

## Admissions

## Policy

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<b>Issue Date:</b>	<b>Issue History:</b>
August 2014	Initial release (V1.0)
September 2015	Reviewed (V1.0)
November 2016	Updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance and Elicos removed
February 2018	Reviewed (V1.2)

<b>Policy Title</b>	<b>Admissions</b>
<b>Purpose</b>	<p>This policy is in place to ensure that Cambridge International College (WA) Pty Ltd has appropriate Admission criteria and that CIC recruits students in an ethical and responsible manner including ensuring that each prospective student's qualifications, experience, English language proficiency and any course credit or RPL is appropriate for the course they have applied for.</p> <p>This policy also ensures that if the application is accepted, CIC will enter into a Written Agreement with the student which makes clear all the obligations of CIC and the student including services to be provided, fees payable, information about refunds and knowledge of the College attendance and academic progress policies.</p>
<b>Scope</b>	<p>The policy relates to all student applications and staff that are responsible for the assessment of student applications, and the issuing of written agreements.</p>
<b>Policy Statement</b>	<p><b>Assessment of Student Application</b>          CIC is committed to having a robust application assessment process with appropriate Admissions criteria. CIC will not enrol students with incomplete applications or who do not have study rights in Australia. CIC will not accept any payment from an applicant prior to having received a signed written agreement.</p> <p><b>Admission criteria</b>          Admission criteria for each course of study will:</p> <ul style="list-style-type: none"> <li>• be appropriate for the Qualification Standards level of the course of study and required learning outcomes;</li> <li>• ensure that students have adequate prior knowledge and skills to undertake the course of study successfully</li> <li>• have met the English proficiency requirements</li> </ul> <p>The Admissions criteria for each course are established by CIC's VET Academic Faculty in line with the requirements of the training package and visa requirements .</p> <p><b>Younger Students</b>          CIC will not accept enrolment of international students who are under the age of 18 at the time of the commencement of their studies in the case of onshore students, and at the time of their arrival in Australia in the case of offshore students.</p> <p><b>Qualifications and Experience</b>          The applicant's academic qualifications and experience will be assessed against the Admission criteria for the course of study. The application will be approved by the Admissions Department under delegated authority from the VET Academic Faculty.</p> <p><b>English Language Proficiency</b>          The applicant's English Language Skills will be assessed against the Admissions criteria. English skills need to be of a level that will enable the student to communicate effectively on arrival in Australia, participate in CIC classes and achieve expected learning outcomes.</p>

