

Student Engagement before Enrolment Policy

Table of Contents

1. Purpose
2. Scope
3. Policy
4. Related Policy and Procedures
5. Policy Owner and Delegated Authority
6. Approval Personnel
7. Approval Date
8. Definitions

Issue Date:	Issue History:
August 2014	Policy approved (V1.0)
September 2016	Reviewed and updated related to VET (V1.1)
August 2017	Reviewed and Revised (V1.2) Director of Quality Assurance removed

Policy Title	Student Engagement before Enrolment Policy
Purpose	This policy is designed to ensure that all individuals who gain entry into an AQF qualification have the appropriate skills and abilities required to be successful in their studies. This policy provides a framework to ensure that admission of student into Cambridge International College (WA) programs of study are supported by fair, transparent, consistent and timely procedures that are in line with the CIC core values.
Scope	The policy applies to admissions of all international student operations at the Cambridge International College (WA) and cross-institutional enrolments..
Policy	<p>This policy supports 'Standard 2 – Student Engagement Before Enrolment' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' and PRS 6.1 of higher education threshold standards 2011.</p> <p><i>Prior to accepting a student, Cambridge International College (WA) will provide, in print or through referral to CIC website current and accurate information regarding the following:</i></p> <ol style="list-style-type: none"> a. The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable b. The course content and duration, qualification offered if applicable, modes of study and assessment methods c. Campus locations and a general description of facilities, equipment, and learning and library resources available to students. (See CIC website) d. Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies. (See CIC website for refund policy) e. Information about the grounds by which the student's enrolment may be deferred, suspended or cancelled. f. A description of the ESOS framework made available electronically by DIBP, and g. Relevant information on living in Australia, including: <ol style="list-style-type: none"> i. Indicative costs of living ii. Accommodation options, and iii. Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred. <p>CIC have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.</p> <p>All prospective students of CIC will be informed about their relationship with CIC, which includes:</p> <ol style="list-style-type: none"> i. Written agreement before enrolment and issue of eCoE. ii. CIC obligations iii. Student obligations and rights. iv. Student has access of information about all fee and charges, conditions of enrolment, refunds, and costs of involved in studying with CIC. v. Tuition protection Scheme (TPS) arrangement information will be given before student enrolment as pre – enrolment information. <p><i>Assessment of English Language Proficiency</i></p> <p>A student will be required to have attained English Language Skills of a level that will enable him/her to communicate effectively on arrival in Australia; and to be able to</p>

	<p>participate in classes when commencing at CIC. Assessment of English Language proficiency will be generally be made by:</p> <ul style="list-style-type: none"> - Academic results and study qualification completed in English language - Information attained form sitting a formal English test (IELTS or TOFEL) - Successfully completed English language course, General English or English for Academic Purpose (ELICOS). <p>Student Rights under ESOS Framework: The ESOS framework protects a student's rights including:</p> <ol style="list-style-type: none"> a. His/hers right to receive, before enrolling, current and accurate information about the course, fee, mode of study and other information from CIC and CIC Education agents. b. His/hers right to sign a written agreement with CIC before, or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money (refer to fee refund policy). The student should keep copy of the written agreement. c. His/hers to get the education that is paid for. The ESOS framework includes consumer protection that will allow the student to receive a refund or to be placed in another course if CIC is unable to teach the course. d. Student right to know: <ol style="list-style-type: none"> i. How to use the CIC support services. ii. Who the contact officer or officers are for overseas students. iii. If the student can apply for course credit when the enrolment can be deferred, suspended or cancelled. iv. What CIC's requirements are for satisfactory course progress in courses chosen? v. Attendance will be monitored for VET courses vi. How student can access CIC complaints and appeals process. <p>Student Responsibilities All an overseas student on a student visa, he/she have responsibilities to:</p> <ol style="list-style-type: none"> a. Satisfy his/her student visa conditions b. Maintain his/her Overseas Student Health Cover (OSHS) for the period of his/her stay in Australia. c. Meet the terms of the written agreement with CIC d. Maintain satisfactory course progress e. Maintain satisfactory attendance requirement f. Fee tuition fee and other charges on time.
Related Policy and Procedure:	Marketing information Policy Formalisation of Enrolments Policy and Procedure Transfer Between Register Providers Education agent Policy
Policy owner and delegated authority	Admissions Manager Marketing Department Director of Studies
Approved by	CEO Director of VET Education
Approved Date	August 2014
Definition (if any)	
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
DIBP	Department of Immigration and Border Protection.

ESOS	Education Services for Overseas Students Act 2000.
International Student:	A person holding an Australian student visa, enrolled in a CRICOS registered course at Cambridge International College (CIC) on shore.
National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
PRISMS	Provider Registration and International Students Management System.
Course	Program of Education or Training defined as a course in the ESOS Act.