

Enrolment Terms and Conditions

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	Staff responsible for administrating tuition and non-tuition fees and students (prospective, commencing, and continuing).		
Related Documents	Academic Integrity Policy Academic Integrity Procedure Cancellation and Suspension Procedure Change of Course Procedure Change of Study Load Procedure Complaints and Appeals Policy Complaints and Appeals Procedure Deferral Procedure Extension of Course Duration Procedure General Misconduct Policy General Misconduct Procedure FEE-HELP Re-credit Procedure Leave of Absence Procedure Non-commencement Procedure Privacy Policy Financial Management Policy Financial Management Procedure Refund Policy Refund Procedure Student Code of Conduct Transfer Between Providers Procedure Withdrawal Procedure		
Version	Authorised by	Approval Date	Effective Date
1.1	General Manager IGI	1 Oct 2023	1 Oct 2023

All students must comply with the requirements set out in these Enrolment Terms and Conditions for the duration of their studies.

A. General requirements

All students must:

1. Provide accurate and unaltered information and documentation for the purpose of any aspect of their admission, enrolment or graduation.
2. Comply with all policies, procedures, guidelines and rules of IGI, noting that these instruments are reviewed regularly and are unit to change.
3. Abide by the Student Code of Conduct at all times.
4. Complete all requirements associated with admission, enrolment, assessment and academic progression in accordance with IGI's policies and procedures.
5. Acknowledge that electronic communication (i.e. email) is the main method for delivering information to a student. Students must regularly check their IGI email accounts. Notices sent to an IGI email account or by SMS to a student's mobile phone will be deemed received by the student at the time sent by IGI.
6. Comply with any applicable Australian federal or state legislation.
7. Read and understand IGI's Privacy Policy and acknowledge that personal information is collected, used and disclosed in accordance with the Privacy Policy.

B. Fees and Charges

All students must:

8. Pay any applicable fees and charges as required by IGI on or before the specified due dates.
9. Acknowledge that failure to pay any fees and charges may result in IGI refusing, restricting or terminating enrolment.
10. Understand that IGI reserves the right to amend fees and charges.
11. Understand that students are financially liable for any course they are enrolled in after the census date.
12. Understand IGI's refund policies as detailed in the offer letter and written agreement.

C. Study requirements

All students must:

13. Read and understand the relevant course information and comply with all course requirements.
14. Enrol by census date in each study period.
15. Engage in units (as described in the unit outline, for example, through attendance, submission of assessments, accessing unit content, use of systems, etc.) throughout their enrolment.
16. Understand that IGI is not obliged to offer a particular course or unit in a given study period and may alter staffing, location or content arrangements.
17. Enrol in the maximum allowable credit points per study period for normal full-time enrolment. Students must apply using the Change of Study Load Procedure to amend the number of units (or load) taken per study period.

D. Changes to Enrolment

18. IGI reserves the right to cancel or suspend a student's enrolment if:
 - They were admitted to a course based on incomplete, inaccurate, fraudulent or misleading information supplied by the applicant, agent, delegated authority or certifying authority;
 - They breached these Enrolment Terms and Conditions;

- They fail to complete, to IGI's satisfaction, all requirements for enrolment in a course, including payment of fees, charges or other money owed to IGI.
 - They are found in breach of the Student Code of Conduct or/and academic misconduct.
19. Students may apply to defer the commencement of their course for a maximum of 12 months. In limited circumstances, international students may be granted approval per the Deferral Procedure.
 20. After enrolment, students may apply for a leave of absence for a maximum of 12 months. In limited circumstances, approval may be granted for international students in accordance with the Leave of Absence Procedure.
 21. Students may apply to withdraw from their course of study before the commencement of a study period or during a study period in accordance with the Withdrawal Procedure and the applicable refund policy.
 22. Students may apply to transfer to another IGI course unit to satisfy the entry requirements of the new course in accordance with the Change of Course Procedure and Admissions Policy.
 23. In limited circumstances, students may apply to the Dean for approval to enrol in a concurrent course at IGI.

E. Additional requirements for international students

International students must:

24. Be aware of and comply with individual student visa conditions, the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, including:
 - Notify IGI within seven days of a change in contact details.
 - Maintain enrolment and meet course progression requirements.
 - Enrol in a full-time load in each study period unless otherwise approved by IGI in accordance with the Change of Study Load Procedure.
 - Complete course requirements within the time specified on their Confirmation of Enrolment (COE) unless an extension has been granted in accordance with the Extension of Course Duration Procedure.
 - Maintain overseas student health cover for the duration of their visa.
25. Understand the circumstances in which IGI will:
 - Enrol an international student transferring to IGI.
 - Release an international student from IGI to another registered provider before completing six months of study in their principal course, as detailed within the Transfer Between Providers Procedure.
26. Acknowledge that IGI will inform the relevant government agency when an international student changes their enrolment, including those who do not commence their course on the expected commencement date in accordance with the Non-Commencement Procedure.
27. Understand that the relevant refund policy applies when a student does not start a course or withdraws from a course.

F. IGI default

28. Where IGI fails to provide a course, ceases to provide a course, or permanently closes its operations, students are protected by IGI's tuition protection arrangements.

Document history

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and minor amendments	All