

Formalisation of Enrolment Policy/Procedure

Process

1. Prospective student submits Application for Enrolment form
2. If the application is accepted, a Letter of offer and Acceptance of Offer Letter is sent to the student / student representative
3. Student signs Acceptance of Offer Letter and sends back to the college
4. Student is enrolled upon receipt of Agreement and monies
5. Confirmation of Enrolment (CoE) is sent to student

Formal Acceptance and Agreement

1. Course details include:

- Course name
- CRICOS Code
- Commencement date

2. Itemised list of monies includes:

- Course fees
- Application Fees
- Overseas student health cover(OSHC)
- Accommodation fees (if applicable)
- Airport pick-up fee (if applicable)

3. Acceptance of terms and conditions includes acknowledgement of:

- information in relation to refunds of course money
- circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition
- the student's obligation to notify the registered provider of a change of address while enrolled in the course.
- The colleges' refund policy

Documents relevant to this standard

- Application Form
- Letter of Offer
- Acceptance of offer
- Confirmation of Enrolment (CoE)
- Cancellation and Refund Policy
- Terms and Conditions