

STUDENT ENROLMENT POLICY & PROCEDURE

Scope

This policy/procedure supports 'Standard 3' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' which states:

'Written agreements between registered providers and students set out the services to be provided, fees payable and information in relation to refunds of course money.'

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 Overseas Students through promotional materials from Yorke Institute including the website.

2. Application Submission

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

3. Application Assessment

- On receipt of the completed student application form it will be check for completed details and supporting documentation as follows:
 - applicant signature where appropriate on the application form
 - 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 Overseas Students

- Applications are not accepted without appropriate supporting documentation. All International students are required to submit the following with their application form:
 - an certified copy of their passport/visa
 - evidence of English proficiency
 - CT or RPL documents if applicable (See Policy and Procedure on Course Credit and RPL)
 - any other supporting information for as previously attained qualifications

English Language and Academic Requirements

One from each category

Category 1	Category 2
IELTS testing score of 5.5, or TOEFL score of 550	Completion of Secondary Studies in home country equivalent to Australian Year 12 qualification
Satisfactory completion of ELICOS at upper intermediate level	Completion of a Year 12 in Australia
	Completion of a recognised foundation course in Australia or other countries with a pass in all subjects

Entry Requirements for Local Students

- Australian Year 11 or through relevant work experience that demonstrates ability to complete the chosen course for Certificate III and IV level.
- Australian Year 12 for Diploma courses.
- 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
- This form , with the amended eCoE is held in the student's file

6. Confirmation

- Once acceptance documents have been received and fees paid according to the Letter of Offer, a contract is provided for the student to sign and return then an Electronic Confirmation of Enrolment (eCOE) is issued and provided to the student for inclusion in their student VISA application.
 - CoEs must only be issued in accordance with course information on CRICOS
 - CoEs must only be created for duration/cost for which the course is CRICOS registered