

STUDENT PRE-ENROLMENT INFORMATION POLICY

Scope

This policy/procedure relates to Student engagement before enrolment of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' which states:

“Registered providers recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. Registered providers ensure students’ qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought...”

Purpose

The following procedure ensures that all documents and practices for Yorke Institute contain accurate information required prior to student enrolment.

Process

Prior to accepting a student, or an intending student, for enrolment in a course, Yorke Institute provides in print (Student Pre enrolment Information Handbook) or through referral to electronic copy (See Yorke Website www.yorkeinstitute.com) current and accurate information regarding the following:

- the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable
- the course content and duration, qualification offered if applicable, modes of study and assessment methods
- campus locations and a general description of facilities, and resources available to students
- indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable refund policies
- information about the grounds on which the student’s enrolment may be deferred, suspended or cancelled
- a description of the ESOS framework made available electronically by DEEWR (see ESOS Framework www.and)
- relevant information on living in Australia, including:
 - i. indicative costs of living
 - ii. accommodation options, and
 - iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

Please refer to the Australian Government explanation of how the Education Services to Overseas Students Act 2000 works: http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf