



ENROLMENT POLICY

1. Applicable Standards

National Code of Practice for Providers of Education and Training to Overseas Students 2018; Clause: 2.1 – 2.2 & 3.1 – 3.6 & 8.5

2. Overview

This Policy sits within the Enrolment Phase of the Student Journey.

3. Purpose

To ensure that:

AMA College provides pre-enrolment information to enable intending overseas students and overseas students to make informed decisions about our service provision, and to ensure these students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

4. Definitions

In this Policy, these terms have the same meaning as defined in the Education Services for Overseas Students Act 2000:

Accepted student means an AMA College student (whether within or outside Australia):

- a) who is accepted for enrolment, or enrolled, in a course provided by the provider; and
- b) who is, or will be, required to hold a student visa to undertake or continue the course.

Intending overseas student means a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming, an overseas student.

Overseas student means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations.

In this Policy, these terms have the same meaning as defined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018:

Confirmation of Enrolment means a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.



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Provider Registration and International Student Management System means the system used to process information given to the Secretary of the Department of Education and Training by registered providers.

5. Policy

5.1 AMA College will, prior to accepting an overseas student or intending overseas student for enrolment in a course, make comprehensive, current and plain English information available to the overseas student or intending overseas student on;

- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable,
- the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods,
- course duration and holiday breaks,
- the course qualification, award or other outcomes,
- campus locations and facilities, equipment and learning resources available to students,
- the details of any arrangements with another provider, person or business who will provide the course or part of the course,
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and AMA College's cancellation and refund policies,
- the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled,
- the Education Services for Overseas Students Framework, including official Australian Government material or links to this material online,
- as defined by AMA College Policy 6.03; Younger Overseas Students, AMA College will not enter into a written agreement with an overseas student or an intending overseas student where that person is under the age of eighteen years of age at the time of signing such written agreement, and



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- accommodation options and indicative costs of living in Australia.

5.2 AMA College will assess each overseas student's English language proficiency, educational qualifications or work experience to ensure it is sufficient to enable them to enter the course. Students will need to be able to meet AMA College's eligible criteria, including:

5.2.1 A minimum educational qualification equivalent to senior secondary education at the Year 12 level of the Western Australian Certificate of Education.

5.2.2 Proof of suitable English Language Proficiency, being the International English Language Testing System (IELTS) examination (Academic) with a minimum total band score of 5.5 and minimum score of 5.0 in each of the four components of listening, reading, writing and speaking. Test results must be no older than two years (24 months) old when students start the course at AMA College.

In this, AMA College is guided by the Department of Home Affairs benchmarks, which aligns with VISA requirements. Current information on these are listed at:

<http://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>

5.2.3 Be older than the age of eighteen years of age at the time of signing their written agreement with AMA College. As AMA College will not be accepting students under 18, there will be no requirement for parent or legal guardian approval.

5.2.4 Provide documentary evidence meeting the above criteria with the application.

Students seeking to compare their existing level of qualification with an Australian qualification can apply for an educational assessment from the Government of Western Australia's Overseas Qualification Unit. The results of this assessment may be included with your application. <http://www.migration.wa.gov.au/services/overseas-qualification-unit>

5.3 AMA College will enter into a written agreement with an overseas student or intending overseas student, signed or otherwise accepted by the student, concurrently with or prior to, accepting payment of tuition fees or non-tuition fees. The written agreement be written in plain English and will:

5.3.1 meet the requirements of the Education Services for Overseas Students Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018,



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5.3.2 in addition to all requirements within the Education Services for Overseas Students Act 2000, the written agreement will:

5.3.2.1 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,

5.3.2.2 outline any prerequisites necessary to enter the course or courses, including English language requirements,

5.3.2.3 list any conditions imposed on the student's enrolment,

5.3.2.4 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 Education Services for Overseas Students Act 2000, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences),

5.3.2.5 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,

5.3.2.6 set out the circumstances in which personal information about the student may be disclosed by AMA College, the Commonwealth, including by the Tuition Protection Service, or state or territory agencies, in accordance with the Privacy Act 1988,

5.3.2.7 outline AMA College's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals),

5.3.2.8 state that the student is responsible for keeping a copy of the written agreement as supplied by AMA College, and receipts of any payments of tuition fees or non-tuition fees, and

5.3.2.9 only use links to provide supplementary material.

5.4 AMA College will include in the written agreement the following information, consistent with the requirements of the Education Services for Overseas Students Act 2000, in relation to refunds of tuition fees and non-tuition fees in the case of the default of AMA College or the student:

5.4.1 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 AMA College,

5.4.2 processes for claiming a refund,



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5.4.3 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 Education Services for Overseas Students Act 2000,

5.4.4 a plain English explanation of what happens in the event of a course not being delivered, including the role of the Tuition Protection Service, and

5.4.5 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”.

5.5 include a requirement that the overseas student or intending overseas student must, while in Australia and studying with AMA College, notify AMA College of his or her contact details, including;

5.5.1 the student’s current residential address, mobile number (if any) and email address (if any),

5.5.2 who to contact in emergency situations, and

5.5.3 any changes to those details, within 7 days of the change.

5.6 AMA College will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student.

5.7 AMA College will clearly outline and inform the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

6. Policy Links

This Policy should be read in conjunction with the following AMA College Policies:

- 1.01 Marketing, Advertising and National Logo Usage Policy
- 2.03 Overseas Student Transfer Policy
- 2.04 Recognition of Prior Learning and Course Credit Policy
- 2.05 Refund Policy
- 3.01 Age and Culturally Appropriate Information Policy
- 3.06 Schools, ELICOS and Foundation Programs Policy
- 3.07 Higher Education Course Progress Policy
- 4.01 Modes of Delivery Policy
- 6.03 Younger Overseas Students Policy
- 6.04 Tuition Protection Service Policy



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7. Policy Documents

2.01 Enrolment Procedure

8. Policy Review and Implementation

The Principal Executive Officer (PEO) is accountable for the implementation of this Policy. The General Manager Vocational Education and Training is responsible for the implementation of this Policy, and may delegate responsibilities for elements of this Policy. Where this occurs, this delegation must be recorded within this document. This Policy is to be reviewed on an annual basis, or more frequently as required, with revisions detailed in the section below.

Date of Issue and Revision	Description of Amendment	Reviewed (Quality Manager)	Authorised (General Manager)
July 2018	Initial Registration	Peigi Hinton	Jan Norberger