



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

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

**Authorised by:** Teaching and Learning 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 2018.
- 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, 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 apply 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 Group Manager, Operations.

## 4. Procedures

### 4.1 Admission Criteria

- 4.1.1 Potential students may apply to Crown College International in the first instance by email, via an education agent or in person.
- 4.1.2 Potential students are required to submit a fully complete application, no less than two (2) weeks prior to the commencement date of a course.
- 4.1.3 A fully complete application must include at a minimum:
- i. A signed and dated Application/Declaration form;
  - ii. Certified copy of a valid Passport;
  - iii. Certified copies of educational and/or academic awards or certificates;
  - iv. Evidence of English language competency;
  - v. Evidence of release from another provider (if applicable)
  - vi. Copies of previously issued Confirmation of Enrolments (CoE's) if applicable;
- 4.1.4 All applicants will be required to meet the admission requirements for international students including:
- i. Students must be over 18 years of age at time of the proposed course commencement;
  - ii. Students under 18 years of age at the time of application, who will reach 18 years of age by the commencement date of the course, must submit a Statutory Declaration signed by a parent or guardian in support of the application;
  - iii. The minimum entry requirement is the completion of Australian Senior Secondary Certificate (year 12) or overseas equivalent;
  - iv. 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;
  - v. Suitable English Language Proficiency to the level indicated for the course.
- 4.1.5 Applications will only be accepted if they meet the minimum admission requirements and the confirmed enrolment in the course will only be finalised when the student has been issued with a valid student visa.
- 4.1.6 In the event the applicant does not meet the admission requirements, there may be other factors taken into consideration. These may include:
- i. Mature age;
  - ii. Work experience;
  - iii. Attendance and participation at previous educational institutions;
  - iv. Perceived likelihood of academic success.

4.1.7 If the Student Admissions Officer requires any additional clarification of any of the points above, they may request the student to attend an application interview (if they are onshore) to determine their suitability for the course.

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 courses are detailed in the RTOPRO049 English Language Proficiency policy.

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 or via an approved Education Agent. International students will be required to complete and submit an Application for Enrolment Form.
- 4.4.2 **Review supporting documentation provided with Application for Enrolment Form**– the application form, will be checked using the Application Evaluation Checklist by the International Student Admissions Officer for completeness and the following documentation checked:
- i. A signed and dated Application/Declaration form;
  - ii. Certified copy of a valid Passport;
  - iii. Certified copies of educational and/or academic awards or certificates;
  - iv. Evidence of English language competency or enrolment in a recognised ELICOS course;
  - v. Evidence of release from another provider (if applicable)
  - vi. Copies of previously issued Confirmation of Enrolments (CoE's) if applicable;
  - vii. RPL/Credit Transfer application if applied for;
    - i. OSHC requirements;
- 4.4.3 Any application forms without appropriate supporting documentation will be returned to the applicant.
- 4.4.4 All attachments will be required to be copies of originals certified by a suitable authority or the International Education Agent.
- 4.4.5 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.
- 4.4.6 **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
  - b. International Baccalaureates – [www.ibo.org/country/](http://www.ibo.org/country/)
  - c. International qualifications – Country Education Profiles (CEP) online database.

4.4.7 **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.

4.4.8 Students transferring from another provider may be required to undertake a Skills Test prior to any offer for a course at Crown College International.

#### **4.5 Unsuccessful Applications**

4.5.1 Where an application is unsuccessful, the Student Admissions Officer will advise the applicant in writing, notifying the reason/s for the non-acceptance.

#### **4.6 Letter of Offer and 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 and Agreement;
- ii. Details of OSHC if organised by Crown College International;
- iii. Invoice for deposit of fees.

4.5.2 The Letter of Offer and Agreement will:

- i. Outline the details of the course/s of study applied for, including expected start date/s, location/s and modes of study;
- ii. List any conditions imposed on the student's proposed enrolment;
- iii. List all tuition fees, the periods to which the tuition fees relate and any additional fees if relevant;
- iv. Request the return of the Letter of Offer Agreement, signed and dated;
- v. Details of the OSHC if organised by Crown College International;
- vi. Payment terms of the first study period tuition fees and charges (initial tuition fee).

4.5.2 If the applicant chooses to accept the offer, they must pay the fee indicated in the Letter of Offer and invoice and return a copy of the signed and dated Letter of Offer Agreement.

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

4.6.1 The International Student Admissions Officer will issue a Confirmation of Enrolment (CoE) via PRISMS so that visa applications can be commenced by the student once the following has been provided:

- i. A signed Student Letter of Offer and Agreement;
- ii. Payment of Initial Tuition Fees.

4.6.2 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 2 weeks 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 deadline indicated in the Letter of Offer and as referenced in the Fees & Charges Policy.

4.8.2 The International Student Admissions Officer will verify through the Crown College International bank account of confirmed fee payments. This will be the only accepted form for proof of payment.

#### **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. The applicant does pass the probity checks conducted by Crown Melbourne Limited.;
- iii. 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;
- iv. 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 have provided a copy of the visa to the International Student Admissions Officer to be included in the student file.

4.10.3 Once a copy of the visa is provided, the enrolment will be finalised and the student will be referred to the Student Support team. The Student Support team will contact the student and provide them with:

- i. Confirmation of course commencement;
- ii. 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 Letter of Offer and Agreement  
 RTOPRO0031 Recognition and Course Credit Policy – International Students  
 RTOPRO049 English Language Proficiency Policy  
 RTOPRO041 Overseas Student Health Cover Policy  
 RTOPRO033 Fees & Charges Policy – International Students

## 6. Policy Publication

6.1 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
22.5.2017	Updated formatting and numbering system	2.0	Vanessa Hoppe
23.3.2018	Updated National Code 2018	3.0	Vanessa Hoppe

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