



Policy Name:	<b>Enrolment and Registration Policy</b>
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Prepared by	Nara Krum
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## Definition and Scope:

### Scope:

This protocol deals with enrolment and registration for students at the Australian Institute of Music for all courses.

### Definition:

#### **Paradigm EMS**

'Paradigm' is the student management system used by AIM to manage and store students' records.

**RAPLA:** Timetable management system interfacing with paradigm

### **Enrolment**

The term 'Enrolment' means that the Institute has accepted an applicant into an AIM course and is authorised to register in scheduled units for a particular course. Enrolment means that the individual will be known as an AIM student.

An AIM student is:

- Enrolled in an AIM course; and
- Permitted to attend the AIM campus and use its facilities; and
- Bound by the rules and regulations of AIM.

A student will have the course status of either:

- **Enrolled** (is registered or will register in scheduled units); or
- **Deferred** (is not registered in scheduled units and has advised AIM that he/she will register in units in a forthcoming Semester); or
- **Withdrawn** (is withdrawn from a course and cannot register in scheduled units or login to secure student sites) (PARADIGM student status must be recorded as archived) and not be a current student or
- **Graduand:** A student that has completed all required units for an award and is awaiting graduation. A graduand may be issued a transcript prior to graduation stating completion of all required units and qualification for the award. A student remains a graduand until the next graduation ceremony following the Semester in which all required units for an award were completed. PARADIGM student status as active, course status as completed.



- **Incomplete** : A student who has not indicated to AIM if he she wishes to withdraw or defer but has not registered for units of study

### **Registration**

The term 'Registration' is used where enrolled students register for units of study for a semester.

Registration is where a student:

- explicitly agrees to attend classes and fulfil the academic requirements for scheduled units in a Semester; and
- Incurs a tuition liability for registered units in a Semester.

Registration occurs each semester.

A student may vary registration without academic penalty or without incurring a tuition liability up to the census date of a semester.

The recommended full time load per semester for undergraduate degrees consists of twenty credit points.

Registration involves the student selecting a unit and is allocated to a session for that unit.

### **Semester Student Registration Indicator**

Total of registered credit points / (no of students that have registered in units x recommended full Semester load).

Example: If BMus had 400 registered students in a given Semester doing a full load then the indicator would be calculated thus:  $8000 / (400 \times 20) = 1$

Therefore an indicator of:

- 1 means all students are registered in the recommended full Semester load;
- <1 means that not all students are registered in a full load; and
- >1 means there are registrations over the recommended full load.

### **Student Liability**

Student Classification	Liability	Process
International	Payment received after offer letter has been sent	CoE issued on receipt of bank transfer
Local Upfront	When student registers for units of study and has received an invoice for the units of study registered	Student enrolment form processed in Paradigm, student has registered for units, invoice has been issued to student
Local Fee Help	When enrolment form signed, fee Help form received, student has registered for units of study	Student enrolment form processed in paradigm, registered for units of study, census date has passed, C'wealth assistance notice has been issued



## **Graduates**

A 'Graduand' becomes a Graduate at the graduation ceremony. A Graduate is entitled to be issued a testamur and a full transcript of academic studies. A Graduand is not required to attend the graduation ceremony in order to become a graduate.

PARADIGM entry: Upon graduation the student course status must be recorded as Completed and the student file has to be archived.

## **Applicant**

An 'Applicant' is an individual who wishes to apply for a course of study with AIM.

## **Policy**

All applicants are invited to audition (*see Admission Requirements 090720*).

All successful domestic auditionees will be given an offer letter, a FEE-HELP form and an enrolment form. The letter of offer requires a student to complete the enrolment and FEE-HELP and submit these to Recruitment.

Upon receipt of completed enrolment form from the student:

- a record is created by Recruitment indicating that an enrolment form has been received and a student number is allocated
- The student receives a confirmation letter, registration form and invoice and is advised how to register for units of study at AIM. A copy of the offer letter is forwarded to HoD.

## **Enrolment Policy**

This policy governs the enrolment of students undertaking a course of study with the Australian Institute of Music.

Enrolment occurs when an applicant has been accepted into a course of study and has agreed to undertake a course of study by forwarding a completed enrolment form to AIM and has indicated that payment will occur either on an upfront paying or fee-help basis.

An individual interested in undertaking a degree course with AIM is required to follow the application and audition process and will be informed in writing via an offer letter if the application was successful. The letter of offer will be accompanied by an enrolment form that the prospective student (or guardian) needs to complete and forward to AIM.

