

## **STUDENT ENROLMENT POLICY & PROCEDURE**

### **Scope**

This policy/procedure supports the following 'Standards for RTOs 2015'

- informing and protecting students (clauses 5.1 to 5.3)
- protecting pre-paid fees by students (clause 7.3)
- providing credit for prior studies (clause 3.5)

A summary of which requires SITE to 'Inform and Protect' students by providing advice to the prospective learner ensuring they receive accurate advice about a course to ensure it meets their needs before they enroll, they understand details about the course such as how long the course will take, the study requirements and assessment methods, that they understand their own rights and responsibilities as well as SITE's, as the RTO and are aware of costs, payment terms and conditions, including our refund policies.

### **Purpose**

The following procedures indicate the requirements of the enrolment agreement that is to be accepted prior to collecting course monies from students.

### **1. Prior to Application**

- All students must receive and understand the information provided for promotional materials from Stellar Institute of Education and Training including the website. This includes, but not limited to
  - Course information
    - Duration
    - Placement hours (if applicable)
    - Unit selection
  - RPL/CT policy
  - Fees and charges
  - Refund policy
  - Complaints and appeals policy
  - Complaints and appeals form
  - Privacy policy
  - Student support policy
  - Student handbook

### **2. Application Submission**

- Students to complete the SITE Application Form and submit the signed form with the appropriate supporting documentation, to Student Administration Officer for review and processing. (See SITE Student Application Form)

### 3. Application Assessment

- On receipt of the completed student application form it will be checked for completed details and supporting documentation as follows:
  - applicant signature where appropriate on the application form
  - evidence of citizenship
  - concession card (if applicable)
  - RPL and Credit Transfer
- If the application is incomplete in any way.
  - The application will be returned and the applicant advised to re-submit.
- Student's application is then assessed in accordance with the established Course Entry Requirements as detailed below
- All enrolment applications are received and assessed prior to acceptance.

### Entry Requirements for Domestic Students

- Applications are not accepted without appropriate supporting documentation. All domestic students are required to submit the following with their application form:
  - a copy of their Medicare card
  - Evidence of any concession cards, or exemption
  - CT or RPL documents if applicable (See Policy and Procedure on Course Credit and RPL)
  - any other supporting information for as previously attained qualifications

### Preferred entry Requirements for Domestic Students

- Students under 18 are not encouraged to be enrolled at SITE.
- Australian Year 11 or through relevant work experience that demonstrates ability to complete the chosen course for IV level.
- Selection is not based purely on academic performance. Relevant work experience, work samples will be considered

### 4. Enrolment

- Upon receipt of completed application a student is allocated an ID number and student file.
  - All supporting documentation is held in these files.
- Copies of any original documents submitted will be kept in the students file with the originals returned to the student.

## **5. Enrolment Amendment**

- In the case of the student requesting changes to the course application after the application has been received then an amended application is created and forwarded to the student for signature

## **6. Confirmation**

- Once acceptance documents have been received and fees paid according to the Statement of fees, a training plan and timetable is provided.

Refer:

- Standards for RTOs 2015 – Standard 5