

## ADMISSIONS AND ENROLMENT POLICY AND PROCEDURES

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This policy and procedure has been developed to set out the admissions and enrolment process to ensure that Oxford College complies with VRQA Minimum Standards, Standards 1, 2, 5, 6 and 7 of the National Code 2018 and the Guidelines for the Enrolment of Overseas Students Aged Under 18 Years.
<b>Responsible Officer</b>	Head of Admission
<b>Associated documents</b>	Student Acceptance Agreement & Terms and Conditions of Enrolment Anti-Discrimination Policy Anti-Bullying & Harassment Policy Diversity, Cultural safety and Equity Policy Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedures Student Support & Services Policy & Procedures Younger Students and Homestay policy and procedure Transfer between Registered Providers Policy and Procedures

### 1. RATIONALE

This policy has been developed to meet the requirements of the VRQA Minimum Standards, Standards 1, 2, 5, 6 and 7 of the National Code 2018 and the Guidelines for the Enrolment of Overseas Students Aged Under 18 Years.

Oxford College (the College) has a selection process that ensures that the students recruited can achieve their learning goals and make satisfactory progress towards meeting the learning outcomes of the course. This enrolment policy has been established to comply with all applicable State and Commonwealth laws including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law.

The College has an efficient process of enrolment that satisfies the needs of both students and the College. As part of this process, the College ensures that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought with documented procedures in place.

Oxford recruits students for Years 10-12. All students that Oxford takes CAAW responsibility for are at least 13 years of age at the time of commencing homestay accommodation.

### 2. SCOPE

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

An Applicant is deemed to be an Australian domestic student if the applicant is:

- an Australian citizen, or
- an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visas)

Applicant is deemed to be an international student if the applicant is:

- a temporary resident (visa status) of Australia, or
- a resident or citizen of any other country.

As Ozford is a Senior Secondary High School, there is no requirement for parents/guardians to present an immunisation status certificate before enrolment can be finalised.

### **3. POLICY**

- 3.1 Ozford College has an open entry enrolment policy.
- 3.2 Preference in enrolment is primarily determined by the applicant's date of enrolment.
- 3.3 The 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.
- 3.4 All students enrolling at Ozford deserve a smooth transition that enables them to become part of the College with minimum disruption and maximum support. This policy sets out information to assist Students and their families with the College admissions and enrolment processes.
- 3.5 The College will not actively recruit an international student where this conflicts with its obligations under Standard 7 (Overseas student transfers).
- 3.6 The College 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.

#### **Domestic Student Admission Requirements**

- 3.7 Applications will be assessed ensuring rigorous selection processes are followed and students will be accepted if:
  - ⌚ The student is an Australian citizen, or an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visas)
  - ⌚ A student must reach the minimum age of 15 at commencement of the course.
  - ⌚ Academic entry requirements are met

#### **International Student Admission Requirements**

- 3.8 Applications will be assessed ensuring rigorous selection processes are followed and students will be accepted if:
  - ⌚ A student must reach the minimum age of 15 at commencement of the course. (*Note: Minimum age requirement that the student is aged 13 years and over for homestay accommodation is met by this requirement.*)
  - ⌚ Genuine temporary entrant criterion for the student visas are met (for international students only).
  - ⌚ Academic entry requirements are met

- Ⓟ English language requirements are met
  - Ⓟ For international students under the age of 18 years, accommodation and welfare requirements are met.
  - Ⓟ For international students transferring from another provider, the Transfer between Registered providers policy and procedure requirements are met.
- 3.9 As Ozford is a Senior Secondary High School, there is no requirement for parents/guardians to present an immunisation status certificate before enrolment can be finalised.
- 3.10 Applications will be assessed in a timely manner using the procedures outlined below. Students and their families should ensure that adequate evidence has been provided to support the application.

### Academic Entry Requirements

3.11 All applications must meet the following academic 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 the academic entry requirements but can demonstrate competency in key learning areas may be interviewed and considered.

### English Entry Requirements

3.12 All international applications must meet one of the following English requirements:

- Ⓟ Overall band of IELTS 5.0 (or equivalent) or,
- Ⓟ Overall band of IELTS 4.0 (or equivalent) plus a maximum of 40 weeks of Ozford's ELICOS course or,
- Ⓟ Successful completion of Intermediate level at Ozford English Language Centre/other NEAS quality-endorsed centre or
- Ⓟ For entry into Year 10, successful completion of Australian Year 9 English or equivalent or,
- Ⓟ For entry into Year 11, successful completion of Australian Year 10 English or equivalent or,
- Ⓟ For entry into Year 12, successful completion of VCE English Unit 2.

### Accommodation and welfare requirements for students under 18 years of age

- 3.13 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

Oxford. In this case, Oxford will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for welfare responsibility until students are 18 years of age.

