1. **Purpose**

To set out the responsibilities of Students who wish to enrol in ACER Higher Education Courses for the purpose of Auditing a Unit or Course.

2. **Scope**

This policy applies to all Staff Members and Students.

3. **Definitions**

See [Glossary of Terms](#).

4. **Legislation and related documents**

Affirmative Action (Equal Employment Opportunity for Women) Act 1986 (C’wealth)
Disability Discrimination Act 1992 (C’wealth)
Equal Opportunity Act 1995 (Vic)
Racial Discrimination Act 1975 (C’wealth)

[ACER Student Policies](#)

[Australian Qualifications Framework (AQF) 2nd edn. (Jan 2013)](#)

[Disability Discrimination Act – Education Standards 2005](#)

[Higher Education Standards Framework (Threshold Standards) 2015](#)

[TEQSA Information Sheet: eLearning and compliance with the Threshold Standards](#)

[TEQSA Guidance Note: Course Design](#)
5. **Requirements and procedures for admission to a Unit for Auditing purposes**

To be considered for admission to a Unit or Course for Auditing purposes, offered by the Institute, a candidate needs to:

i. download and complete the Audit Application Form from the ACER Institute website www.acer.edu.au
ii. submit the completed form to the Enrolment Officer at courses@acer.edu.au
iii. pay the required fee

6. **General enrolment rules**

6.1 **Enrolment in Units or Courses**

A Student may enrol in a Unit or Course for Auditing purposes provided that:

i. the conditions for enrolment specified for that Unit or Course are satisfied;
ii. the Unit or Course is not already fully subscribed;
iii. the Unit or Course attracts sufficient Students to enable its delivery;
iv. the Student is not suspended, excluded or expelled from the Institute as the result of a previous action;
v. there are appropriate and sufficient personnel and resources to enable the delivery of the Unit or Course.

A Student enrolled in a Unit or Course in contravention of the conditions for enrolment shall be withdrawn from the Unit or Course unless permitted by the Director to remain enrolled.

6.2 **Restrictions**

i. a Student will normally be entitled to attend specified sessions only. No assessment of Student work will occur.
ii. a Student may not qualify for admission to an Award Course on the basis of completing Audited Units.
iii. a Student may not gain credit on the basis of completing Audited Units.
iv. a statement of participation may be provided, but no certification will be provided for participation in or completion of Audited Units.
iv. The Cunningham Library may be used on payment of the membership fee.

6.3 **Withdrawal from Units or Courses**

i. a Student may withdraw from a Course without financial penalty provided such withdrawal is made before the commencement of the Course. See also ACER PP3110 Course Rules
ii. a Student who withdraws from a Course after the Census Date but without obtaining an Approved Leave of Absence will have their
enrolment lapsed and will forfeit all tuition fees. Once enrolment has lapsed, the Student will need to re-apply for enrolment.

iii. a Student may apply to withdraw from a Course late without financial penalty through application to the Course Coordinator, and providing the reasons for withdrawal.

iv. if an application for late withdrawal from a Course without financial penalty is Approved, the Student will be deemed to have withdrawn from the Course and shall be recorded as “Approved withdrawal” on the enrolment record.

7. Refusal of enrolment in Units or Courses

A Student may be refused enrolment in a Unit or Course through Misconduct, suspension, exclusion or expulsion from the Institute as a consequence of failing to comply with ACER PP3110 Course Rules

8. Awareness of Policy

The Director will take reasonable steps to disseminate and explain this policy to Staff Members and Students who may be affected by it.

The policy will be available online at

http://courses.acer.edu.au/students/policies

9. Version Control

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Maintained by: Director ACER Institute
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Review: November 2018
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