
Enrolments and Admissions Policy

Purpose

To ensure all students and student representatives of Greenwich English College Pty Ltd are provided with clear and accurate information and appropriate processes for admission to all courses offered by Greenwich English College Pty Ltd are followed.

Scope

To cover all staff involved in the admissions procedure for students wishing to study with Greenwich English College Pty Ltd.

Policy

Greenwich English College Pty Ltd has an open admissions policy; accepting applicants on the basis that they wish to enrol in either an award or non-award course.

All applications must be made in writing and via completion of the official Greenwich English College Pty Ltd application forms – either the paper form or the online form. On this form, the applicant must supply all the required information and must indicate that they have read and understood the terms and conditions of enrolment.

All applicants will be assessed for entry, ensuring they meet the entry requirements of the college and of the course before a letter of offer is produced. As appropriate to each application this may require the student is tested, interviewed and that they produce evidence of certain claims they make. Throughout this process, no guarantee will be given that entry or completion of a course at Greenwich English College Pty Ltd provides a guaranteed automatic entry to a course offered by another provider, nor will any guarantees be given with respect to possible migration outcomes.

Greenwich English College Pty Ltd makes every reasonable effort to ensure each student enrolls in courses that are appropriate to them and that will match their ability to participate, learn and benefit from its curricula. To ensure this Greenwich English College Pty Ltd ensures that prior to enrolment, through the marketing and advertising process used by Greenwich English College Pty Ltd and its contracted student recruitment agents, each student is made aware of:

- 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 CRICOS course code, course content, qualification offered if applicable, modes of study including any online and/or work-based training, placements, other community-based learning and collaborative research training arrangements and assessment methods
- course duration and holiday breaks, course qualification, award or other outcomes
- 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

- tuition and non-tuition 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 link to an official explanation of the ESOS framework, including official Australian Government material or links to materials online
- the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students, where relevant
- relevant information on living in Australia, including indicative costs of living and accommodation options.

Greenwich English College Pty Ltd ensures that all aspects of its admissions processes meet all legislative and regulatory requirements as set out in the ESOS Act, National Code, National ELICOS Standards, and RTO Standards 2015.

References

Student Handbook
Student Application Form 2018
Student Letter of Offer
Student Invoice
Student Written Agreement
Student Arrival Form
Student Code of Conduct (Student Handbook)
Student Identifier Act 2014

Authorising Officer: _____ **Date:** _____ **Review Date:** _____

This policy is to be reviewed twelve (12) months from this date.
