



Trinity College Pathways School Enrolment Policy

Policy Type: Divisional Policy
Policy Number: TCDP11
Date Approved: 19 December 2025
Previous Policies: TCPS Enrolment Policy & TCPS Variations to Enrolment Policy
Review Date: 30 June 2028

1 OBJECTIVES

- 1.1 The purpose of this policy is to provide clear enrolment requirements for students studying at Trinity College Pathways School (TCPS).
- 1.2 Trinity College reserves the right to review and make changes to this policy from time to time.

2 SCOPE

- 2.1 This Policy applies to all students at TCPS.
- 2.2 This Policy should be read in conjunction with the following documents:
 - TCPS Enrolment Procedure
 - TCPS Subject Selection Procedure,
 - TCPS Student Code of Conduct,
 - TCPS Academic Progress and Completions Policy,
 - TCPS Student Refund Policy
 - TCPS Student Disciplinary Procedure
 - TCPS Return to Studies Procedure.
 - TCFS Admission Policy

3 POLICY

- 3.1 Enrolment is an administrative agreement between the Student and Trinity College.
- 3.2 Students are responsible for maintaining a valid enrolment that complies with student rules, policies and procedures, program requirements and any other criteria the student is required to meet.
- 3.3 A student may have a conditional enrolment if they have not met all the entry requirements. A student with a conditional enrolment is not to be allowed to commence study in the program until all the conditions of the enrolment have been met.
- 3.4 By enrolling at Trinity College, students agree to abide by Trinity College's policies and procedures, and the *Trinity College Student Code of Conduct*.

Enrolment status

- 3.5 A student's enrolment status is reflected in the following terms:

Transferred from enrolment – Accepted an offer to study a program but transferred to a later intake prior to commencement.

Current - Enrolled in a program that is in progress. To have a current enrolment status, the student must have:

- Accepted an offer of admission (having met any conditions attached to an offer)
- Paid such fees and charges required as a condition of enrolment and
- Completed all other procedures prescribed by Trinity College

Withdrawn - Approved withdrawal with no current plans to return to study OR Failure to return to study after a semester break OR Transferred to another provider.

Suspension of Studies – Approved suspension of studies from one intake with an intention to return to complete studies in a later intake. Suspension of Studies can be granted for a maximum of 12 months.

Terminated - Excluded from TCPS on the basis of a particular policy.

TCFS Enrolment due dates

3.6 Students are expected to arrive on campus and finalise registration on Day 1 of Orientation.

Disclosure of Student Enrolment Information and Results

3.7 Trinity College will disclose student results to its partner university, the University of Melbourne, to facilitate a seamless transition into further studies.

3.8 Trinity College will disclose student enrolment information to third parties as per the student acceptance agreement including, parents, agents, student advocates, myEquals, emergency services and government departments such as Department of Home Affairs (HA) and Department of Education, where appropriate.

Duration of Enrolment

3.9 International students must complete their program of study within the timeframe specified on their Confirmation of Enrolment (CoE), unless:

- a) TCPS puts in place an intervention strategy for a student
- b) The student has compassionate or compelling circumstances that warrant a transfer of intake or repeat.
- c) An approved deferment or suspension of study has been granted

Requests to repeat

- 3.10 Trinity College takes a conservative approach to requests to repeat. Repeating is a last resort and not a fallback position.
- 3.11 Students may apply to repeat a program in full, or in limited cases, a single semester (where no changes to subjects are sought), if they have documentary evidence of compassionate and compelling circumstances that have impacted their academic progress and/or wellbeing. (see definitions).
- 3.12 Students who have not demonstrated commitment to their studies during a previous enrolment at Trinity College will not be eligible to apply to repeat.
- 3.13 Repeat enrolments are subject to the Admissions Policy and may include conditions on subject choices.
- 3.14 A student may appeal a decision made by Trinity College regarding a request to repeat within 20 working days of the written notice of decision.