	<p><b>Assessing English proficiency</b></p> <p>*All English proficiency certification must be current ie within the last 2 years of the date of application</p> <p>* English proficiency criteria are an IELTS score of 5.5 [general] or equivalent. All bands within the overall IELTS score must be a minimum of 5.0.</p> <p>*Successful completion of EAP [English for Academic Purposes]</p> <p>*Direct entry from the successful completion of any other Elicos programme where it is confirmed that the student has exited with an equivalent score of 5.5 IELTS</p> <p>*Equivalent scores from PTE and /or TOEFL – as listed on</p> <p><a href="https://www.ets.org/toefl/institutions/scores/compare/">https://www.ets.org/toefl/institutions/scores/compare/</a>  <a href="http://pearsonpte.com/institutions/scores/">http://pearsonpte.com/institutions/scores/</a></p> <p><u>Offer and Acceptance of a place</u></p> <p>Each student that satisfies the admission criteria will be offered a place via a Written Agreement. The Written Agreement between CIC and the student sets out the services to be provided, fees payable and information in relation to refunds of course money (refer to refund policy).</p> <p>The CIC International Student Written Agreement will:</p> <ul style="list-style-type: none"> <li>• Identify the course(s) in which the student is to be enrolled;</li> <li>• Identify any conditions on the student's enrolment such as any pre-requisite course or attainment of a certain level of English language proficiency;</li> <li>• Provide an itemised list of course money to be made payable by the student and the payment structure/schedule;</li> <li>• Set out the length of each study period for the course for the location and the tuition fees for each study period for the course for the location;</li> <li>• Will not require more than 50% of the student's total tuition fees for a course before the student has begun the course;</li> <li>• Will include a statement that says a student can pay full fees if they wish to, but they are not required to pay more than 50% up front, except in the case of short courses of 25 weeks or less.</li> <li>• Provide information in relation to refunds of course money including             <ul style="list-style-type: none"> <li>○ the refund requirements that apply if the student defaults in relation to a course at a location;</li> <li>○ amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider);</li> <li>○ processes for claiming a refund;</li> </ul> </li> <li>• Set out the circumstances under which personal information about the student may be shared between CIC and the Australian Government and designated authorities. This information includes personal contact details, course enrolment details and changes, and any circumstance of suspected breach by the overseas student of a student visa condition; and</li> <li>• Advise the student of their responsibility to notify CIC of a change of address while enrolled in their course(s).</li> </ul>
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	<ul style="list-style-type: none"> <li>• Advise the student of the need to understand the attendance and academic progress policies</li> <li>• Provide a plain English explanation of what happens in the event of a course not being delivered; and</li> <li>• Provide a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.</li> <li>• Advise students, that in the event of a course not being delivered by CIC, CIC will refund the course fees or under the Tuition Protection Service will arrange a refund or transfer as per the TPS Framework.</li> </ul> <p>The CIC Written Agreement needs to be signed or otherwise accepted by the student prior to, or at the same time as, any money for tuition fees are paid.</p> <p>The Confirmation of Enrolment (CoE) will not be prepared and issued until the Written Agreement has been accepted by the student and relevant fees paid to CIC.</p>
<b>Related Policy and Procedures</b>	Marketing Information and Practice Policy and Procedures Student Engagement before Enrolment Policy and Procedures Student Support Policy and Procedure Education Agent Policy and Procedures Transfer Between Register Provider Policy and Procedures Fees and Charges Policy and Procedures Refunds Policy and Procedures Admissions Procedure
<b>Related Forms:</b>	Enrolment Variation Form
<b>Policy Owner and Delegated Authority</b>	Admissions Manager Director of Studies – Melbourne, Perth
<b>Approved by</b>	CEO
<b>Approved Date</b>	August 2014
<b>Definitions</b>	
<p><b>Enrolment Fee:</b>            The fee payable, set out in the student enrolment, to make an application to study a course at CIC. The enrolment fee is a non-refundable fee covering the cost of registration; the enrolment fee is subject to change.</p> <p><b>Certified:</b>            An original document or stamped certified copy of the document needs to be sighted by CIC Admissions department.</p> <p><b>Verified</b>            The CIC Admissions department will verify the quality and authenticity of the document.</p> <p><b>Course:</b>            A structured and integrated program of education, usually consisting of a number of units of study leading to the award of a qualification.</p> <p><b>Course Fees:</b>            The money received by CIC for providing the course to the student and includes:</p> <ul style="list-style-type: none"> <li>• Tuition fees.</li> <li>• Any amount received by CIC that must be paid to a registered health benefits organisation on behalf of the student.</li> <li>• Any other amount the student has paid, directly or indirectly, to CIC in order to undertake the course e.g. material fee.</li> <li>• A non-refundable fee covering the cost of registration.</li> </ul>	

- A non-refundable airport reception and accommodation booking fee (where applicable).
- Fees are subject to change.

**ESOS Act:**

The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.

**Full-time:**

The normal amount of study for a particular course, which is approved by the accrediting authority for the course.

**National Code 2018:**

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, established pursuant to Part 4 of the ESOS Act, as amended from time to time.

**Principal Course:**

The main course or program of study to be undertaken by a student where a student visa has been issued for multiple courses of study. The principal course or program of study would normally be the final course or program of study where the overseas student arrives in Australia with a student visa that covers multiple courses.

**Student:**

A student who is enrolled at CIC and includes both prospective students and enrolled students who are 'overseas students' as defined in the National Code 2018 and hold student visas as defined by the ESOS Act.

**Tuition Fees:**

The fees for enrolment in a course determined by CIC and advised in the Written Agreement, as being the tuition fees for the course.

**Course Money:**

Course fees and application fees.