



Global Business College of Australia Pty Ltd

trading as

Global Business College of Australia (GBCA)

International Student Application and Enrolment

Policy & Procedure 1a

337-339 La Trobe Street, Melbourne VIC 3000

DOCUMENT CONTROL

Department	GBCA Student Recruitment GBCA Student Administration	Author(s)	RTO Student Administration	
Quality Controlled Policy No. & Title	Policy 1a GBCA International Student Application and Enrolment Policy and Procedure 2.4	Approved	RTO Compliance	
Version date	24 /7 /2017	Authorised	College Manager	
Standards	Standards for Registered Training Organisations (RTOs) 2015 – Standard 1 (1.7), Standard 4 (4.1) National code Part D - Standard 2, 3	Distribution	Internal	RTO Manager RTO Staff
			External	-

REVISION RECORD

Date	Version	Revision description
June 22, 2015	1.0	GBCA creates policies and procedures against Standards for Registered Training Organisations (RTOs) 2015 and The National Code 2007
November 26, 2015	2.0	Update policy to reflect current practices in development of International Student Application and Enrolment.
March 2016	2.1	Update Policy: 6.9 to reflect the record of payment plan when issuing Letter of Offer Update 6.11 to reflect the updated document: International education: ensuring quality and protecting students Update 4.3.7 to reflect the requirements to contact students before issuing letter of offer
November, 7 th 2016	2.2	Update Policy – Add clause 5.2 to reflect the checking of student genuine study assessment and student risk rating. Remove from SR013 from clause 4.1 as the SR013 has been incorporated in SR008b. Add SR008c Applicant Circumstances Information to clause 4.3.
April 13, 2017	2.3	Remove the requirement of undertaking LLN test, move to policy 13: Student Support Policy
24/7/2017	2.4	Update policy to reflect the conditional CoE

1.0 Purpose

- 1.1 The purpose of this procedure is to outline the system for administration staff to follow when processing application and enrolment within GBCA Pty Ltd.

2.0 Responsibility

- 2.1 The Student Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements. Training Manager to provide assistance if required (in the circumstances of student applying for credit transfer or recognition of prior learning (RPL)).

3.0 Requirements

- 3.1 GBCA must
- not enrol students who will be less than 18 years of age at the proposed commencement date unless the student have guardianship and accommodation arrangements in place and provide all supporting evidence to GBCA for approval.
 - provide applicants with information that will enable them to make informed decisions about their studies in Australia
 - have a checklist of documents required from applicant
 - ensure that applicant's adherence to the entry requirements of the course, qualifications or checking of evidence of completion of relevant study or experience in a related field
 - supply information about the availability of course credit
 - inform applicants of the modes of study through which the course may be offered
 - email the student/agent detailing the reason(s) on which the students' enrolment is deferred, suspended or cancelled
 - give applicants a description of the ESOS framework prior to enrolment
 - supply information about indicative course related fees, including the potential for fees to change
 - supply relevant information on accommodation options
 - supply relevant information on credit transfer. Application for credit transfer must be lodged in writing using the Credit Transfer Application Form (Form SA005).
 - issue a conditional letter of offer when the application does not fully meet the entry requirements
 - not accepting course tuition fee from the applicant before receiving the signed student acceptance agreement
 - not knowingly enrol a student wishing to transfer from another provider before the student has completed six months of his or her principal course except in circumstances outlined in Standard 7. These restrictions also apply to courses taken before the principal course in a package of courses
 - not actively recruit a student where this clearly conflicts with its obligations under Standard 7
 - not knowingly enrol a student prior to the student completing six months of his or her principal course except in certain circumstances (see the Student Transfer Procedure)
- 3.2 Where applicants plan to bring school-aged dependants with them, GBCA must inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
- 3.3 Refer to Appendix A for overview of enrolment process

