

FORMALISATION OF ENROLMENT

The purpose of this procedure is to clearly define the enrolment process for international students.

ENROLMENT DEFINITION

The admission of an individual applicant is at the discretion of the CEO. In exercising this discretion, we will be guided by the following objectives:

1. There should be a reasonable expectation that anyone admitted to a program of study will be able to fulfil the learning objectives of the program and achieve the standard required for an award available within the program and student is provided full information before enrolment.
2. The ability to successfully complete and benefit from a program should be the basic criteria for Admission.
3. In considering each individual applicant for admission to a course, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the course. The procedures followed should ensure equality of opportunity for all applicants, not only in the interest of social justice but to harness the development of the scarce supply of talent.
4. There shall be no discrimination against any applicant in relation to age, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class.
5. Our policies on anti-discrimination will be taken into consideration;
6. Except where a course has been approved for delivery in another language, we must satisfy ourselves that the applicant has sufficient command of the English language to complete satisfactorily the course of study.

An application for enrolment is not considered an enrolment until the full process listed below has been completed.

ENROLMENT PROCESS

Each person applying for enrolment in a course of study with us, will be required to:

1. Apply for enrolment in the qualification of their choice (including RPL if applicable); and
2. Undertake an initial skills assessment (Refer to the Initial Skills Assessment Policy).

ENROLMENT ACCEPTANCE RTO

When the CEO has determined to accept the application of the prospective learner, the learner will be provided with:

1. A letter of offer;
2. An invoice for the initial fee payment; and
3. A payment plan for the remainder of the fee.

Applications for enrolment will not be considered or accepted by persons under the age of 18 years.

PROSPECTIVE LEARNER

When the learner has read and agreed to the terms and conditions of the letter of offer and wishes to enrol, they are to:

1. Sign and return the acceptance of the letter of offer; and
2. Pay the initial fee payment.

ENROLMENT CONFIRMATION

When we have received the signed acceptance of offer and payment of the initial fee, we will provide the learner:

1. With a Confirmation of Enrolment (CoE) as generated through PRISMS; and
2. The provisions for sharing personal information.

This document should be read in conjunction with:

1. Fee Management Policy; and
2. Privacy Policy