

Name:	Enrolment and Admissions Policy
Approved by:	General Manager –Group Quality, Accreditation & Compliance Manager
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Approved by:	General Manager – Greenwich English College
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Implementation Owner	Operations Manager
Maintenance Owner	Group Quality, Accreditation & Compliance
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Section 1 – Introduction

1) Purpose

This document refers to the requirements and obligations for the enrolment of students at Greenwich English College Pty Ltd (Greenwich) and its brands.

2) Scope

This policy applies to all prospective and future students and to the staff of Greenwich involved in the operations of the organisation in the ELICOS and VET sectors.

Section 2 – Policy

Greenwich 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 application forms as applicable. 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 against the published criteria, ensuring they meet the entry requirements of both the college and the course before a letter of offer is issued. As appropriate to each application this may require the student is tested, interviewed and that they produce certified documentation supporting the various claims they make. Throughout this process, no guarantee will be given that entry into or completion of a course at Greenwich provides a guaranteed automatic entry to a course offered by another provider. For international students no guarantee is given with respect to possible migration outcomes.

Greenwich 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 assist this Greenwich 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 fees and other related fees as applicable. This includes 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 international students, where relevant;
- relevant information on living in Australian cities in which Greenwich has

campuses, including indicative costs of living and accommodation options.

Greenwich ensures that all aspects of its admissions processes meet all legislative and regulatory requirements as set out in the ESOS Act, National Code 2018, National ELICOS Standards, Standards for RTO's 2015, and all other applicable legislation.

Publication

This procedure is published on the web sites of Greenwich to ensure students have up-to-date and accurate information publicly available to them.

Section 3 – Reference and Supporting Information

1) Definitions

Word/Term	Definition
Cancellation	Cancellation of enrolment by the student prior to commencement of the course
Withdrawal	Withdrawal from a course by the student on or after commencement of the course
Deferral	Temporary cessation of participation in the course, requested by the student
Suspension	Temporary removal by AIT of rights to participate in the course
Change of Enrolment	Change of Course, Start Date or Provider, requested by the student

2) Supporting documentation

Document name	Document type	Location
Terms & Conditions	Policy	Internal
Privacy and Data Collections Policy	Policy	Internal
Change of Enrolment Policy	Policy	Internal
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
Withdrawals, Cancellations & Refunds Policy	Policy	Internal
Credit Transfer Policy	Policy	Internal
Recognition of Prior Learning Policy	Policy	Internal
Access and equity Policy	Policy	Internal
Under 18 Years Student Management and Supervision Procedure	Procedure	Internal
U18 International Students Guideline	Procedural Guide	Internal
National Code 2018	Govt Standards	External
Student Identifiers Act 2014	Legislation	External
ASQA Standards for RTO's 2015	Regulatory Standards	External
Broadcasting Services Act 1999	Legislation	External

Section 4 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
V1.4	15 October 2018	Greenwich English College	General Manager	
V1.5	04 March 2021	Group Quality, Accreditation & Compliance	General Manager	Update to new template Adjustments to address domestic online delivery
		Greenwich English College	General Manager	