



Student Enrolment Policy and Procedure
CRICOS

Student Enrolment Policy and Procedure (CRICOS)

Introduction

House of Learning Pty Ltd, trading as Builders Academy Australia (BAA) ensures that all International Students are provided with appropriate information to enable them to make an informed decision about studying in Australia and studying with BAA.

Purpose

To ensure that BAA recruits International Students or potential International Students on a Student Visa in an ethical and responsible manner and provides those International Students with adequate information pre-enrolment that allows them to make an informed decision about studying with BAA.

This Policy and Procedure also ensures that BAA only recruits International Students whose qualifications, career goals and English language proficiency are appropriate for the course in which they are seeking enrolment.

This Policy and Procedure is aligned with the National code of Practice for Providers 2018 Standard 2 and 3.

Scope

This Policy and Procedure applies to all International Students through the enrolment process.

Responsibilities

Marketing, Student Administration, Data Quality Officers, Student Engagement, Student Welfare Coordinator and Individual Learning Needs Officer.

Definitions

International Student means International Students or intending International Students on a Student Visa under the Migration Act 1958.

Policy Statement

BAA will ensure that it will only accept applications that meet the requirement of entry in a program for International Students.

BAA has sufficient process to ensure the quality of the enrolment process to maximize the International Student's ability to successfully complete their intended course or courses.

Procedure

This Procedure should be read in conjunction with the BAA Assessing Enrolment Applications Policy and Procedure.

The enrolment process refers to the 7 different stages in the application for enrolling into a CRICOS approved program with BAA.

These are:

1. **Enquiry**
2. **Application**
3. Assessment of Application
4. Offer and Agreement
5. Student Acceptance
6. Issuing CoE
7. Commencement of Studies

This BAA Student Enrolment Policy and Procedure covers Stages 1 and 2. The remaining Stages 3 to 7 are covered under the *Assessing Enrolment Application Policy and Procedure*.

1. Enquiry

Enquiries received from potential Students offshore or onshore via, phone, social media, word of mouth, generic emails through our website, or via an education agent who has or are willing to have, an agreement in place with BAA are received by the BAA Course Advisors.

When a prospective Student or education agent makes contact with BAA enquiring about enrolling into a program, BAA will make available to the Student in print or through referral to an electronic copy, current and accurate information regarding the following documentation at a minimum:

1. Program Information Booklet
2. Statement of Purpose
3. Student Handbook
4. Enrolment Form

This documentation includes:

- a) The course content and duration, including any holiday breaks, modes of study and assessment methods;
- b) All relevant course codes, including the CRICOS course code for each relevant CRICOS registered course;
- c) The requirements for acceptance into a course, including the minimum level of English language proficiency, and whether course credit may be applicable;
- d) Campus locations and a general description of facilities, equipment, and learning and library resources available to Students in the LMS;
- e) Details of any arrangements with another registered provider, person or business to provide the course or part of the course, if applicable.
- f) Indicative fees including advice on the potential for fees to change during the International Student's course and applicable refund policies;
- g) Qualification or another Award offered if applicable
- h) Information about the grounds on which the International Student's enrolment may be deferred, suspended or cancelled;

- i) A description of the ESOS framework, including official Australian Government material or links to this material online made available electronically by the Department of Education and Training (DET);
- j) Relevant information on living in Australia, such as:
 - i. Indicative costs of living;
 - ii. Accommodation options; and
 - iii. Where relevant, schooling obligations and options for school-aged dependents of intending International Students, including that school fees may be incurred; and

BAA has documented procedures in place and implements these procedures to assess whether the International Student's qualifications, experience, career goals, purpose of study and English language proficiency are appropriate for the program for which enrolment is sought.

For Students who have made contact directly to BAA via phone, the Course Advisor will follow up with an email including the above documentation.

Once a Student has reviewed the above documentation, they can then proceed with the enrolment application.

2. Application

Students who after reviewing all documentation provided and if necessary, consulted further with BAA staff, are able to apply for enrolment with BAA. This can be done directly by the Student or through the Education Agent via post, in person or email.

At this stage, the Student is expected to provide the following:

- Completed and signed application for enrolment. If this is not completed in full, it must be returned to the applicant (or their agent) for completion before it can be processed
- Completed Statement of Purpose
- Documentation relevant to the application such as:
 - Certified copies of their qualifications (where the original is not in English, an official translation, also certified must be provided);
 - Evidence meeting all entry requirements including English language proficiency for the course as specified in the Program Information Booklet
 - A copy of the International Student's passport (where possible, otherwise a copy of this must be provided at orientation); and
 - A copy of the International Student's Visa (where possible, otherwise a copy of this must be provided at orientation).

Stages 3 to 7 of the enrolment process are carried out by appropriate BAA staff members trained for assessing of all enrolments as per the *BAA Assessing Enrolment Application Policy and Procedure*.

Incoming Student Transfers

BAA will ensure that they do not knowingly enrol the Student wishing to transfer from another registered provider's course prior to the Student completing six (6) months of his or her principal course of study except where:

- a) The original registered provider has ceased to be registered or the course in which the Student is enrolled has ceased to be registered;
- b) The original registered provider has had a sanction imposed on its registration by the ESOS Agency that prevents the International Student from continuing their course with the registered provider;

- c) The original registered provider has provided a written letter of release and recorded the date of effect and reason for release in PRISMS; or
- d) Any government sponsor of the Student considers the change to be in the Student's best interest and has provided written support for that change.

To ensure that this does not occur, where the application appears to be from an International Student on a Student Visa who is currently enrolled with, or claims to have recently cancelled their enrolment with another provider, the Pre-Enrolment and Enrolment Team Leader must follow the following procedure for processing the application for enrolment:

- Confirm via PRISMS if the International Student has completed six (6) months of their principal course or
- The International Student is providing a valid and current Letter of Release from their provider. (if possible)

Suggestions for Identifying a Transferring Student

- An International Student who applies for enrolment onshore whose usual Visa subclass would prevent them from applying for a Student Visa onshore
- An application form states that the Student has a Student Visa and/or the applicant includes a copy of their Student Visa with the application;
- The education agent advises you that they have a Student in Australia for whom they are seeking enrolment; and/or

In any of these cases, the Pre-Enrolment and Enrolment Team Leader should assess the copy of the Student Visa to confirm the legitimacy of the application for enrolment, as well as whether the Student may require a Letter of Release.

In all circumstances where the Student is seeking to transfer, the Enrolment Team must ensure that the Student has completed at least six (6) months of his or her principal course of study **unless**:

- The original registered provider has ceased to be registered or the course has ceased to be registered;
- The original registered provider has provided a written Letter of Release;
- The original registered provider has or had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the Student from continuing his or her principal course; or
- Any government sponsor of the Student deems that a transfer is in the Student's best interest and supports the transfer request in writing.

Related Documents

- Accuracy and Integrity of Marketing Procedure;
- Course Progress Policy and Procedure;
- Deferral, Suspension and Cancellation Policy and Procedure;
- Issuing a Confirmation of Enrolment (CoE) on PRISMS Policy and Procedure;
- Registration Compliance Policy;
- Transfer Between Registered Providers Policy and Procedure;
- Assessing Enrolment Applications Policy and Procedure

Document Control			
Version	Date	Author	Change Description
1.0	1.06.2018	BAA	Creation of policy
2.0	18 February 2020	BAA	Policy review and update
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