Continuity of Enrolment

- 3.15 A student is deemed to be currently enrolled from the date on which they have completed enrolment for a given intake and until the formal last day of their course, unless one of the following occurs:
 - a) The student is granted approval to withdraw from their enrolment or defer their studies
 - b) TCPS terminates the student's enrolment or excludes the student on account of a serious breach of TCPS policy.
- 3.16 Students who take a Suspension of Studies (SOS) remain enrolled.

Non-Payment of Fees

- 3.17 Students who do not pay their tuition fees for the subsequent semester of the TCFS Program, may have their enrolment cancelled or their certificates withheld until such fees are paid in full.

Students requiring Reasonable Adjustments

- 3.18 Students with ongoing health conditions who require extra support or adjustments should advise Trinity College of their needs prior to classes commencing as per the *Trinity College Pathways School Reasonable Adjustments Policy and Procedure*.

4 VARIATIONS TO COURSE ENROLMENT

4.1 Variations to a student's course enrolment will be reported to the relevant authorities and may impact a student's visa.

4.2 Students who vary their course enrolment must be notified to contact Department of Home Affairs (HA) regarding their visa status.

4.3 TCPS may, by written notice, vary conditions of enrolment as necessary to comply with any law, regulation, or amendment thereof, as determined by Commonwealth or State laws

Cancellation of Enrolment (involuntary)

4.4 Trinity College Pathways School has the discretion to amend, refuse and/or cancel a student's enrolment if:

- Admission has been gained by fraudulent means
- Requirements for admission or enrolment have not been fulfilled
- Enrolment has not been completed by the due date
- Tuition fees have not been paid by the due date
- They are in breach of the *Trinity College Pathways School Code of Conduct* and/or other policies
- They are in breach of their student visa conditions.
- The Department of Home Affairs (HA) has cancelled the student's visa
- A student fails to maintain the arrangements detailed in the CAAW Letter.
- Any other reasonable grounds, as determined by the Dean, Pathways School

4.5 Breaches of student visa conditions may include (but are not limited to)

- unsatisfactory attendance as per the *TCPS Attendance Policy and Procedure*
- unsatisfactory academic progress as per the *TCPS Academic Progress and Completions Policy*
- failing to notify Trinity College of changes to contact details
- three reported curfew breaches (for U18 students) *TCPS U18 Curfew Safety Policy and Procedure*

4.6 TCPS will notify the student of an intention to cancel their enrolment. From the date of the notification, the student has 20 working days to appeal the decision. (see *Student Complaint Policy and Procedure*).

Cancellation of Enrolment (voluntary withdrawal)

4.7 A student who accepts an offer of enrolment and subsequently decides to withdraw from the course must notify Trinity College in writing, either via email or through submission of the appropriate form.

4.8 If a student is under the age of 18 and wishes to withdraw, the parent's/legal guardian's consent must be obtained prior to the processing of the cancellation.

4.9 If the student has a CAAW in place Trinity College will maintain the CAAW arrangement until one of the following occurs:

- a) the student leaves the country;
- b) another provider takes on the responsibilities by issuing a new CAAW, or
- c) Trinity College notifies the Department of Home Affairs that they are unable to continue with the CAAW arrangement.

4.10 Students who withdraw from Trinity College and wish to study at another education provider may require release from Trinity College. Please refer to the *Trinity College Transfer Provider Policy and Procedure*.

4.11 Students who are on a packaged visa and wish to cancel their enrolment to study at another education provider will need to apply to the University of Melbourne for release as per the *Student Transfer Provider Policy and Procedure*.

Suspension of Studies (involuntary)

4.12 Trinity College may require student to take a Suspension of Studies for reasons including, but not limited to:

- The student is a risk to themselves or others
- Misbehaviour by the student
- Breach of the Student Code of Conduct
- Breach of U18 Curfew (after Final Notice is issued)

4.13 Where Trinity College requires an involuntary Suspension of Studies, the student will be advised and issued with a Notice of Intention to Report (NOIR). The student will be given the opportunity to appeal the decision as per the *Student Complaint Policy and Procedure*.

Suspension of Studies (voluntary)

4.14 A student may apply for a suspension of studies for up to 12 months on the grounds of compassionate and compelling circumstances.