## **Enrolment Procedure**

All individuals wishing to enrol in any AIM course must complete an enrolment form (see Appendix 1).

All individuals enrolling at AIM must elect a payment option **before** attendance of any teaching session consisting of:

1. FEE-HELP (Australian citizens enrolling in diplomas, degrees, postgraduate awards); or



2. Upfront fees paid in full (mandatory for International students, OPEN AIM, Young AIMS; optional for Australian citizens).

An enrolled student will be given the student status of 'active' in Paradigm.

### **Registration Policy**

This policy governs the registration of students for units of study at the Australian Institute of Music. This policy will commence for Semester 1, 2008.

Registration occurs every semester. A student who registers for units of study with AIM agrees to attend classes and to fulfil the academic requirements for those units in a semester. Each unit incurs a tuition liability. Registration can only exceed 20 credit points where the Head of Department has agreed that a student may exceed the prescribed full time load.

Students who may not be allowed to proceed with their registrations are students who:

- Have been excluded from studying at AIM
- Have outstanding fees
- Students who have chosen the Fee Help option but failed to provide AIM with a completed CAF (Commonwealth Assistance Form) and their Tax File Number.

Before each registration period students are required to make themselves familiar with the timetable is available via the AIM website on display in the foyer of building B. Students should also make themselves familiar with the course structure, content of units of study and elective units they may choose via the AIM website. .

### ***Tasks to be completed by AIM Student Services before Registration can commence:***

- 1) Creation of Timetable for a semester: Departments send their requirements to Student Services; A timetable for a semester is created and classes and sessions are entered on RAPLA
- 2) Uploading of RAPLA into paradigm after all conflicts have been solved and Head of Departments have agreed that the current RAPLA timetable version is correct.
- 3) Registrar is advised on which units will be available for a semester, all units to be on offer for a semester are re-scheduled on paradigm and fees, where applicable, are adjusted.
- 4) Course fees are increased on a yearly basis and are adjusted on a regular basis at Semester 1 level of each year for all units on offer. Silverband is able to accommodate bulk uploads where feasible.
- 5) Student Services manages the appointment schedules registrations. Student contact Student Services to make an appointment with their department for registration purposes.
- 6) Registration forms have been produced for all currently enrolled students and courses and blank registration forms have been created for new students and students who may return from deferrals.
- 7) Registration schedules for each year on a semester basis have been established and are approved by the Chief Operation Officer, determining the date the registration process can commence for each semester.
- 8) Registration closes each semester after census date.

### ***Variation of Registrations***

A student may vary a registration for units of study without financial and academic penalty if the request is submitted not later than the census dates for each semester. Census dates are



published as part of the AIM academic calendar each year and are available via the AIM website. After census date students are able to request a variation to their registration if their request is accompanied by documentation outlining their reasons for the requested change. A request for change of registration after census date without financial penalty will be submitted to the AIM Discipline and Appeal Committee for consideration

### **Registration Procedure:**

When the above registration tasks are completed the registration process can commence:

- Student Notification of commencement of semester registration process by SMS, website notice, posters in the foyer and email
- Staff in charge of departmental registration process:-
  - Contemporary Department: Sam Mudie, Jamie Rigg, Steve Henderson
  - Music Theatre Department and Bachelor of Performance: Barry Quin
  - Composition Department: Scott Saunders
  - Audio Department: Richard Hundy
  - Classical Department: Liz Jones
- Students will be registered online by registering staff and allocated class times. Students are advised how obtain their timetable online through their MyAIM login.
- Students are advised of census date and how to vary their registration before and after census date.
- Registration staff will issue upfront paying students with their invoice generated through paradigm

### **Registration of Instrumental Study, Individual Lessons & Coaching**

To successfully complete the registration process, students are required to arrange for their Major study lessons via the respective teaching departments Classical and Contemporary.

### **Fees and Invoicing**

#### **Staff registering students into units of study will do the following:**

- For students choosing FEE HELP the confirm button needs to be activated after the completion of registration which marks all units as confirmed and paid. (Students do not HAVE to have their individual lessons scheduled but the unit should have been entered into paradigm)
- For students choosing to pay UPFRONT, The confirm button **DOES NOT get activated** but an invoice is printed after the completion of the registration process **TWO** copies of invoices are required (one copy for student and another copy for Student Services).

Students registered for the subsequent semester before the release of marks and fail one or more units will be notified by Student Services to amend their registration with the consent of the HOD for the following semester. Variation forms need to be submitted and are available via Student Services. These must be completed before **census date**.

