

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110

RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

Advanced Diploma of Rudolf Steiner Education (course code 69801, CRICOS code 071548J)

Local Student Enrolment Policy and Procedure

1. Policy

The Seminar considers all applicants irrespective of religion, race, gender or varying abilities. The Seminar works within the parameters of the Equal Opportunity and the Disability Discrimination Acts.

If an applicant requires additional educational support, the Seminar will ascertain what reasonable adjustments can be made and will assess current resources available for any special support which may be required.

Enrolment takes place after the application form is lodged, upon which the subsequent application interview is based.

Enrolment is subject to the *Tuition Fee Policy*.

This policy also defines the conditions and procedures for '**Deferring, suspending or cancelling the student's enrolment.**'

Entry requirements:

There are no minimum educational qualifications or work experience requirements for entry into the Seminar courses. However, the applicant's suitability will be considered against the following criteria:

- a) The ability to embrace Anthroposophical thoughts in an open manner.
- b) An ability to work harmoniously in a group.
- c) Personal skills of:
 - i. Self motivation.
 - ii. Self organisation.
 - iii. Self reliance.
- d) The ability to participate in the course at the required academic level.
- e) A suitable background of life experiences and a suitable desire to become a teacher.
- f) The financial ability to pay for tuition.
- g) A suitable reference.

Recognition of Prior Learning (RPL) and Credit Transfer (CT) may be granted under certain circumstances. For further information, refer to the RPL and CT Policies.

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Applicants must be over eighteen years of age.

It remains the determination of the Seminar to approve any application.

2. Procedure

1. Enrolment

- h) Upon initial contact the prospective student is:
- i. referred to the website for
 - the Seminar Handbook
 - Recognition of Prior Learning Policy and
 - Application form.
 - VET Fee Help Information.
 - i) The prospective student downloads, completes and submits the *Student Application form* and RPL or CT documents if relevant.
 - j) On receipt of the application from the prospective student, the Seminar conducts a Student Interview and Application Assessment meeting, which could involve a personal or telephone interview, to decide upon the application. At this meeting the application is assessed against the following criteria:
The applicant has demonstrated:
 - i. The ability to embrace Anthroposophical thoughts in an open manner.
 - ii. An ability to work harmoniously in a group.
 - iii. Personal skills of:
 - Self motivation
 - Self organisation
 - Self reliance
 - iv. The ability to participate in the course at the required academic level
 - v. A suitable background of life experiences and a suitable desire to become a teacher.
 - vi. The financial ability to pay for tuition.
 - vii. A suitable reference.

At this meeting Recognition of Prior Learning and Credit Transfers will be considered. The student may collect at this meeting the VET Fee Help information and application form.

- k) Successful students are advised in a *Letter of Offer*. An *Enrolment Agreement* is attached.
- l) The student completes and forwards to the Seminar the *Enrolment Agreement*.
- m) On receipt of the Enrolment Agreement, the Seminar sends a *Confirmation of Enrolment* to the student.

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- n) In December of the year prior to commencement of the course, the student will be sent a Welcome Letter and relevant induction material, for example, Student Notes, Course Syllabus.
- o) “Orientation Process” at the Seminar.
- p) Student begins the course.

Summary.

- Enquiry is referred to the website.
- Student submits application form.
- Student interview and Application Assessment meeting (includes RPL). Student collects VET Fee Help Application Form at this meeting.
- Letter of Offer and Enrolment Agreement sent to successful applicant.
- Student completes and returns Enrolment Agreement to Seminar.
- Seminar sends a Confirmation of Enrolment to student.
- Welcome letter with course material sent to students in December.
- Orientation week.

NOTES:

The signed *Enrolment Agreement* will be kept on the student’s file along with their initial application and all other documents relevant to the student’s enrolment.

2. Deferring, suspending or cancelling the student’s enrolment.’

2.1 Student Initiated Deferral, Suspension or Cancellation of Enrolment

Student Deferral

- A student wishing to defer an enrolment must do so prior to the commencement of the course. Students must complete an ‘Application to defer, suspend or cancel enrolment’ and submit to the Seminar.
- All application for deferral documentation will be kept on the students file.

Student Suspension

- The Seminar is only able to temporarily suspend the enrolment of the student on the grounds of compassionate or compelling circumstances. These circumstances could include but are not limited to:
 - Serious illness or injury, where a medical certificate states that the student was / is unable to attend classes;

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- Bereavement of close family members such as parents or grandparents;
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the 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 student (these cases should be supported by police or psychologists' reports)
- Where the Seminar is unable to offer a pre-requisite unit.
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

Please Note: The above are only some of examples of what may be considered compassionate or compelling circumstances. The Seminar will use its professional judgment and assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, the Seminar will consider documentary evidence provided to support the claim, and will keep copies of these documents in the student's file.

- Students will be required to complete an 'Application to defer, suspend or cancel enrolment' and submit it to the Seminar. Students will also be required to provide evidence of the compassionate or compelling circumstances in their application. (I.e. a medical certificate or police report, etc.)
- Where a suspension of enrolment is granted the Seminar will suspend an enrolment for an agreed period of time, to a maximum of 12 months. If the suspension is required for **longer than 12 months** the student will be required to re-apply once the initial suspension period has expired.
- Students are to be informed in writing of the outcome of the decision.
- All application documentation for the suspension will be kept on the students file.

