

Policy Classification:	RTO-CRICOS
Document Owner:	Compliance Manager
Approved by:	RTO Manager

Version 1.0:	10/03/2025
Review Date:	10/03/2026

International Student Recruitment and Enrolment Policy

Purpose:

This policy outlines St George & Sutherland Community College (SGSCC)'s approach to the recruitment and enrolment of students, ensuring compliance with the Education Services for Overseas Students (ESOS) Act 2000, National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), and other relevant regulatory requirements.

SGSCC is committed to ethical, transparent, and student-focused recruitment and enrolment processes that provide clear, accurate, and up-to-date information to prospective students.

Scope:

This policy applies to:

- All prospective domestic and international students seeking enrolment at SGSCC.
- All SGSCC staff involved in the student recruitment and enrolment process.
- Education agents and third-party representatives involved in student recruitment.

Policy Statement:

SGSCC ensures that all prospective students:

- Receive accurate and clear information to make informed decisions about their course of study.
- Are recruited responsibly, with consideration of their academic suitability, English proficiency, and career goals.
- Are not misled regarding course outcomes, visa implications, or employment prospects.
- Understand their rights and obligations before and during their enrolment at SGSCC.

SGSCC commits to fair, transparent, and consistent enrolment processes for all students, including international, domestic, and students with special needs.

Procedures:

1. Recruitment and Information Provision

SGSCC must provide all prospective students with comprehensive, accurate, and current information before enrolment, including:

- Course details (including CRICOS course codes for international students).
- Entry requirements (academic and English language proficiency).
- Modes of study (face-to-face, blended, or online learning).
- Course fees, payment structures, and refund policies.
- Course duration, assessments, and learning outcomes.
- Support services available, including student welfare and learning support.
- Relevant visa conditions (for international students).

This information must be available in plain English and accessible via SGSCC's website, brochures, and

SGSCC - St George & Sutherland Community College Inc.

127-129 Sutherland Road Jannali, NSW 2226

P: 02 9528 3344 • E: enquiries@sgscc.edu.au • W: sgscc.edu.au

RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

enrolment materials.

2. Application and Enrolment Process

Step 1: Application Submission

Prospective students must submit a completed application form, along with:

- Proof of academic qualifications.
- Proof of English language proficiency (if required).
- Any recognition of prior learning (RPL) or credit transfer requests.
- A valid passport (for international students).

Step 2: Course Suitability and Eligibility Assessment

SGSCC will assess each applicant to ensure they:

- Meet academic and English language requirements.
- Have a genuine interest and understanding of the course requirements.
- Understand any visa implications and conditions (for international students).
- Are capable of completing the course successfully.

SGSCC may conduct interviews, additional assessments, or requests for further documentation as needed.

Step 3: Offer Letter and Written Agreement

If the applicant is successful, SGSCC will issue:

- A Letter of Offer outlining course details, conditions, and fees.
- A Student Written Agreement, which must be signed and returned before enrolment is confirmed.

For international students, a Confirmation of Enrolment (CoE) will be issued upon payment of initial fees.

Step 4: Enrolment Confirmation and Orientation

Once all requirements are met, the student's enrolment will be confirmed, and they will receive:

- A welcome pack with course and campus details.
- An invitation to orientation and student induction programs.

3. Entry Requirements

SGSCC ensures students meet minimum entry requirements before enrolment.

Academic Entry Requirements

Each course has specific academic entry requirements, including:

- Minimum qualifications (e.g., Year 12 completion or equivalent).
- Prerequisite courses (if applicable).
- Recognition of Prior Learning (RPL) or Credit Transfer (where applicable).

English Language Requirements (for international students)

International students must demonstrate English proficiency through:

- IELTS (or equivalent test) minimum scores as specified per course.

SGSCC - St George & Sutherland Community College Inc.

127-129 Sutherland Road Jannali, NSW 2226

P: 02 9528 3344 • E: enquiries@sgscc.edu.au • W: sgscc.edu.au

RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

- Completion of an approved English language course.
- Evidence of previous education in English.

4. Visa and Compliance Requirements for International Students

International students must:

- Hold a valid student visa (subclass 500).
- Meet Genuine Temporary Entrant (GTE) requirements.
- Maintain satisfactory course progress and attendance.
- Have valid Overseas Student Health Cover (OSHC) for their stay in Australia.

SGSCC will provide guidance and assistance regarding visa requirements but does not guarantee visa approval.

5. Recognition of Prior Learning and Credit Transfer

SGSCC allows students to apply for RPL or Credit Transfer if they have prior qualifications or experience relevant to their chosen course.

- RPL assessments must be evidence-based and aligned with the course competencies.
- Course duration may be adjusted if RPL or Credit Transfer is granted.

6. Fee Payment and Refunds

- SGSCC provides clear information on fees, payment plans, and refunds.
- Students must pay fees as outlined in their Letter of Offer and Student Agreement.
- Refund policies comply with Australian Consumer Law and the ESOS Act.
- Detailed refund conditions are provided in SGSCC's Refund Policy.

7. Enrolment Deferral, Suspension, or Cancellation

Students may apply for deferral, suspension, or withdrawal under certain conditions:

- Compassionate or compelling reasons (e.g., medical, family emergency).
- SGSCC may suspend or cancel enrolment due to misconduct, non-payment, or poor attendance.
- Any changes to enrolment are reported to PRISMS for international students.

Compliance and Monitoring:

SGSCC ensures ongoing compliance with regulatory requirements by:

- Conducting regular audits of student records.
- Providing staff training on compliance with the National Code and ESOS Act.
- Monitoring student progress and attendance for compliance with visa conditions.

Continuous Improvement:

SGSCC is committed to continuous improvement in student recruitment and enrolment by:

- Reviewing this policy annually to align with regulatory updates.
- Seeking student and stakeholder feedback to enhance recruitment processes.
- Monitoring and improving education agent performance to ensure ethical recruitment.

Contact Information:

SGSCC - St George & Sutherland Community College Inc.

127-129 Sutherland Road Jannali, NSW 2226

P: 02 9528 3344 • E: enquiries@sgscc.edu.au • W: sgscc.edu.au


RTO: 7091 • CRICOS Provider No: 03122K • NDIS Registered Provider: 4050004600 • ABN: 89 753 440 576

For any inquiries related to recruitment and enrolment, contact:

George Da Silva – Program Manager International

SGSCC - St George & Sutherland Community College

 127-129 Sutherland Road, Jannali, NSW 2226

 (02) 8543 7407

 gdasilva@sgscc.edu.au

 sgscc.edu.au