4.0 Student application from overseas process (also refer to Appendix B)

- 4.1 All enquiring students must be provided with access to:
- GBCA Student Application Form (International) (Form SR008b)
 - GBCA Student Handbook (Form SR010)
 - GBCA Course Factsheet
 - GBCA policies and procedures

All information above are publicly available at www.gbca.edu.au

- 4.2 Applicants must complete the student Application Form (International) (Form SR008b), and SR008c Applicant Circumstances Information, sign and date where required and attach verified evidence of

qualifications (including VET courses), work experience (if relevant), IELTS or IELTS equivalent assessment results, front page of passport and pay the non-refundable enrolment fee. GBCA does not require applicants applying for the package course with the University of Canberra (UC) to complete the SR008c as information are available from the UC GTE form.

- 4.3 The Student recruitment officer must review every student application, create an Application ID for each applicant, complete the Student Application checklists (Form SA007) and determine if an offer should be made on the basis of the entry requirements for the qualification.
 - 4.3.1. Assess the overseas qualification against the Australian AQF with the Overseas Qualifications Unit, GPO Box 4509, Melbourne Vic. 3001, Telephone: 61 3 9208 3317/ 1800 042 745, Email: oqu@employment.vic.gov.au,
 - 4.3.2. Check the IELTS statement comes from an accredited IELTS testing authority – website or check the IELTS test equivalence assessment results
 - 4.3.3. Check evidence of age – front page of the passport
 - 4.3.4. Check that the Application Form (International) (Form SR008b) has been completed, signed and dated
 - 4.3.5. Check that the student has provided previous academic statements / qualification and verify education qualifications (Student to present their ORIGINAL certificate & certified translations, as required, on commencement)
 - 4.3.6. Check that the student indicated their intention to apply for credit transfer/RPL and has included relevant information of work related experience or studies in a related field.
 - 4.3.7. The student recruitment officer may establish contact with the student (by phone or skype) to ascertain that students understand the learning requirements and course offered by GBCA.
 - 4.3.8. To be issued a letter of offer, the applicant must at least meet the entry requirements stated in the course fact sheet for each course.

5.0 Student transfer-in policy (also refer to Appendix C)

- 5.1 Students who have enrolled or have CoEs from another provider must not be enrolled until they have completed the first six months of their principal course or have a letter of release from the provider of the principal course or evidence of RTO status change (Standard 7.1). The methods for checking if a student is enrolled or has a CoE from another provider include:
 - Students are required to provide information of their current enrolment in other institutes in Australia in Student Application Form (Form SR008)
 - Checking the applicant's Visa Entitlement Verification Online (VEVO) status from the GBCA's ImmiAccount.
 - Checking with DET Department of Education and Training via PRISMS
 - Flagged on PRISMS when GBCA tries to issue a CoE.

All the above methods should be applied to each student attempting to enrol onshore. If an applicant is suspected as being a transfer-in student, student administration officer should implement VEVO and/or PRISMS check to ascertain that student's enrolment status and study rights does not conflict with GBCA's enrolment policy. Further discussion with student should be taken until any conflict is resolved, otherwise the application should not be processed.
- 5.2. Students who are within the first six months of their principle course and wish to undertake additional study with GBCA must complete a declaration form to acknowledge that: GBCA course is the additional study and when they undertake the additional study, they must:
 - remain enrolled in my principle course
 - achieve satisfactory course attendance and/or course progress in their principle course.
 - Failure to comply with the requirements of their principle course could lead to their student visa being cancelled.
- 5.3. Student Administration (SA) staff should use the SA047 Student Risk Assessment Table to assess applications. SA staff may need to arrange an interview with an applicant to assess the applicant's risk rating.
- 5.4. SA staff must consult with the Compliance manager prior to issuing a letter of offer / conditional letter of offer to high risk applicants.