Student Cancellation

- Students wishing to cancel their enrolment must complete an 'Application to defer, suspend or cancel enrolment' and submit to the Seminar.
- Students wishing to cancel and transfer their enrolment to another provider prior to completing 6 months of study in their principle course must provide a letter of offer from an alternative provider. This is required under Standard 7 of the National Code'.

2.2 Provider Initiated Deferral, Suspension or Cancellation of Enrolment

Provider Deferral

The Seminar may defer an enrolment where the course is not being offered at the proposed date, site, or for any other reason. In such cases a refund shall be processed as required or alternative courses may be offered.

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Provider Suspension

The Seminar may suspend a student's enrolment on the grounds of misconduct. This may include but is not limited to acts of discrimination, sexual harassment, vilification or bullying, as well as acts of cheating or plagiarism. Such acts of misconduct will be classified into one of two categories – Academic Misconduct or General Misconduct.

Academic Misconduct

The following gives an indication to the types of behaviour that constitute 'Academic Misconduct' within the Seminar:

Assessment breaches may include:

- Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study.
- Students must not use another person's concepts, results or conclusions and pass them off as their own.
- In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- Students must not ask another person to produce an assessable item for them.

A student may be excluded from a final assessment in a unit for any of the following reasons:

- unauthorised absence from class.
- failure to meet unit requirements, for example non-submission of assignments or failure to attend class or mid-semester tests.
- academic misconduct.

General Misconduct

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals Seminar's property or the property of others; alters/defaces the Seminar's documents or records; prejudices the Seminar's good name or otherwise acts in an improper manner.

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- a) contravenes any rules or acts;
- b) prejudices the good name or reputation of the Seminar;
- c) prejudices the good order and governance of the Seminar or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of the Seminar;

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- d) fails to comply with conditions agreed in the contract;
- e) wilfully disobeys or disregards any lawful order or direction from the Seminar personnel;
- f) refuses to identify him or herself when lawfully asked to do so by an officer of the Seminar.;
- g) fails to comply with any penalty imposed for breach of discipline;
- h) misbehaves in a class, meeting or other activity under the control or supervision of the Seminar, or on its premises or other premises to which the student has access;
- i) obstructs any member of staff in the performance of their duties;
- j) acts dishonestly in relation to admission to the Seminar;
- k) knowingly makes any false or misleading representation about things that concern the student as a student of the Seminar, or breaches any of its rules;
- l) alters any documents or records;
- m) harasses or intimidates another student, a member of staff, a visitor to the Seminar, or any other person while the student is engaged in study or other activity as Seminar student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- n) breaches any confidence of the Seminar.;
- o) misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the Seminar premises while acting as a student in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- p) steals, destroys or damages a facility or property of the Seminar or for which the Seminar is responsible; or
- q) is guilty of any improper conduct.

Where a student has been identified of Academic or General Misconduct the Seminar will be informed and will make a decision on the penalty and the severity of the penalty.

Where a student has been identified with Academic or General Misconduct the Seminar will ensure the following:

- Students must be treated fairly, with dignity and with due regard to their privacy
- Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry by the Seminar to have so behaved.
- Past misconduct is not evidence that a student has behaved in the same manner again.
- Each case is dealt with on its own merits and according to its own circumstances with the provision that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

Students are able to access the Communication policy which includes the Complaints and Appeals procedure if they feel that the decision is unfair or they have other grounds to appeal the decision.

The penalties the Seminar can impose are:

Academic Misconduct could include a warning, a reduction in grades, receiving zero for an assessment, or suspension of enrolment.

A charge for any costs that the general misconduct may have caused.

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Temporary exclusion from the Seminar in the form of suspending enrolment for a period of time.

Where a student's enrolment is suspended a letter will be sent to the student indicating them of the suspension and the length of suspension. Students are also required to be informed how to access to complaints and appeals policy and procedure and that they have 20 working days working days working days working days working days working days to submit any appeal against the decision.

Where the severity of misconduct is severe, the Seminar may decide to cancel the enrolment (see below).

Provider Cancellation

In some cases where the student's misconduct is severe, the Seminar has the right to cancel the enrolment.

- Where the Seminar has decided the misconduct is severe enough for cancellation the following must occur:
 - The student must be informed in person (where possible), and in writing of the decision of the Seminar to cancel the student's enrolment
 - They must be informed of the fact they have the right to appeal the decision by accessing the relevant procedures and completing this appeal within 20 working days of the notification

2.3 Recording and reporting deferrals, suspension or cancellation of enrolments.

- All applications of deferment and outcomes are to be kept on the student's file.
- All reports of misconduct, decisions and actions taken in relation to misconduct, and other related documentation must be kept on file.
- Students are to be kept informed of any decisions or outcomes that relate to a deferment, suspension, or cancellation of enrolments.
- All students are to be given the opportunity to access the complaints and appeals procedure. The students have 20 working days to lodge an appeal.