



## OZFORD COLLEGE

CRICOS No. 02427A Registered School No. 2016

### Admissions Policy and Procedures – International Students

#### 1. Rationale

This policy has been developed to meet the requirements of the VRQA Minimum Standards and with Standard 2 of the National Code – Student Engagement Before Enrolment.

Oxford must ensure that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought – documented procedures must be in place.

#### 3. Scope

This policy applies to all Oxford's prospective and existing students.

#### 4. Policy

Oxford College has an open entry enrolment policy. Preference in enrolment is primarily determined by the applicant's date of enrolment. Oxford's terms and conditions of enrolment take into account the requirements of laws relating to the school registration, international students, privacy, discrimination and equal opportunity. Students with disabilities will be considered for enrolment along with all other eligible applicants.

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

- Minimum age requirement that the student is aged 13 years and over is met.
- Genuine temporary entrant criterion for student visas are met.
- Academic entry requirements are met
- English language requirements are met

Admissions Officers shall assess applications in a timely manner using the procedures outlined below, ensuring that adequate evidence has been provided.

#### 4.1 Academic Entry Requirements

4.1.1 All applications must meet the following application requirements:

##### Minimum Academic Entry Requirements\*

<u>Year Level</u>	<u>Academic Level</u>
Year 10	Satisfactory completion of the equivalent of Australian Year 9
Year 11	Satisfactory completion of the equivalent of Australian Year 10
Year 12	Satisfactory completion of the equivalent of Australian Year 11

\*On a case by case basis, students who may not have fully met entry requirements but can demonstrate competency in key learning areas may be interviewed and considered.

Equivalent to Australian Year 9 results from home country (using Country Profiles from AEI website or email AEI for details of school systems in the relevant country and the equivalent of Australian year levels and academic records).

## 4.2 English Language Entry Requirements

### 4.2.1 All applicants must meet English Entry Requirements

4.2.2 English language skills must be at least equivalent to overall band IELTS 5.0 or IELTS 4.0 plus a maximum of 40 weeks of Ozford's ELICOS course or successful completion of Intermediate level at Ozford English Language Centre.

## 4.3 Transfers from another provider

Students must complete the first 6 months of their principle course (proof must be provided) 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.

For further information regarding transfer between registered providers, please refer to Transfer Between Registered Providers Policy.

## 5. Procedures

5.1 On receipt of the Student application, complete 'General Student Enrolment Checklist – Overseas Student Application'.

5.2 All applications received shall be recorded, and an initial assessment undertaken.

5.3 If the student does not meet the academic and English language level requirements, or documentation is not complete, the student will be referred back to the Agent or the student if there is no agent involved.

5.4 If the student meets the academic and English language level requirements, an Offer Letter and a Student Acceptance Agreement will be issued.

- Special attention should be paid to the following items when generating the Offer Letter:
  - i. Full Name; Family and Firm's Name
  - ii. Date of Birth
  - iii. Year level for which the offer has been generated
  - iv. Start date
  - v. Completion date (always 31 December for Ozford College)
  - vi. Admissions Officer must be named correctly

- The Admissions Officer will also check the following:
  - i. Visa processing time for the country of origin
  - ii. The duration for English for High School Preparation should be at least 12 weeks. However, for certain country levels, this will be adjusted accordingly.
  - iii. Students can start at the beginning of each term except for Year 12
  - iv. Student's academic records meet admission requirements
  - v. Student's age is 13 years or over
  - vi. Check if students have completed the first 6 months of their principle course (this is only applicable to students who are on-shore)
  - vii. Genuine temporary entrant criterion for student visa requirements

- 5.5 Ozford will only issue an Offer Letter and Student Acceptance Agreement to successful applicants.
- 5.6 Selection decisions and the reasons for those decisions shall be recorded so that they can be reviewed, communicated to applicants and used for review and research purposes.
- 5.7 On acceptance of the offer, the applicant shall complete a Student Acceptance Agreement and pay the tuition fees as specified on the payment schedule.
- 5.8 Upon receiving documents in 5.4, Ozford will issue eCoE (Electronic Confirmation of Enrolment). This will be sent to the applicant and/or their agent.
- 5.9 If the applicant accepts an offer and does not enrol, DIBP shall be notified and the confirmation of enrolment (COE) will be cancelled via PRISMS within 5 working days of student default.

### High School Payment Schedules

#### 2017 Payment Due Dates

Semester Payment	Semester Start	Semester End	Due Date
SEMESTER 1, 2017	31/01/2017	16/06/2017	16/09/2016
SEMESTER 2, 2017	03/07/2017	01/12/2017	24/03/2017

For details please refer to the Ozford Website:

<http://www.ozford.edu.au/services/payment-due-dates/>