

## Student Enrolment Policy

### Policy Overview

The Student Enrolment Policy at St George and Sutherland Community College (SGSCC) outlines the processes and standards for enrolling students into courses and programs offered by the college. This policy ensures that enrolment practices are transparent, consistent, and equitable, and comply with relevant regulatory requirements, including those for domestic and international students.

### Purpose and Rationale

The purpose of this policy is to:

- **Ensure Fairness and Equity:** Provide clear guidelines for the enrolment of students to ensure fairness and equity in the selection and admission processes.
- **Comply with Regulatory Standards:** Align with the requirements set by the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the RTO Standards 2025, and other relevant legislation.
- **Facilitate Informed Decision-Making:** Ensure that prospective students receive accurate and comprehensive information to make informed decisions regarding their enrolment.

### Policy Statement

SGSCC is committed to fair and transparent enrolment practices that provide accurate information, uphold student rights, and support informed course selection. Enrolment processes ensure compliance with Standards 2.1 and 2.2 of the Outcome Standards and ESOS requirements for overseas students.

### Procedures and Implementation

#### 1. Enrolment Process:

- **Application Submission:**
  - Prospective students must complete and submit an enrolment application form, either online (VETEnrol) or in-person, by the specified deadlines.
- **Eligibility and Admission Criteria:**
  - Eligibility for enrolment is assessed based on the specific course entry

requirements, including any prerequisite qualifications, work experience, or language proficiency (for international students).

- For certain courses requiring work placement, Police Check and Working With Children Check will be needed to determine the suitability of the applicant.

- **Recognition of Prior Learning (RPL):**

- Students may apply for Recognition of Prior Learning (RPL) as part of their enrolment process. The RPL assessment will be conducted in accordance with SGSCC's RPL policy.

- **Offer of Enrolment:**

- Successful applicants will receive an Offer of Enrolment, detailing the course start date, fees, and any conditions of enrolment.
- For international students, the offer will also include details related to visa requirements and conditions as per the Education Services for Overseas Students (ESOS) Act 2000.

## 2. Acceptance and Payment:

- **Acceptance of Offer:**

- Students must formally accept the Offer of Enrolment by signing and returning the acceptance form and paying the required tuition fees or deposit within the specified timeframe.
- For international students, payment of tuition fees as per the agreement is required before issuing the Confirmation of Enrolment (CoE), necessary for visa application.

- **Payment Plans:**

- Flexible payment plans may be offered to students upon request, subject to approval. These plans must be agreed upon before the commencement of the course.

## 3. Orientation and Induction:

- **Orientation Program:**

- All newly enrolled students will be required to attend an orientation session. The session will provide important information about course requirements, campus facilities, student support services, and other relevant college

policies.

- International students will receive additional orientation on living and studying in Australia, including information on safety, cultural norms, and legal requirements.

#### 4. Deferrals and Withdrawals:

##### ○ Deferral of Enrolment:

- Students may request to defer their enrolment to a later date. Such requests must be made in writing and will be assessed based on the college's deferral policies and procedures.

##### ○ Withdrawal from Course:

- Students wishing to withdraw from a course must submit a written request. The college's refund policy will apply to all withdrawals, and any outstanding fees must be settled before processing the withdrawal.

#### 5. Record Keeping:

##### ○ Maintaining Records:

- SGSCC will maintain accurate records of all enrolments, including applications, LLN test, RPL assessments, payments, and correspondence related to the enrolment process on Student Management System (VETTRAK and VTDOCs).
- Records will be kept in accordance with the Privacy Act 1988 and SGSCC's data management policies.

## Applicability and Responsibilities

### • Who does this policy apply to?

- This policy applies to all prospective and current students of SGSCC, including domestic and international students.
- It also applies to all staff involved in the enrolment process, including administrative, academic, and support staff.

### • Who is responsible?

- **Student Support Officer:** Responsible for processing enrolment applications, assessing eligibility, and issuing Offers of Enrolment.

- **Student Services Team:** Responsible for providing pre-enrolment information, conducting orientation sessions, and offering support during the enrolment process.
- **Compliance Officer:** Ensures that the enrolment process adheres to all relevant regulatory requirements, including the ESOS framework and RTO standards.

## References

- **National Code of Practice for Providers of Education and Training to Overseas Students 2018:** Governs the enrolment process for international students, including the requirements for written agreements, visa conditions, and student support.
- **RTO Standards 2025:** Provides guidelines on the management of enrolment processes and ensuring equitable access to education.
- **Education Services for Overseas Students (ESOS) Act 2000:** Legislative framework protecting the rights of international students studying in Australia.
- **Privacy Act 1988:** Ensures that all student records and personal information are handled in accordance with national privacy standards.

This policy ensures that SGSCC maintains a consistent and compliant approach to student enrolment, supporting both domestic and international students in their educational journey.