

**Policy Number & Name:** RTOPRO046 Admissions Policy – International Students

**Policy Area:** Crown College International – International Students Only

**Authorised by:** Internationalisation Advisory Committee

**CRICOS Provider No** **03582D**

**Organisation Definition:**

Crown Melbourne Limited trades as Crown Melbourne Limited, Crown College and Crown College International. For the purpose of this policy, any reference to Crown College, or the ‘college’ should be considered a reference to any of these respective trading names.

**1. Policy**

1.1 This policy has been developed to set out the principles and processes that will be utilised by Crown College International to assess application for enrolment by international students in courses provided by the college in accordance with the ESOS Act and National Code 2007, Standard 2.

1.2 This policy provides the framework and principles that will be applied regarding the admissions and enrolment processes for international students.

1.3 As a registered CRICOS Provider number, Crown College International has been assigned the capacity to enrol 300 International Students.

**2. Scope**

2.1 The policy applies to all potential international students looking to enrol in a course at Crown College International.

**3. Responsibility**

3.1 All decisions relating to Admissions and the scope of this policy are the responsibility of the International Student Admissions Officer.

## **4. Procedures**

### **4.1 Admission Criteria**

4.1.1 Admission to Crown College International is granted through a direct entry process via application. All applicants will be required to meet the admission requirements for international students including:

- i. Crown College International will only accept students over 18 years of age at time of application.
- ii. The minimum entry requirement is the completion of Australian Senior Secondary Certificate (year 12) or overseas equivalent.
- iii. Mature age students who have not completed Year 12 or equivalent who have relevant work or life experience that indicates they would be able to manage the level of course work required will be considered for admission on a case-by-case basis.
- iv. All applicants are required to complete the Application for Enrolment Form and all copies of academic transcripts are required to be included with this application.
- v. Suitable English Language Proficiency to the level indicated for the course.

4.1.2 International students will only be accepted for enrolment if they meet the minimum admission requirements and the enrolment will only be finalised when the student has been provided with a valid student visa.

4.1.3 All applicants are admitted by fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable processes.

### **4.2 English Language Admission Levels**

4.2.1 The English level entry standards for all students at Crown College International are set at a level to ensure that all students are sufficiently proficient in the English language to be able to successfully undertake and complete the course of study for which they enrol and participate effectively in appropriate academic activities at Crown College International.

4.2.2 The English language levels for the following courses are applied:

Course	IELTS band score	Cambridge English Scale scores	Pearson Test of English (PTE) EST	Test of English as a Foreign Language (TOEFL iBT) EST
Advanced Diploma of Hospitality Management	6.0	169	50-58	75-86
Certificate IV in Commercial Cookery	5.5	162	42-50	55-75
Certificate III in Commercial Cookery	5.5	162	42-50	55-75

4.2.3 At the discretion of Crown College International, prospective students may be required to undertake an English language assessment at their own cost.

4.2.4 Applicants who do not meet the minimum English Language Proficiency requirements can be referred to an intensive English Language course to gain the suitable level of proficiency. A list of recognised ELICOS providers will be provided to students on request.

### 4.3 Course Credit

4.3.1 Applicants and current students can apply for course credit if they have suitable prior learning, experience or hold units of competency relevant to the course they are applying for/studying in.

4.3.2 Where an application for course credit for a unit of competency is successful, the student will be deemed exempt from attending and completing that particular unit for the qualification.

4.3.3 International students will be advised that receiving course credit may affect the cost of the course, the course duration and their student visa.

4.3.4 Where gaining course credit affects the duration of the course, it will also affect the duration of the student visa and Crown College International will report these changes to the Department of Immigration and Border Protection via PRISMS.

## 4.4 Admission Procedures

- 4.4.1 **Application for Enrolment Form** - information for international students regarding the admission requirements, available courses and start dates, Overseas Student Health Cover requirements, recognition of prior learning and credit transfer, enrolment confirmation and Refund Policy will be provided either directly to the student on request or via the Crown College International website. International students will be required to complete an Application for Enrolment Form.
- 4.4.2 **Review supporting documentation provided with Application for Enrolment Form**– the application form, will be checked by the International Student Admissions Officer for completeness and the following documentation checked:
- a. RPL/Credit Transfer application if applied for
  - b. Certified evidence of English Language Proficiency or enrolment in a recognised ELICOS course
  - c. Certified evidence of any previously attained qualifications;
  - d. Check for requirements of OSHC.
    - i. Any application forms without appropriate supporting documentation will be returned to the applicant.
    - ii. All attachments will be required to be copies of originals certified by a suitable authority or the International Education Agent.
    - iii. Where original documents is presented with the application, the International Student Admissions Officer will take copies of the documentation, witness them as being true copies of originals and return the originals to the applicant.
- 4.4.3 **Verifications of academic qualifications** –the minimum entry requirement for international students is the completion of an Australian Senior Certificate or the overseas equivalent. When assessing suitability on the applicant all academic qualifications provided will be verified and assessed for suitability using:
- a. RTO and Vocational Qualifications – [training.gov.au](http://training.gov.au)
  - b. International Baccalaureates – [www.ibo.org/country/](http://www.ibo.org/country/)
  - c. International qualifications – Country Education Profiles (CEP) online database.
- 4.4.4 **Establish English Language Proficiency levels** –all English Language requirements must be met by applicants prior to admission and documentation provided that will be verified and assessed for suitability for entry in the chosen course
- 4.4.5 **Assessment of RPL or Credit Transfer** – in following the requirements of the Recognition and Credit Transfer Policy for International Students, any applications for admission and course credit must be assessed and approved by the Academic Manager. Once a decision is made by the Academic Manager, both applications will be returned to the International Student Admissions officer to continue the process of admission.