Student Services process variation of registration and re-invoice students if applicable.



**Withdrawals and deferrals:**

Students who wish to defer or withdraw for a subsequent semester fill in the appropriate forms with the consent of the HOD and submit those to Student Services for processing **before census date** otherwise financial liability incurred.

**Student Registration Check list for data entry**

<b>Item</b>	<b>Status</b>
Student Name	<input type="checkbox"/>
Student Number	<input type="checkbox"/>
Student Course Completion	<input type="checkbox"/>
Registration form received	<input type="checkbox"/>
Credit Load	<input type="checkbox"/>
Local/International	<input type="checkbox"/>
Status-Active	<input type="checkbox"/>
FEE Help/ Upfront	<input type="checkbox"/>
Tax File number has been provided	<input type="checkbox"/>
Payment Received	<input type="checkbox"/>
Student is has no outstanding fees	<input type="checkbox"/>
Student has not failed units in previous and has to repeat a unit	<input type="checkbox"/>
If Paid Proceed	
Major Studies selection	<input type="checkbox"/>
General Studies selection	<input type="checkbox"/>
Associated studies selection	<input type="checkbox"/>
Electives	<input type="checkbox"/>
Signatures (HOD and Student)	<input type="checkbox"/>
Processed	<input type="checkbox"/>
Invoice Raised in MYOB	<input type="checkbox"/>
Receipt Issued	<input type="checkbox"/>
CAF collected to be send to ATO	<input type="checkbox"/>

**Delivery**

**authority and responsibility matrix for Enrolments and Registration:**

<b>Responsibility</b>	<b>Staff Position</b>
Application and audition process	Recruitment Officer (Louise O'Sullivan )



Completion of Enrolment Form and Supplying CAF with TFN where applicable	Enrolling Student
Enrolment Process Enrolment process and record of all students	Registrar (Nara Krum), Associate Registrars (Tuk Talanak and Debbie Lawrence)
Overseeing: registration process, workflow staff, timetabling and scheduling	Registrar (Nara Krum) Associate Registrars (Tuk Talalak and Debbie Lawrence)
Providing Timetable information to Student Services	HoDs and Course Coordinators
Entering timetable information and creating final timetable	Associate Registrar (Debbie Lawrence)
Advising students that registrations are commencing	Student Services Staff
Attending Registration when required	Registering Student
Production of all registration forms, processing and registering units in paradigm, producing invoices for upfront paying students for Arts Management, Classical and Music Theatre	Associate Registrar (Tuk Talalak and Debbie Lawrence)
Registration Processing, registering units in paradigm , producing invoices for upfront paying students for Contemporary Department	Student Officers and Course Coordinators
Registration Processing, registering units in paradigm , producing invoices for upfront paying students for Audio	Course Coordinator
Registration Processing, registering units in paradigm , producing invoices for upfront paying students for Composition	Course Coordinator

### Regulatory compliance

Provider type	legislation	accrediting authority
Higher Education Provider (HEP) <i>degrees, diploma of music, postgraduate awards</i>	Higher Education Support Act (HESA) 2003	Commonwealth Department of Education, Employment and Workplace Relations
CRICOS <i>All international students in high school and higher education</i>	Education Services for Overseas Students (ESOS) Act 2000	higher education = Higher Education directorate NSW DET & VET = VETAB
Registered Training Organisation (RTO) <i>Certificates for High School</i>	Vocational Education and Training Act 2005 No 100	Vocational Education & Training Accreditation Board (VETAB)
NSW High School <i>NSW HSC &amp; Certificates</i>	Education Act 1990 (NSW). Registered and Accredited Individual Nongovernment Schools (NSW) Manual	NSW Board of Studies



## **Dissemination of information**

This protocol is available on the AIM staff resource page

## **Implementation**

The implementation of the policy will be monitored by the Registrar and will commence for Registration for 1, 2008

## **Procedure management**

Will be carried out by Registrar and Student Services

## **Attachments**

An Enrolment Form is available in the following folder:

\\Aimsbssvr\company\Tutti\Admin\_Student Services\OFFICE GENERAL\FORMS\Student Forms\UPDATE FORMS

Registration forms are available for each Semester in the following folder:

\\Aimsbssvr\company\Tutti\Admin\_Student Services\OFFICE GENERAL\Registration

## **Related policies and procedures**

Admission Policy AIM.PA.01