

STUDENT ADMISSION AND ENROLMENT PROCEDURE

Document Title	Student Deferral, Suspension and Cancellation Procedure
Code	SP005
Version	2.0
Responsible Officer	PEO
Date Approved	19 May 2017
Date to Review	19 May 2019
Date Implemented	15 June 2017
Approved by	Management Team
Stakeholders	All Scots current and potential stakeholders

1. Purpose and Scope

Scots English College (Scots) will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of all students for admission into Scots' courses.

2. Procedure for Application for Admission

All students seeking admission to Scots must meet minimal entry requirements: Specific information about courses and their entry requirements is available on Scots' website, www.scotsenglish.edu.au

As additional ELICOS courses may be added to Scots' scope, it is important that students check the website for the latest version and most updated admission requirements especially for new ELICOS courses.

2.1 General Entry Requirements

To satisfy the General Entry Requirements for admission to a Scots course, an international applicant must meet the following **entry requirements**:

- At the time that they commence the course for which they have applied, International students must:
- Be over 18 years
- Understand and write the Roman alphabet

2.2 Specific Entry Requirements

- For English for Specific Purposes (ESP) courses including IELTS Preparation, Cambridge Preparation, Pearson Advanced Preparation, and English for Academic Purposes, students need to demonstrate an English proficiency level of General English Intermediate level or higher, IELTS equivalent of 5.0 or higher.
- On their first day of enrolment, all students must complete a Placement Test. Depending on a student's performance in the Placement Test, students will be placed in a class that is best suited to their entry English level.
- Students who wish to enrol directly into one of the College's ESP courses (IELTS, PTE Advanced, EAP, or Cambridge Preparation) must complete the more advanced ESP Placement Test. Students who have enrolled into an ESP course, but consequently, do not demonstrate sufficient English language ability after completing an ESP Placement Test will be required to take the General English Course until they have reached an Intermediate General English level (CEFR = B1) or IELTS 5.5 or equivalent.

3. Admission Procedure

3.1 Applications

Applications for admission to a course must be made on the prescribed form and lodged in the manner prescribed on the Scots' **Student Enrolment Form**.

3.2 Assessment of applications and verification of evidence

- a) All applications for admission to a course be assessed by a qualified Admission Officer.

- b) The Admissions Officer will assess the Statement of Purpose of Study and the whole application rigorously to ensure the student demonstrates, amongst other criteria, the Genuine Temporary Entrant (GTE) criterion as set by the Department of Immigration and Border Protection. In assessing the GTE criterion, Admissions will consider a number of factors including but not limited to:
- The contents of the applicant's Statement of Purpose
 - The applicant's age
 - The applicant's past study and employment history
 - The applicant's financial ability to support their proposed period of study in Australia
 - The applicant's ties, if any to Australia
 - The applicant's previous visa history.
- c) Where there is any doubt about the authenticity of any documentation provided, the Admission Officer may correspond with the issuer of the document and make relevant enquiries for a random check/verification.
- d) Scots also reserves the right to verify the origin and authenticity of any documents.
- e) All applications and their assessment will be validated later by the Academic Manager.
- f) Admission categories: Scots English College reserves the right to specify higher admission standards and criteria for applicants from certain high risk categories, situations and countries. These criteria may include a higher level of English requirements or other entry requirements.

3.3 Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a **Letter of Offer**. Any conditions of the offer will be clearly specified in the **Letter of Offer**.

3.4 Acceptance

- a) Applicants accept the offer of a place in the course by signing and returning a copy of the **Letter of Offer and Student Agreement** as directed. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of Scots.
- b) Once an offer is accepted, the applicant will be sent details about the course and arrangements for student orientation. If the applicant is applying for or currently on an overseas student visa, the applicant will be issued an electronic **Confirmation of Enrolment (CoE)**.

3.5 Enrolment Procedures

3.5.1 Student responsibility: Students are responsible for the following when enrolling into a course at Scots:

- a) Planning their enrolment by understanding their **Course Structure and duration**
- b) Understanding the attendance and academic progress requirements to progress to higher levels of English courses or between courses
- c) Checking that their enrolment details, including all contact information, as recorded by Scots are correct
- d) Ensuring they are correctly enrolled in their selected course in accordance with their CoE (for international students) and Letter of Offer
- e) Informing Scots if there is a change in the student's circumstances which may affect their studies or visa;
- f) Ensuring that their enrolment, complies with Australian Student Visa requirements. This includes course progression and attendance
- g) Being aware of their tuition fees liability, and paying their fees in full by the relevant instalment payment due dates as indicated on their Letter of Offer. Failure to do so will result in restrictions, cancellations or an additional late administration fee as detailed in **Student Fees and Refund Procedure**

3.5.2 Enrolment Process

- a) The Education Services for Overseas Students (ESOS) Amendment (Streamlining Regulation) Bill 2015, allows students to pay more than 50 per cent of their tuition fees before the start of their course if students wish to do so.
- b) Students must read and agree to abide by Scots' **Student Code of Conduct** by signing a copy of the Code on their Orientation Day.
- c) Students must carefully read and sign the Student Written Agreement that accompanies the Letter of Offer to formally accept a place in a course and to acknowledge their acceptance of the terms and conditions of enrolment

- d) The signed agreement must be returned to Scots via the email address admissions@scotsenglish.edu.au
- e) Students must pay their first instalment amount, admissions fee and materials fee, if applicable, as indicated on their Letter of Offer to secure their place in a course.
- f) Methods of payment are outlined on the student's Letter of Offer.
- g) Once the first instalment and additional fees, if applicable, are paid, the Admissions Officer will create an eCoE using PRISMS. A CoE is necessary for an international student to make a student visa application or to extend their student visa while studying in Australia.

3.5.3 Cancellation of enrolment

- a) A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.
- b) A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic, disciplinary grounds or for non-payment of fees.
- c) The cancellation of enrolment process will comply with the National Code and the ESOS Act.

3.6 Appeals

An applicant may appeal against a decision to refuse admission to a course. If there are demonstrable grounds as per the **Student Complaint and Appeal Procedure** a student may appeal the outcome of that decision.

4. Publication

Entry criteria and application procedures are published in the Scots website.

5. Legal and Policy Framework

- Education Services for Overseas Students (ESOS) Act 2000 The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- Privacy and Personal Information Protection Act 1998 (NSW)

6. Related Documents

- International Student Application Form
- Letter of Offer and Student Agreement
- Confirmation of Enrolment
- Student Complaint and Appeal Procedure
- Student Code of Conduct