- 3.14 Oxford will take all reasonable enquiries and be satisfied that the student will be at least 13 years of age at the time of commencing in homestay accommodation before:
- ⌚ entering an agreement or arrangement for the provision of homestay accommodation to an international student; or
  - ⌚ issuing a Confirmation of Appropriate Accommodation Welfare (CAAW) form to the Department of Home Affairs in circumstances where homestay accommodation will be provided to an international student.
- 3.15 The Head of Student Services has responsibility for deciding whether or not Oxford 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.
- 3.16 International Students who are currently enrolled at another registered provider and wish to transfer to Oxford 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.

### **Course Credit**

- 3.17 The College complies with the Victorian Curriculum and Assessment Authority (VCAA) Students with overseas qualification recognition process or if they are transferring from an Australian school.
- 3.18 The VCAA has a policy and process for assessing and recording recognition of prior learning (RPL) and granting and recording course credit for VCE or VCAL.( [Pages - Credit towards the VCE \(vcaa.vic.edu.au\)](https://www.vcaa.vic.edu.au/Pages/Credit-towards-the-VCE.aspx)). Course credit approved by the VCAA will not result in any change in course duration.
- 3.19 Students must apply to the VCAA, through the College. The College will assist students with this application.
- 3.20 The decision to assess prior learning or grant course credit is made by the VCAA who has the responsibility for preserving the integrity of the award to which it applies and complying with requirements of the underpinning educational framework of the course.
- 3.21 If the VCAA grants course credit, the College will provide the student with a written record of the course credit. This is provided as part of VCE enrolment process by the High school coordinator.

### **Enrolment agreement**

- 3.22 For domestic students, the College will issue an enrolment agreement (Terms and Conditions of Enrolment) with parents or guardians which complies with all State and Commonwealth laws,

including the Australian Consumer Law. The agreement must be publicly available and covers, at a minimum:

- ⌚ codes of conduct for students, and parents and guardians
- ⌚ fees
- ⌚ educational services provided
- ⌚ the grounds on which the agreement may be terminated

3.23 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.

3.24 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).

### **Admissions and Enrolment systems**

3.25 The College maintains an admissions system where all applications are recorded and processed.

3.26 The College maintains a student management system that is a current and up to date register of enrolments. The student management system contains the following information and allows for accurate data collection for census purposes:

- ⌚ the student's name, age and address
- ⌚ the student's Victorian Student Number (VSN)
- ⌚ the name & contact details of any parents or guardian of the student
- ⌚ the date of enrolment and where applicable
- ⌚ the date the student ceased to be enrolled (if applicable).

3.27 The College ensures that all applications are recorded in PRISMs and the international student data is kept accurate in the PRISMS system.

## **4. PROCEDURES**

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

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

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

4.4 All applications received shall be recorded, and an initial assessment undertaken in accordance with the College's admission requirements.

### **Course credit**

4.5 If the student wishes to apply for course credit. The College will:

- ⌚ Assist the student with completion of the VCAA Application for credit towards VCE/VCAL form and collation of supporting evidence.
- ⌚ The Principal will certify copies of Statements of Attainment and/or certificates. Students should be aware that original documents must not be submitted and all documents must be in English.

- 🕒 Submit the application and supporting evidence to the VCAA.
- 🕒 Once VCAA has assessed the application, advise the student of the outcome of the course credit application.
- 🕒 If the course credit is granted, the High School Coordinator will provide confirmation in writing.

### **Domestic students process**

- 4.6 For domestic students, student must supply their birth certificates or evidence of permanent residence and academic records.
- 4.7 Selection decisions and the reasons for those decisions shall be recorded so that they can be reviewed, communicated to applicants and used for review purposes.
- 4.8 If the student does not meet the academic requirements, or documentation is not complete, the application will not be processed and the applicant will be informed.
- 4.9 If the students satisfies the entry requirements, An Offer Letter and Student Acceptance Agreement will be issued. The following items will be included in the Offer Letter:
  - 🕒 Full Name
  - 🕒 Date of Birth
  - 🕒 Year level for which the offer has been generated
  - 🕒 Start date
  - 🕒 Completion date (always 31 December for Ozford College)
  - 🕒 Domestic Enrolment high school fees
  - 🕒 Any conditions of acceptance
- 4.10 On acceptance of the offer, the applicant shall complete a Student Acceptance Agreement which sets out the Terms and Conditions (see Appendix 1) and pay the tuition fees as specified on the payment schedule.
- 4.11 A copy of the offer letter and signed student agreement will be saved electronically and in a student's file

### **International students process**

- 4.12 For international student applications, an assessment check is undertaken with reference to the appropriate home country authority (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).
- 4.13 If the student does not meet the academic and English language level requirements, or documentation is not complete, the application will not be processed and the applicant will be informed.
- 4.14 If an international student is under the age of 18, Ozford will check with students' parents during enrolment if student will:
  - 🕒 stay in Australia with 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 your student visa or until the student turns 18; or
  - 🕒 stay in accommodation, support and general welfare arrangements that have been approved by Ozford College. In this case, Ozford College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.



