
Enrolment and Transfers

Purpose

The purpose of this policy is outlining a process to be taken when students seek enrolment to or transfer from Australian Training and Education College (ATEC).

Policy

- ATEC is committed to ensuring that all enrolling students are provided with necessary, timely and accurate information that relates to its training and assessment services available to overseas students.
- ATEC shall only recruit students who are 18 years old and above.
- ATEC courses have defined entry requirements. These requirements are outlined in our course flyers and on the website. Each student is subject to these entry requirements prior to taking enrolment.
- ATEC will enter into a written agreement with each student, signed or otherwise accepted by that student, concurrently with or prior to accepting course money from the student.
- ATEC will include in the written agreement the required information consistent with the requirements of the ESOS and VQF.
- ATEC admissions staff and authorised agents provide accurate and sufficient information to all prospective students to enable to make an informed choice. This information is provided in an ethical, professional and responsible manner
- Students transferring from other providers will not be actively enrolled unless the relevant requirements are met
- ATEC may release a student prior to completing the first six months of principal in very limited circumstances in accordance with National Code 7.1.

Procedures

1. Pre-Enrolment Information

1.1 The Marketing Manager shall ensure that the enrolling students are provided with course information

1.2 Prior to accepting a student, or an intending student, for enrolment in a course, the Marketing Manager provides, in print and by a website, 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 code, title and currency of the course, content and duration, qualification offered if applicable, modes of study and assessment methods.
- campus locations and a general description of facilities, equipment, and learning and library resources available to students.
- details of any arrangements with another registered provider, person or business to provide the course or part of the course and work placement arrangements if applicable.
- 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 Department of Education, and
- relevant information on living in Australia, including:
 - where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

1.3 The Admissions staff and authorised agent shall ensure that all enrolling students use and appropriately complete the approved 'Application Enrolment' form and supporting evidence of the entry requirements being met.

2. Enrolment of New Students

- 2.1 Upon receiving the application enrolment form and evidence, the Student Support Officer shall check that the enrolling student is 18 years old or above by verifying the date of birth from passport or other relevant documents
- 2.2 The Student Support Officer shall ensure that all relevant paperwork is submitted and seek clarification from the Manager on any unclear evidence
- 2.3 The Student Support Officer shall assess whether the student's qualifications, experience (including work) and English language proficiency are appropriate for the course for which enrolment is sought,
- 2.4 The Student Support Officer must check that overseas students meet the English proficiency requirements. If they are unable to meet at the time of enrolment alternate arrangement such as enrolment into ELICOS course can be explored.
- 2.5 The Student Support Officer shall follow the transferring from another provider procedure when dealing with transferring students. Refer to section below.
- 2.6 The Student Support Officer shall forward any skills recognition requests or additional support service requests to the Manager.

3. Formalisation of Enrolment

- 3.1 Once the student application with evidence is received, the Student Support Officer input application data into the Student Management System and issues student with offer letter and enrolment agreement.
- 3.2 The Student Support Officer shall ensure that the student has signed ATEC's Enrolment agreement prior to accepting the course money.
- 3.3 The Student Support Officer shall ensure that ATEC only receives course money from a student or Education Agent after or at the same time the signed agreement has been received.
- 3.4 The Student Support Officer sends a CoE request to the CEO once the payment and signed agreement is received
- 3.5 CEO or a delegate are the only authorised persons to issue CoEs through the PRISMS system
- 3.6 CEO (or delegate) forwards the CoEs to the Student Support Officer who will then send the copy to the student or agent.
- 3.7 The Student Support Officer will then update the Student Management System and confirms the enrolment. The status of student enrolments in Student Management System will be changed to "Enrolled".
- 3.8 Once the student enrolment status is updated, the Student Support Officer or the authorised staff member records payment details on Student Management System.
- 3.9 At this point in time, the Student Support Officer creates student file.

4. Change of course requests

- 4.1 Students wishing to change courses must complete the "Change of Course Application"
- 4.2 Completed forms are processed by the Student Support Officer
- 4.3 Normal enrolment and selection process apply to all change requests

5. Students Transferring to ATEC

Prior to transferring from other provider to ATEC the student will need to provide evidence that they have completed 6 months of their principal course. If they have not completed the first six months of the principal course, then relevant evidence as per the National Code Standard 7.1 must be provided to enable ATEC to proceed with the enrolment.

6. Students Transferring from ATEC

6.1 Students wishing to transfer from ATEC to other provider prior to completing their first six months of the principal courses must read this policy and submit the Student Request for Release Form with appropriate supporting evidence

6.2 When a student requests a transfer of their enrolment to another registered provider the Student Support Officer shall provide the student with advice on ATEC's procedures for applying for transfer and advise the student that their request may take a minimum of 10 working days

6.3 ATEC will not grant the release letter if:

- Student provides inaccurate or false information
- Student provides insufficient supporting evidence
- Student could not provide valid letter of offer from other providers
- The transfer jeopardizes the student's progress through the new course
- Student provides irrelevant reasons such as work commitments, travel, friends, accommodation etc.
- The student is trying to avoid being reported of breaching visa conditions
- Student does not want to study enrolled course anymore
- It is considered detrimental to the student
- The student has outstanding fees
- The Student is transferring same course or lower level course without proper reason
- The student has breached the visa conditions and/or enrolment conditions
- Student has not exhausted all the support services available at ATEC

6.4 Where ATEC does not grant a letter of release, the CEO (or delegate) shall provide the student with written reasons for refusing the request and will be informed of his or her right to appeal the decision

6.5 All letters of release and refusals must be signed off by the CEO (or delegate)

6.6 The release letter, if granted, will be provided to student at no cost

6.7 The Student Support Officer will maintain records of all requests from students for a letter of release and the assessment of, and decision regarding, the request on the student's file.

Relevant Documents

Application Enrolment form

Entry Requirements Policy and Procedure

Change of Course Application

Request for Release form

Document Control

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