

	Minimum Enrolment Policy & Procedure
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Related documents	<ul style="list-style-type: none"> • CCA Attendance Policy. • CCA Assessment Policy. • Directed Individual Study Policy & Procedure. • Concurrent Study Policy & Procedure. • RPL Policy

Purpose

The purpose of this policy is to recommend the minimum student enrolments for a face to face class to be offered in a semester.

Policy

Campion College will make every effort to run all units of study and programmes as advertised. However the offer of particular units or programs is dependent on resources and staff being available.

Should enrolments in a face-to-face unit of study or programme fall below 5 students it will be subject to review by the Dean of Studies, the President and the Registrar.

The Dean of Studies may declare such a unit or program ‘non-viable’, and recommend the Academic Board that the unit of study or programme be cancelled.

In the case of a cancellation, Campion College will:

- a. Propose an alternative unit of study to students;
- b. Refund any up-front paid tuition fees;
- c. Propose that the unit be offered in Directed Individual Study mode in accordance with policy.

In exceptional cases and where the unit of study involves the use of a laboratory, the Dean of Studies may grant the student permission for concurrent study at another institution.