4.15 Students may appeal against decision to deny a Suspension of Studies as per the *Student Complaint Policy*.

4.16 Students on Suspension of Studies must submit a completed Return to Studies Form, with relevant evidence. Where an application to suspend studies is granted on medical grounds, the student must provide a medical report stating that they are fit to return to study.

4.17 Students who fail to Return to Studies after a 12 months of Suspension of Studies may have their enrolment terminated for failing to reenrol.

5 SUBJECT ENROLMENTS

5.1 Foundation studies students are required to study a set of compulsory core subjects, and elective subjects. They must be enrolled in a minimum of 20 scheduled contact hours per week.

5.2 The subject enrolment requirements for students are specified in the *TCFS Subject Selection Procedure*.

Prerequisites and Corequisites

5.3 A *prerequisite subject* is a subject that must be completed and for which a specified minimum grade must be obtained for eligible entry to a specified course at the University of Melbourne. The University's course prerequisites are indicated in the prospectus.

5.4 It is the student's responsibility to ensure that pre-requisite conditions for their stated goal can be satisfied when selecting an elective subject.

5.5 *Corequisite subjects* are subjects that must be taken at the same time while undertaking the program.

5.6 If the above conditions are not satisfied, TCPS may amend a student's enrolment.

6 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Accept Offer of Enrolment, and payment of required fees by due date	Student	If conditions apply, evidence of satisfying the conditions must be supplied.
Advise the College of any ongoing medical condition that may impede study	Student	
Provide subject selection advice.	Academic Administration	
Deliver the education program	Teaching and Learning	
Report enrolment data to relevant government departments via PRISMS and update SMS	Registrations	
Assess subject change requests	Manager Timetables and Dates	
Assess applications to drop or add electives enrolments	Associate Dean (Student Journey) or delegate	
Create and update student timetable	Manager Timetables and Dates	
Provide students access to their subjects in the LMS	Manager Timetables and Dates	
Attend classes, complete assessments, classwork and examinations as per their enrolment.	Students	
Issue Tuition Fee invoices and Notices	Finance	
Decide on requests to repeat	Associate Dean (Student Journey) or delegate	
Provide University of Melbourne with results of enrolled students	Associate Dean (Student Journey)	

7 DEFINITIONS

'Compassionate or compelling' circumstances - are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
- a traumatic experience, which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)

ESOS Act – Education Services for Overseas Students Act 2007

HA – Department of Home Affairs a central policy agency including immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.

Withdrawal – Where a student withdraws from their enrolment either prior to attending or during the program with no intention to return to that intake.

Leave of absence – to temporarily place studies on hold usually on compassionate or compelling grounds. This may include leaving the country while still being enrolled and is usually for a short period.

Suspension of Studies – To defer or suspend enrolment and to put studies temporarily on hold for a long period.

Cancellation – Where the College cancels a student's enrolment and advises HA, which includes failure to meet the conditions of enrolment in relation to satisfactory academic progress and attendance, non-payment of fees and curfew breaches.

TCPS – Trinity College Pathways School

TCFS – Trinity College Foundation Studies

8 RELATED DOCUMENTS

Education Services for Overseas Students Act 2000 (ESOS Act)

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)

Trinity College Pathways School Student Code of Conduct

Trinity College Pathways School Variation to Student Enrolment Policy

Trinity College Pathways School Special Adjustments Policy

Trinity College Student Complaint Policy

Trinity College Student Complaint Procedure

Trinity College Academic Progress and Completions Policy

Trinity College Pathways School Admission Policy

Trinity College Pathways School U18 Curfew Safety Policy and Procedures

Trinity College Foundation Studies Subject Selection Procedure

9 POLICY OWNER

The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

10 REVIEW

This Policy is to be reviewed by June 2028.

11 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
TCDP11	TCPS Extended Executive Committee	22/12/2023	10/01/2024	Moved to new template and incorporated Variations to Enrolment Policy. Separated Subject Selection procedure
TCDP11V1	PS Executive	19/12/2025	22/12/2025	Added content about repeats. Moved content about procedures to new procedures document. Enhanced definitions