

<b>POLICY: Re-enrolment Policy</b>	
<b>Objective</b>	The aim of this policy is to ensure that applicants have all the necessary information available to them prior to enrolment and that applications are reviewed and processed in a timely, consistent, and thorough manner.
<b>Policy Name</b>	<b>Re-enrolment Policy</b>
<b>Policy No</b>	<b>STU13A</b>
<b>Associated Policies and Procedures</b>	FIN07A_VET Student Loan Policy STU01A_Enrolment Policy LERN06A_Credit Transfer and Recognition of Prior Learning Policy INT01A_CRICOS Enrolment Policy STU09A_Student Support and Wellbeing Policy STU10A_Safety of Under-18 Students Policy
<b>Associated Documentation</b>	SDS Interview Checklists SDS Application Form IDO Application Form SDS Re-enrolment Form IDO Re-enrolment Form SDS eCampus Student Hub eCampus IDO04/IVOC04 Course Page SDS Website Student Support Page IDO Website Student Support Page
<b>Standard</b>	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 1, Division 3: 1.6 - 1.7 Part 2, Division 1: 2.1 - 2.2 Part 2, Division 2: 2.4 Part 2, Division 3: 2.5
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The term “re-enrolment” is used to describe students who have completed a course with Sydney Design School or Interior Design Online and decide to enrol into another course of a higher level. “Re-enrolment” also applies to students who studied with Sydney Design School or Interior Design Online in the past but did not complete their course and later decide they wish to return and complete it. This policy covers both scenarios.

### **Re-enrolment into a Higher AQF Level Course**

Students enrolled in a career course have the opportunity to re-enrol into another career course of a higher AQF level (where applicable). This consists of a new enrolment with Sydney Design School or Interior Design Online into a new course. Credit Transfer (and Recognition of Prior Learning if applicable due to competency changes) will be automatically applied to the new enrolment. Re-enrolment is provided as an easier way for current students to continue their studies compared to the initial enrolment procedure.

Students are required to complete the Re-enrolment Form available on the SDS Student Hub or in the final unit of the IDO Certificate IV in Interior Decoration. This form is applicable to current students and those that have graduated within the previous 6 months. If a student graduated from Sydney Design School or Interior Design Online over 6 months prior, they will need to submit a new Application Form from the website and proceed as per the Enrolment Policy.

If a student indicates that they wish to apply for a VET Student Loan, staff will discuss this with the student prior to issuing a Letter of Offer, as per the VET Student Loan Policy. Where a student has previously accessed a VET Student Loan with Sydney Design School, their proof of eligibility will be kept on file for a minimum of 7 years. During this time, the student would not need to supply new eligibility documents if applying for another VET Student Loan.

### **Disclosure of Individual Needs**

Students are asked to share any relevant information regarding health or learning needs in their initial Application Form to assist in the assessment of course suitability, any reasonable adjustment options, and for student support purposes. Students will be prompted to provide any new or additional information in their Re-enrolment Form. If the student indicates any individual needs and the desire to discuss support services, these will be discussed in their interview, by email, and/or while on campus.

### **Credit Transfer and Recognition of Prior Learning**

Through the Re-enrolment Form, students are made aware of the option to apply for Credit Transfer or Recognition of Prior Learning and the associated process and policies. Students are advised that their previous studies with Sydney Design School or Interior Design Online will be credited automatically which means without the student needing to submit the Credit Transfer/Recognition of Prior Learning Application Form.

If a student indicates in their Re-enrolment Form that they wish to apply for additional Credit Transfer or Recognition of Prior Learning beyond their previous studies with Sydney Design School or Interior Design Online, they will be sent the Credit Transfer/Recognition of Prior Learning Application Form to be completed. Once this completed form is received, an assessment will follow to determine the outcome of the application. If the applicant is eligible to receive Credit Transfer or Recognition of Prior Learning, this will impact their tuition fees and study requirements.

### **Skills and Competencies Review**

Students will be required during the re-enrolment process to answer whether they possess the fundamental skills and competencies required of the selected course. If a student indicates that they do not have all the required skills, prior to accepting

their enrolment, staff will call or email the student, or discuss during an interview, to gather more information and confirm whether the desired course is appropriate for the applicant.

### **Enrolment Confirmation**

Students will be contacted within 5 business days of their Re-enrolment Form being received. If required, staff will arrange a meeting to discuss the student's request to apply for a VET Student Loan and/or to discuss concerns regarding the student's re-enrolment. Students under the age of 18 seeking to re-enrol into a timetabled course need to attend an interview accompanied by a parent/guardian. This interview will discuss the requirements of the new course and VET Student Loans if applicable.

After meeting with a student if required, or after receiving the Re-enrolment Form where the student does not require a meeting, and the application is successful, the student will be sent a Letter of Offer for timetabled classes with Sydney Design School. To accept the place in the course, the student must sign and return the letter within 14 days. Upon receipt of the signed letter, the student will receive a welcome email confirming their place in the course and providing important details regarding their enrolment.

Students re-enrolling with Interior Design Online who do not require a meeting before their application is accepted will be sent an Enrolment Confirmation Letter and email with information regarding their studies.

### **Re-enrolment into a Previously Incomplete Course**

Re-enrolment is available to students who studied with Sydney Design School or Interior Design Online in the past and, for whatever reason, did not graduate from their course. Where students would study a previously incomplete unit of study or short course, re-enrolment is offered at 50% of the cost for that unit of study or short course current at that time. Any further fees, such as subsequent units of study, will be charged the cost current at that time. Should there be any outstanding fees from a previous enrolment, these must be paid prior to a re-enrolment being accepted.

Where students wish to re-enrol into a previously incomplete unit of study, they are required to submit a new Application Form from the website, not the Re-enrolment Form.

### **Non-Acceptance of Application**

If Sydney Design School or Interior Design Online holds any concerns about the student's ability to successfully undertake the new course, staff will arrange a meeting with the student to discuss their application. Concerns may include, but are not limited to:

- Previous poor commitment to their studies (displayed through low attendance or assessments not submitted on time);
- Doubts as to their ability to complete the course (displayed through difficulties completing a lower-level course or previous enrolment such as Educator feedback or repeated Not Yet Competent assessment submissions); or
- A history of not paying tuition fees as agreed.

After this meeting, the application will be discussed by a panel of the General Manager, Education Manager, and staff who conducted the meeting and/or the

enrolment team. If the panel concludes that the student will not be accepted into the new course to which they have applied, the student will be provided with formal notice of this non-acceptance in writing that includes:

- Reasons for the non-acceptance
- Any alternative options or action recommendations
- Relevant information on how the applicant can raise a complaint or appeal the decision

### **International Students**

This policy applies to applicants who are not applying for a Student Visa for their studies with Sydney Design School. If a student is seeking a Student Visa for a new enrolment, they will need to submit a new application as per the CRICOS Enrolment Policy.