

INTERNATIONAL ADMISSIONS PROCEDURE

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PURPOSE

To provide a procedure for staff in relation to assessing international applications for admission, and the issuing of International Student Offer and Acceptance Agreements.

SCOPE

This procedure relates to staff responsible for the assessing of international applications for admission, and the issuing of International Student Offer and Acceptance Agreements

DEFINITIONS

Item	Definition
Application for Transfer Between Registered Providers	An application by a Student for Transfer Between Registered Providers
Campus	Teaching location owned and managed by A.C.O.A.E. RTO
CRICOS:	Commonwealth Register of Institutions and Courses for Overseas Students
DIBP	Department of Immigration and Border Protection
eCoE:	electronic Confirmation of Enrolment
ESOS Act:	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time
GTE and GS:	Genuine Temporary Entrant and Genuine Student
ISA:	International Student Admissions
National Code 2007:	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, established pursuant to Part 4 of the ESOS Act, as amended from time to time
Course:	A full-time registered program of education or training registered on CRICOS for the attainment of a certificate. Defined as Course
Working Day	Monday to Saturday excluding public holidays
OSHC:	4 of the ESOS Act, as amended from time to time

ACTIONS

Under Standard 2 of the National Code 2017, 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 program for which enrolment is sought.

Prior to accepting a student, or an intending student for enrolment in a program, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the requirements for acceptance into a program, including the minimum level of English language proficiency, educational qualifications and work experience if required, and whether credit may be available.

The registered provider must have documented procedures in place and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the program for which enrolment is sought.

COURSE STUDENT APPLICATION PROCESS

Students applying are required to apply using the International Student.

Application form located on the A.C.O.A.E. RTO international students website, the Online Application on the College website. Students may apply directly either through post, email, online application system. All documentation sent with the application should be either original or certified copies.

If not certified, a request for certified documents will be inserted under Special Conditions in International Student Offer & Acceptance Agreement. Acceptance, fee payment and issuing of CoE cannot occur until certified documents are provided.

ENTRY REQUIREMENTS

Applicants must be 18 years of age at the time of the issuing of the Confirmation of Enrolment (CoE).

RECEIPT OF APPLICATIONS

On receipt of an application by A.C.O.A.E. RTO, the application forms, together with associated documents (English language reports, secondary/post-secondary studies certificates and academic transcripts) should be forwarded to the relevant international Student Support coordinator to determine whether or not the applicant meets the relevant entry requirements (as above), and whether or not an offer should be made.

ASSESSING APPLICATIONS

English and Academic Qualification Assessment

Applicants must meet the minimum English Language Requirements for entry into any of the A.C.O.A.E. RTO courses.

Students who do not quite meet the English Language requirements for their course of choice can enrol in one of our English courses.

For overseas academic qualifications, the main means of assessment is via the Australian Government AEI Country Education Profiles (CEP) online at

<https://internationaleducation.gov.au/Services-And-Resources/services-fororganisations/Pages/Services-fororganisations.aspx>

(ACCESS REGISTRATION REQUIRED).

GTE/GS ASSESSMENT

A student who wishes to study on a student visa must be both a genuine temporary entrant and a genuine student.

International admissions officers will ensure the applicant meets these requirements.

The genuine temporary entrant requirement (GTE) is an integrity measure to ensure that the Student Visa Programme is used as intended and not used by international students as a way of maintaining de facto permanent residency in Australia.

A genuine student is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

CREDIT Transfer/ RPL

If an applicant is applying for CT/ or RPL they are required to attach to the application, detailed syllabuses/curricula of all subjects they have successfully completed and would like credit for, in addition to certified copies of qualifications and academic transcripts.

- For standard credit assessments, the International Admissions Officers will forward the application (and attachments) to the relevant program coordinator or nominated officer within the relevant faculty for assessment.

ASSESSMENT OUTCOME

1. Letters of Offer (and Rejection) must be printed on College letterhead or partner provider letterhead approved by the College and either emailed or posted to the applicant and/or agent.
2. The College International Student Offer and Acceptance Agreement is the only offer and acceptance agreement that should be issued to international students.
3. Letters of offer will be only valid until the program commencement date stated on the offer letter.

ACCEPTANCE OF OFFER

- The cut-off date for the student to accept their International Student Offer and Acceptance Agreement will be advised through an email sent to the student
- Student must sign the International Student Offer and Acceptance Agreement before or at the time of payment of fees.
- Student must meet any condition/s as stated on their Offer Letter before a CoE can be issued.
- Student is required to pay the first semester's tuition fee and OSHC (for full visa length) in advance before the Confirmation of Enrolment (eCoE) is issued. Staff must be registered to create an eCoE on PRISMS.
- Payment information is listed in Offer and Acceptance Agreement.
- eCoE can be issued after payment confirmation.
- eCoE is issued to student's closest DIBP Office within 14 days of student accepting offer.
- Information to be included in eCoE:
 - Student's full name as on passport, gender, date of birth, nationality and country of birth.
 - DIBP Office where visa application is to be made.
 - Course title and CRICOS Code.
 - Course start date (refer to offer letter).
 - Course end date (refer to offer letter).
 - Fee paid in advance.
- Total course fee (allowing for adjustments due to Credit Exemption/RPL).

OSHC and Application Fee paid (if applicable).

- English test type and score.
- Passport and visa number if student is already in Australia.
- Enter in Comments section any extra information eg: RPL Granted, Family OSHC paid.

Students who have completed a Course and are applying for a new Course follow the normal Application Process.

RESPONSIBILITY

- International Student Support
- International Student Recruitment
- Student Liason Officer

POLICY BASE

- ESOS Act 2000.
- National Code 2017 Standard 2 – Student Engagement Before Enrolment.

RECORDS MANAGEMENT

TITLE	LOCATION	RESPONSIBLE OFFICER	MINIMUM RETENTION PERIOD
International Student Application Form & Associated Documents	Student File	Nominated Officer	Successful Applicants: Seven Years from date of program completion or withdrawal. Unsuccessful Applicants: One year from date of decision.
Letter of Offer/ Rejection	Student File	Nominated Officer	Successful Applicants: Seven Years from date of program completion or withdrawal. Unsuccessful Applicants: One year from date of decision.
Australasian College of Advanced Education RTO International Student	Student File	Nominated Officer	Successful Applicants: Seven Years from date of program completion or withdrawal.

IMPLEMENTATION

The [Transfer Between Registered Providers Procedure](#) will be implemented throughout the College via:

- online Policy and Procedures