

## **Enrolment Policy and Procedure**

### **1. Rationale**

This policy aims to ensure that Ozford English Language Centre (Ozford) support students in adjusting to study and life in Australia, achieving their learning goals and making satisfactory progress towards the learning outcomes of the course, and to ensure an efficient process of enrolment is conducted that satisfies the needs of both the students and Ozford.

See also: Ozford (General) Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy & Procedures

### **2. Scope**

This policy applies to all Ozford staff and students who are currently enrolled or intending to enrol.

### **3. Policy**

- 4.1 All students enrolling at Ozford deserve a smooth transition into student life in Australia with minimum disruption and maximum support.
- 4.2 A register of enrolment will be maintained that contains, for each student: their names, age and address, the name & contact details of any emergency contacts of the student, the date of enrolment and where applicable, the date the student ceases to be enrolled. The enrolment register must be accurate and kept up to date.
- 4.3 Ozford provides a range of support to students to adjust to study and life in Australia. Please refer to Student Welfare Support Policy and Procedure for further information.
- 4.4 A range of legislation is applicable to all staff and students. It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times.
- 4.5 Ozford has an open entry enrolment policy.
- 4.6 Preference in enrolment is primarily determined by the applicant's date of enrolment.
- 4.7 The Terms and Conditions of enrolment take into account the requirements of laws relating to Ozford's registration, international students, privacy, discrimination and equal opportunity. Students with disabilities will be considered for enrolment along with all other eligible applicants.
- 4.8 All students enrolling at Ozford deserve a smooth transition that enables them to become part of Ozford with minimum disruption and maximum support. This policy sets out information to assist Students and their families with the College admissions and enrolment processes.
- 4.9 Ozford will not actively recruit an international student where this conflicts with its obligations under Standard 7 (Overseas student transfers).

4.10 Ozford will not receive, in respect of an international student or intending international student, more than 50% of the student's total tuition fees for a course before the student has begun the course. Unless either of the following choose to pay more than 50% of the student's, or intending student's, total tuition fees for a course before the student has begun the course:

- the student;
- a person who is responsible for paying those fees; or
- the course has a duration of 25 weeks or less.

#### 4. Procedure

4.1 Students will be provided with information about Ozford services, the admission requirements and their accommodation options as part of their pre-enrolment materials before applying for enrolment at Ozford.

4.2 Applicants who wish to apply for admission are required to submit an Application with all required supporting documents

4.3 The Admissions staff will process applications in order of receipt.

4.4 All applications received will be recorded, and an initial assessment undertaken in accordance with the College's admission requirements. If the student does not meet the English language level requirements, or documentation is not complete, the application will not be processed and the applicant will be informed.

4.5 Applications will be assessed ensuring rigorous selection processes are followed and students will be accepted if:

- Genuine temporary entrant criterion for the student visas are met.
- English language requirements are met
  - General English: Beginners and above
  - English For Academic Purposes (EAP): Minimum Level 1 or IELTS 4.0
  - English for Secondary School Preparation: Beginners and above
- For international students under the age of 18 years, accommodation and welfare requirements are met.

4.6 For international students transferring from another provider, the Transfer between Registered providers policy and procedure requirements are met.

4.7 If an overseas student is under the age of 18, the student's welfare must be maintained for the duration of their stay in Australia as a student visa condition. Students will be provided with options before enrolment at Ozford that include:

- Ozford takes no CAAW responsibility. The student will stay in Australia with a parent or a '**nominated guardian**' approved by the Department of Home Affairs, who can be the overseas student's parent, person who has legal custody, or an eligible relative who is aged over 21 and is of good character who has a visa to stay in Australia for the duration of the student visa or until the student turns 18; **or**

- Ozford takes CAAW responsibility – The student will be required to accept the accommodation, support and general welfare arrangements that have been approved by Ozford. In this case, Ozford will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for welfare responsibility until students are 18 years of age.
- 4.8 The Head of Student Services has responsibility for deciding whether or not Ozford will take CAAW responsibility for the student. The Head of Student Services has been delegated this role by the PEO and the Executive Management team.
- 4.9 International Students who are currently enrolled at another registered provider and wish to transfer to Ozford must provide evidence of completion of the first 6 months of their principle course at the original registered provider unless;
- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
  - the original registered provider has provided a written letter of release
  - the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or
  - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.]
  - any other form of supporting documents to proof that the student has completed 6 month principle course.
- 4.10 For international students, the College will issue a written agreement (Terms and Conditions of Enrolment) with the student or intending overseas student, that must be signed by the student, concurrently with or prior to accepting payment of any fees. The written agreement will meet the requirements of the ESOS Act and the National Code.
- 4.11 If the student or intending student is under 18 years of age, the enrolment agreement or written agreement (Terms and Conditions of Enrolment) must be signed by the student's parent(s) or legal guardian(s).
- 4.12 Once the student accepts an offer and the tuition fee is paid, a Confirmation of Enrolment (CoE) will be issued to the student. The student will then apply for a Student Visa.
- 4.13 Students are advised to report to Ozford on the course commencement date as stated on the Student Offer Letter, once a Student Visa has been issued.
- 4.14 The successful applicants are provided with a Pre-Enrolment Guide before they enrol at Ozford. It provides them with information on how best to prepare themselves to study at Ozford and for international students, the expectations of life in Australia. A copy is also available on Ozford website. The applicants are also advised to report to the college on the orientation date.

- 4.15 Student details are entered into the Student Management system as Future Students. These include: Student Name, Date of Birth and Overseas Address.
- 4.16 If the student does not arrive within 14 days of the scheduled commencement date, Ozford will notify the Department of Education (DoE) via Provider Registration and International Students Management System (PRISMS) of student default. If the student subsequently commences the course, Ozford will notify the DoE via PRISMS that the student has commenced. If the student does not commence the course, the student's enrolment will be cancelled. For further information within respect to student defaults and cancellations, please refer to the Ozford (General) Refusal, Deferral, Suspension and Cancellation of Enrolment Policy and Procedures.
- 4.17 If the student arrives on the specified date, the student will complete the orientation and enrolment process.
- 4.18 The student then commences his or her studies with Ozford.

## **5. Feedback**

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.