

## Admissions

## Procedure

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| Issue Date:    | Issue History:   |
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| Procedure Title | Admissions  |
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| Procedure       | <p>This procedure 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 and/or RPL is appropriate for the course they have applied for. This procedure also ensures that any proposed changes to a student's enrolment are appropriately assessed against the Admissions criteria and processed appropriately and any changes to prospective or existing student personal details are recorded accurately.</p> <p><b><u>New Students</u></b></p> <p>The following steps are to be followed for student admission:</p> <p><b><u>Step 1 – Receive the Completed International Student Application Form.</u></b></p> <p>The Admissions Department (AD) ensures that ALL required fields have been completed, including the student's date of birth and details of all current and completed studies with accurate dates and course providers. The Admissions Department will then make sure that the application includes:</p> <ul style="list-style-type: none"> <li>a a completed application form appropriately signed by the applicant;</li> <li>b certified copies of academic qualifications and transcripts (in English);</li> <li>c verified copies of English language proficiency results (where appropriate); and</li> <li>d a certified copy of the passport (main page and visa page where appropriate).</li> </ul> <p><b><u>Step 2 – Review of completeness of the Application and Documentation</u></b></p> <p>The Admissions Department staff will confirm that the documents submitted by the student have been fully completed, signed and are supported by appropriately certified documentation.</p> <p>Admissions Department staff will also check the student visa conditions and if required, provide the student with advice regarding any other supporting documentation needed with their application including:</p> <ul style="list-style-type: none"> <li>❖ If the student provides the visa grant number, verify the student visa status through VEVO (Visa Entitlement Verification Online);</li> <li>❖ If there are any changes in the student visa status e.g. cancellation, refusal etc., contact the student via phone or email to request an updated visa for study purposes;</li> </ul> |

- ❖ Collect relevant evidence for the visa cancellation or refusal;
  - ❖ If a student is unable to provide a valid reason for his/her visa cancellation, the admissions department will cancel the student application with CIC
- If there is any doubt about a student's claimed academic credentials, the Admissions Department staff will contact the issuing institute for verification of the documents.

### **Step 3 – Assess English Language Proficiency**

To satisfy the English Language Proficiency requirement the applicant must meet the English language admissions criteria. If the English language qualification is more than two years old, the applicant will require to submit new evidence of meeting the English proficiency criteria.\*

If the applicant's current English language proficiency is not sufficient for course entry and the prospective student requires further English language training, this will be included in the Written Agreement as a condition of the offer, eg. The offer is conditional on the applicant meeting the English level requirements.

If the student does not successfully meet the English language requirement within the expected timeframe, the student may apply to CIC to extend the English Language training. The course deferment will be processed according to the Deferring, Suspending or Cancelling the Student's Enrolment Policy and Procedure.

#### **Assessing English proficiency**

\*All English proficiency certification must be current ie within the last 2 years of the date of application

\* 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.

\*Successful completion of EAP [English for Academic Purposes]

\*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

\*Equivalent scores from PTE and /or TOEFL – as listed on

<https://www.ets.org/toefl/institutions/scores/compare/>

<http://pearsonpte.com/institutions/scores/>

### **Step 4 – Student enrolment application accepted.**

For each student that satisfies the established admission criteria and is approved, the Admissions staff will issue a Written Agreement. The acceptance process is as follows:

- The applicant is sent the Written Agreement and details for payment of tuition and other fees to the student prior to written agreement acceptance.
- The student accepts the offer by returning the signed Written Agreement.
- CIC receives the signed Written Agreement.
- The student pays the tuition fees.

**Step 5 – Student Records**

Within 10 business days of receiving the signed written Agreement, the Admissions Department enter the following enrolment details into PRISMS:

- the student's full name and gender,
- date of birth, country of birth and nationality,
- student address
- Mobile phone number
  - Landline phone number (if available)
  - Email address
  - Agent details
- Start and end date of course (taking account of any course credit)
- unique identifier of the student's course and its location,
- the amount of tuition fees that CIC has received (including the start and end dates for the period to which this amount relates)
- the amount of non-tuition fees received
- the total amount of tuition fees in accordance with the written agreement
- OSHC details (if arranged by CIC)
- Onshore or offshore applicant
- if the student has undertaken an English language test, the name of the test and the score the student received for the test
- if the student was in Australia, the number of the student's passport
- if the student holds an Australian visa, the number of the visa.
- Details of fees
  - o Prepaid tuition fees
  - o Prepaid non-tuition fees
  - o Total fees
- Any applicable conditions

□ Any applicable credit exemptions

Once entered into PRISMS, a copy of the CoE is sent to the student and their agent.

**Enrolment Variations**

After an enrolment has been processed, students may at any time apply to vary their course selection or apply for advanced standing.

For a change in course, the student will complete and lodge the enrolment variation with their changed preferences to the Admissions team.

As the student will have been assessed for academic and English language proficiency, the Admissions team will assess and process the application if accepted by applying steps 3-5 above including sending the student a revised Written Agreement which must be signed by the student and returned to the College before the enrolment variation can be processed. When this occurs, a revised CoE will be issued.

If the application does not satisfy the entry requirements, the student will be advised that the variation will not be approved.

**Student Records**

CIC will keep appropriate records of all prospective and enrolled students. CIC will maintain records of all the personal information items noted in Step 5

**Student Records.**

CIC will ensure that at least every six months, it confirms student details and update records for any changes. CIC will comply with this requirement by confirming that student details are accurate as part of the enrolment in units every second term.

**Staff Training**

Internal training sessions will be conducted and on the job training supplied to individual staff to ensure staff have understanding of this procedure.

**Admissions Manager**

The Director of VET Education will ensure that the Course entry criteria requirements are appropriately established.

The Admissions Manager will ensure that Admissions team consistently complies with this procedure and all applicable regulatory and legislative requirements including the ESOS Act.

**Quality Assurance**

CIC will conduct an internal audit at least annually to confirm that:

- i. all staff consistently comply with this procedure and all applicable regulatory and legislative requirements including the ESOS Act and
- ii. The procedure complies with all applicable regulatory and legislative requirements including the ESOS Act.

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| <b>Related Procedure:</b> | Admissions Policy<br>Marketing Information and Practice Policy and Procedures<br>Student Engagement before Enrolment Policy and Procedures<br>Student Support Policy and Procedure<br>Education Agent Policy and Procedures<br>Transfer Between Register Provider Policy and Procedures<br>Fees and Charges Policy and Procedures<br>Refunds Policy and Procedures   |
| <b>Procedure Owner:</b>   | Admissions Manager   |
| <b>Approved by:</b>       | CEO  |
| <b>Approved Date:</b>     | August 2014  |
| <b>Definitions</b>        |  |
| <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.   |
| <b>Certified:</b>         | An original document or stamped certified copy of the document needs to be sighted by CIC Admissions department.   |
| <b>Verified</b>           | The CIC Admissions department will verify the quality and authenticity of the document.  |
| <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.  |
| <b>Course Fees:</b>       | The money received by CIC for providing the course to the student and includes: <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> <li>• A non-refundable airport reception and accommodation booking fee (where applicable).</li> </ul> Fees are subject to change. |
| <b>Full-time:</b>         | The normal amount of study for a particular course, which is approved by the accrediting authority for the course.   |
| <b>National Code:</b>     | 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.   |
| <b>Principal Course:</b>  | 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.  |

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| <b>PRISMS</b>        | The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers.                             |
| <b>Student:</b>      | 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 and hold student visas as defined by the ESOS Act. |
| <b>Course Money:</b> | Course fees and application fees.  |