

**Formalisation of Enrolment
Policy**

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August 2014	Initial release (V1.0)
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Policy Title	Formalisation of Enrolment Policy
Purpose	<p>This policy upholds the principle that all prospective students seeking to enrol with Cambridge International College (WA) are treated fairly and equitably and provides a procedure for staff in relation to assessing overseas student applications for admissions, and the issuing of an offer and acceptance agreement.</p> <p>CIC has open, fair and transparent policy that is based on clearly defined entry requirement for making decisions about the selection of CIC prospective students.</p>
Scope	<p>This policy ensures that the obligations and rights of CIC and the student are clearly set out including the course money payable and services CIC is obliged to provide students. The procedure relates to staff responsible for assessing of Overseas Student applications for Admission.</p>
Policy	<p>CIC is committed to:</p> <ol style="list-style-type: none"> a. A broad and flexible framework for the student admission process in VET b. An efficient and equitable student admissions process for applicants which includes suitable adjustment for applicants who have been disadvantaged in educational experience but who demonstrate potential to succeed; c. The enrolment and admission process will have reliability and transparency; d. A commitment to maximising student success in academic study; e. Compliance with ESOS Act threshold on enrolment/admission and course entry. f. Decisions related to academic entry requirements, will be made by appropriately qualified staff. Staff will be trained on and have a good understanding of the ESOS Act. <p>Enrolment Conditions:</p> <ol style="list-style-type: none"> 1. CIC does not accept the enrolment of overseas students who are under 18 years old at the time of commencement of their studies for onshore and/or under 18 years of age at the time of arrival to Australia for offshore students. 2. Each overseas student will be offered and must sign the CIC Acceptance Agreement prior to or at the same time as any money for tuition fees is paid to CIC. 3. The Enrolment Acceptance Agreement between CIC and the overseas student sets out the services to be provided, fees payable and information in relation to refunds of course money. (Refer to refund policy) 4. The CIC international student enrolment form must be signed and returned to begin the enrolment process and before acceptance of any tuition fees. 5. The CIC International Student Enrolment Acceptance Agreement will: <ol style="list-style-type: none"> 5.1 Identify the course(s) in which the overseas student is to be enrolled; 5.2 Identify any conditions on the overseas student's enrolment such as any pre – requisite course or attaining a certain level of English Language Proficiency; 5.3 Provide an itemised list of course money payable by the overseas student and the payment structure/Schedule; 5.4 Set out the circumstances under which personal information about the overseas student may be shared between CIC and the Australian Government and designated authorities and, if relevant, the TAS and The ESOS Assurance Fund Manager. This information includes personal contact details, course enrolment details and changes, and the circumstances of any suspected breach by the overseas student of a student visa condition; and 5.5 Advise the overseas student of their responsibility to notify CIC of a change of address while enrolled in the course (s). 6 CIC will also include in the Agreement the following information, consistent with the requirements of the ESOS Act 2000, in relation to refund of course money in the case of an overseas student and provider default;

	<p>6.1. Amounts that may or may not be repaid to the overseas student (including any course money collected by CIC agent on behalf of CIC)</p> <p>6.2. Processes for claiming a refund;</p> <p>6.3. CIC will write a plain English explanation of what happens in the event of a course not being delivered in CIC brochures and Student handbook</p> <p>6.4. CIC provides guarantee for overseas student in case of CIC in the event of a course not being delivered, in such a case CIC will refund the course money or under the TAS protection will arrange the refund or transfer as per TPS framework.</p> <p>6.5. CIC will write the following statements in its acceptance agreement;</p> <p>i. "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under the Australian's consumer protection laws".</p> <p>ii. "In the unlikely event that CIC is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within two weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement."</p> <p>7. CIC will not process any incomplete applications for students who do not have study rights in Australia.</p>
Related Policy and Procedure:	Marketing information Policy Student support Policy and Procedure Education Agent Policy Transfer Between Register Provider Policy
Related Forms	Enrolment form
Policy owner and delegated authority	Admissions Manager
Approved by	CEO Admissions Manager
Approved Date	August 2014
Definition (if any)	

Enrolment Fee:

The fee payable, set out in the Student Enrolment to make an Application to study the Course at Cambridge International College (WA). The Enrolment Fee is a non-refundable fee covering the cost of registration; The Enrolment Fee is subject to change.

Course:

A structured and integrated program of education, usually consisting of a number of units of study leading to the award of qualification.

Course Fees:

The money received by Cambridge International College (WA) for providing the Course to the Student and includes:

☐☐ Tuition fees,

☐☐ Any amount received by Cambridge International College (WA) that must be paid to a registered health benefits organisation on behalf of the Student; and

☐☐ Any other amount the Student has paid, directly or indirectly, to the Institute in order to undertake the Course e.g. material fee.

☐☐ A non-refundable fee covering the cost of registration, and

☐☐ 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:

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 Cambridge International College (WA) 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.

Tuition Fees:

The fees for enrolment in a Course determined by the Institute and advised in the Letter of Offer, as being the tuition fees for the Course.

Course Money:

Course Fees and application fees