#### **4.5 Letter of Offer and International Student Acceptance Written Agreement**

4.5.1 On receipt of a complete and approved Application for Enrolment, the International Student Admissions Officer will process immediately and send the following:

- i. Letter of Offer, including Acceptance of Offer form
- ii. Student Written Agreement
- iii. Details of OSHC if organised by Crown College International
- iv. Links to the International Student Handbook and Pre arrival and Departure Guides.

4.5.2 The Letter of Offer will:

- i. Outline the requirements of the course/s of study applied for
- ii. Request the return of the Student Written Agreement
- iii. Details of the OSHC if organised by Crown College International or request evidence of OSHC if being organised directly by the student
- iv. Payment of the first study period tuition fees and charges (initial tuition fee).

#### **4.6 Confirmation of Enrolment (CoE) Criteria and Issue of CoE**

4.6.1 On receipt of a complete Letter of Offer and Student Written Agreement, the International Student Admissions Officer will issue a Confirmation of Enrolment (CoE) so that visa applications can be commenced by the student once the following has been provided:

- i. A signed Student Written Agreement
- ii. A signed Acceptance of Offer
- iii. Evidence of OSHC
- iv. Payment of Initial Tuition Fees.

4.6.2 The International Student Admissions Officer will again refer to the International Student Handbook and Guides which contain information of accommodation, student support services and student responsibilities.

4.6.3 No CoE will be issued until all documentation and payment is received and confirmed by the International Student Admissions Officer

#### **4.7 Application Timelines**

- 4.7.1 Crown College International will endeavour to process all complete Applications for Enrolment within 48 hours.
- 4.7.2 International student enrolment applications are accepted for processing for each intake period up to the cut-off date which is 10 working days before the commencement of each course.
- 4.7.3 Application for Enrolment Forms that are lodged after the cut-off date will be reviewed on a case-by-case basis.
- 4.7.4 Enrolment applications requiring RPL or Credit Transfer may require an extended processing time.

#### **4.8 Fee Payments**

- 4.8.1 International students must pay all fees by the deadlines indicated in the Letter of Offer and as referenced in the Fees & Charges Policy.
- 4.8.2 Students who do not make the payment for the study period in full prior to the start of the study period may be subject to the following restrictions:
  - i. Suspension or cancellation of enrolment (Deferral, Suspension, Cancellation Policy)
  - ii. Academic transcripts may be withheld (if applicable).

#### **4.9 Refusal or Exclusion**

- 4.9.1 Crown College International reserves the right to refuse admission of a prospective student for the following reasons as a basis:
  - i. The applicant does not meet the minimum entry requirements, conditional course requirements, or course requirements
  - ii. Crown College International has cause to believe that the prospective student has serious financial, personal or health issues that will affect the applicant's ability to meet training and assessment requirements.
  - iii. The applicant does not demonstrate the appropriate behaviours in line with Crown College International Student Code of Conduct.
- 4.9.2 Applicants may not apply for admission to Crown College International during a period of exclusion from any other education provider.
- 4.9.3 Applicants who have completed a period of academic exclusion are required to provide details of the exclusion that were applied with their application.

- 4.9.4 Applicants who have met the admission requirements but who have been previously excluded from a course at Crown College International or at another education provider must demonstrate that they have an improved likelihood of success in the course for which they are applying.
- 4.9.5 Applicants who have been excluded for misconduct from Crown College International or any other education provider must show by providing a statement outlining why they should be considered for admission or re-admission.

#### **4.10 Course Commencement**

- 4.10.1 Before enrolment and acceptance into the course of study is finalised by Crown College International, all international students must be in the possession of the appropriate student visa as issued by the Department of Immigration and Border Protection.
- 4.10.2 All students must and have provided a copy of the visa to the International Student Admissions Officer of Crown College International to be included in the student file.
- 4.10.3 Once a copy of the visa is provided to the International Student Admissions Officer, the enrolment will be finalised and the student will be provided with:
  - i. Confirmation of course commencement;
  - ii. Student Identification number;
  - iii. Timetable/s;
  - iv. Details of Orientation week.

#### **4.11 Intake Quotas**

- 4.11.1 Crown College International reserves the right to impose intake quotas on any course or intake.
- 4.11.2 Intakes into a course may be cancelled at Crown College International discretion if insufficient students are admitted.
- 4.11.3 Any international students affected by a course cancellation will be offered a choice of a place in an alternative course (if this option is available and appropriate) or a full refund of any tuition fees paid.

## 5. Related Documents

Application for Enrolment Form  
Student Written Agreement  
Letter of Offer including the Acceptance of Offer  
Recognition and Course Credit Policy – International Students  
Complaints and Appeals Policy – International Students  
English Language Proficiency Policy  
Overseas Student Health Cover Policy  
Fees & Charges Policy – International Students

## 6. Policy Publication

All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees/contractors are made available on request at all times, and form part of the induction and orientation for employees/contractors and students and are made available via the website (where appropriate), student administration/management systems, learning management system and internal electronic systems.

## 7. Amendment Schedule

Table detailing any amendment made to the policy between review dates:

Date	Modification	Version	By

<b>Document ID</b> RTOPRO046	<b>Version No</b> 1.0	Controlled copy, uncontrolled when printed
<b>Release Date</b> Jan 2017	G:\HR\TRAINING\4. CROWN COLLEGE - INTERNATIONAL\POLICIES & PROCEDURES\RTOPRO046 Admissions Policy - International Students.docx	