- 4.15 If the parents would like Ozford to issue a CAAW letter, Ozford will provide parents with two options where CAAW can be approved:
- ⌚ Option 1: Students' parents give permission for students to physically reside with a homestay organized by Ozford or
  - ⌚ Option 2: Students to physically reside with a carer nominated by the parents and approved by Ozford.
- 4.16 For either Option 1 or 2, the Younger student and Homestay Policy and Procedures must be implemented before a homestay arrangement can be approved.
- 4.17 The Head of Student Services has a delegation from the PEO and the Executive Management team to decide whether or not the College accepts CAAW responsibility for a student. Once the accommodation arrangement is approved, the Head of Student Services will confirm that appropriate arrangements are in place by completing a Confirmation of Appropriate Accommodation and Welfare declaration (CAAW), using the pro forma letter available through Provider Registration and International Students Management System (PRISMS), which is to be submitted by the student as part of the visa application; and advise in writing of the approval using the pro forma letter available through PRISMS.
- 4.18 For students with a student visa that covers multiple courses, Ozford will approve the welfare of students who are enrolled in the course offered by Ozford, as covered by the period of the Confirmation of Enrolment (CoE) plus 7 days before and after the CoE dates, using the pro forma letter available through PRISMS.
- 4.19 If the student meets the admission requirements, an Offer Letter and a Student Acceptance Agreement will be issued. The following details will be included in the Offer Letter and Student Acceptance Agreement:
- ⌚ Full Name; Family and Firm's Name
  - ⌚ Date of Birth
  - ⌚ Year level for which the offer has been generated
  - ⌚ Start date
  - ⌚ Completion date (always 31 December for Ozford College)
  - ⌚ The name of the Admissions Officer
  - ⌚ Any conditions of acceptance
  - ⌚ If the overseas student is under 18 years of age and transferring from another provider:
    - o the transfer date for welfare arrangements must ensure there is no gap; and/or
    - o inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.
- 4.20 Selection decisions and the reasons for those decisions shall be recorded so that they can be reviewed, communicated to applicants and used for review purposes.
- 4.21 On acceptance of the offer, the applicant shall complete a Student Acceptance Agreement and pay the tuition fees as specified on the payment schedule.
- 4.22 Upon receiving the signed Student Acceptance Agreement and required tuition fee, an eCoE (Electronic Confirmation of Enrolment) will be issued to international applicants for student visa purposes.

4.23 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.

#### **Non- commencement**

4.24 If an international applicant accepts an offer and does not commence on the schedule commencement date, the confirmation of enrolment (COE) will be cancelled via PRISMS within 10 working days of student default.

4.25 The Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy and Procedures are followed for the cancellation of enrolment.

#### **Post Enrolment Support**

4.26 Ozford has a Student Support and Services Team designated to support students during their transition to study in Ozford. Please refer to the Student Support & Services Policy & Procedures for further information.

#### **5. Feedback**

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



## Appendix 1: Terms and Conditions

### Domestic Students

The terms and conditions for domestic students will include at a minimum:

- ⌚ outline the course or courses in which the student is to be enrolled
- ⌚ codes of conduct for students, and parents and guardians
- ⌚ fees
- ⌚ list any conditions imposed on the student's enrolment
- ⌚ educational services provided
- ⌚ the grounds on which the agreement may be terminated

### International Students

The terms and conditions for international students will include at a minimum:

- ⌚ codes of conduct for students, and parents and guardians
- ⌚ outline the course or courses in which the student is to be enrolled, the expected course start date, the location(s) at which the course will be delivered, the offered modes of study for the course, including compulsory online and/or work-based training, placements, and/or other community-based learning and/or collaborative research training arrangements
- ⌚ outline any prerequisites necessary to enter the course or courses, including English language requirements
- ⌚ list any conditions imposed on the student's enrolment
- ⌚ list all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences)
- ⌚ provide details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply
- ⌚ set out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988
- ⌚ outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals)
- ⌚ state that the student is responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees
- ⌚ only use links to provide supplementary material
- ⌚ sets out the refund requirements that apply if the student defaults in relation to a course at a location ie.
  - o the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or

- o the student withdraws from the course at the location (either before or after the agreed starting day); or
- o the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:
  - o the student failed to pay an amount payable to the provider for the course;
  - o the student breached a condition of his/her student visa;
  - o misbehaviour by the student (Note: the student is entitled to natural justice under subsection 47A(3)).
- ⌚ amounts that may or may not be repaid to the overseas student (including any tuition and non-tuition fees collected by education agents on behalf of the registered provider)
- ⌚ processes for claiming a refund
- ⌚ the specified person(s), other than the overseas student, who can receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act
- ⌚ a plain English explanation of what happens in the event of a course not being delivered, including the role of the TPS
- ⌚ a statement that “This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies”.
- ⌚ If the overseas student is under 18 years of age and transferring from another provider:
  - o the transfer date for welfare arrangements must ensure there is no gap; and/or
  - o inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements take effect.