable

Related Documents: Not applicable

Related Legislation: Not applicable

Guidelines: Not applicable

Policy Author:	National Higher Education Compliance Manager
Policy Owner:	National Admissions Centre Manager
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Approval Body:	Executive Director, Higher Education Carolyn Barker AM Date: 29/01/2016
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Responsibilities for Implementation:	<ul style="list-style-type: none"> • <i>National Admissions Centre Manager</i> • <i>Admissions Advisers</i> • <i>National Educational Pathways Manager</i>
Key Stakeholders:	<ul style="list-style-type: none"> • <i>National Admissions Centre Manager</i> • <i>Enrolment Advisers</i> • <i>Director, Student Services</i> • <i>All prospective students</i> • <i>National HE Compliance Manager</i>