6.0 Acceptance (also refer to Appendix D)

- 6.1 If the applicant has met all the entry requirements and is not currently enrolled or have no CoEs from another provider, a Letter of Offer (Form SA001a) and Student Acceptance Agreement (Form SA002) will be sent to the applicant / their agent (including details of tuition fees, orientation, OSHC and other information).
- 6.2 If the applicant has only partially met the entry requirements, Letter of Offer – Conditional (Form SA001b) will be sent to the applicant / their agent which will show the conditions to be met prior to being issued the Letter of Offer (Form SA001a).
- 6.3 If the applicant’s educational qualifications do not meet GBCA Pty Ltd.’s admission requirements, other factors may be considered at the discretion of GBCA Pty Ltd. Verified evidence of these other factors must be included with the application. These other factors may include:
 - Mature age, and or proof of being 18 years or older at the proposed date of commencement
 - Work experience (if any),
 - Attitude and aptitude,
 - Previous academic results,
 - Attendance rate in the previous college (if any),
 - Ability and skills to function in an academic environment,
 - Possibility to succeed in his/her academic endeavours.
- 6.4 Having arrived at an admission decision, the English language skills will be assessed. If student has a satisfactory IELTS score or IELTS equivalent assessment results (listed under entry requirements), the applicant will be offered a place in the chosen course.
- 6.5 If an applicant cannot produce a satisfactory IELTS score, the applicant will be advised to enrol in an English course for an appropriate duration until the student achieves an IELTS score of required for entry as listed.
- 6.6 IELTS testing may not be required where an applicant clearly has the required English language skills. The application of this rule will be on a case-by-case basis and in accordance with the English language requirements that apply to the visa eligibility for the country assessment level published by DIBP. Any evidence supplied in support of an application under this rule would require original copies of reliably authenticated evidence. Generally an IELTS test will not be required in the following situations:
 - Students educated in an English speaking country
 - Achieved satisfactory outcome for GBCA internal English placement test
 - Students who have completed the last two years of schooling in an English language speaking course
 - Students who have completed at least six months of a Certificate III level qualification or a foundation program (or equivalent) in Australia
 - Students have completed an alternative and equivalent test to the required level
 - Students who have completed English language study at an Australian English language provider.

PROCEDURE TO ISSUE THE LETTER OF OFFER

- 6.7 Student Administration Officer issuing the letter of offer must use the Payment schedule calculation template (Z:\Policies & Forms\Form\F Finance) to copy the course title, code, payment details into the Letter of Offer and the Student Acceptance Agreement.
- 6.8 Students will be issued one (1) letter of offer for each course, and one (1) Student Acceptance Agreement for all courses enrolled with GBCA.
- 6.9 Student administration must save the payment plan used for issuing the letter of Offer from the Payment schedule calculation. This will be used by Finance department at orientation when the student commencing the course.
- 6.10 Where an offer is to be made to an applicant the Student Administrator completes and signs and dates the field: “Office Use only” on the GBCA Application Form (International) (Form SR008b).
- 6.11 Once an offer has been approved by the Student Administrator, an offer letter (Form SA001) must be prepared and despatched to the student and the education agent (if applicable) accompanied by a

Student Acceptance Agreement (Form SA002). The following documents must be attached with the letter of offer/ Letter of Offer – Conditional:

- Letter of Offer
- Student Acceptance Agreement
- DIBP course progress fact sheet
- International education: ensuring quality and protecting students

RECEIVE THE MINIMUM PAYMENT

- 6.12 Applicants wishing to accept the offer must initial each page, sign and date the last page of the Student Acceptance Agreement (Form SA002) and send it to GBCA, and then pay the fee requested in the letter of offer. Deposit fee can only be collected after receipt of signed Student Acceptance Agreement (Form SA002). Once the deposit fee is received (and cleared by the bank) an Electronic Confirmation of Enrolment (CoE) will be generated on PRISMS.

ISSUANCE OF CONFIRMATION OF ENROLMENT (COE)

- 6.13 The CoE must be prepared in accordance with the requirements of the PRISMS User Guide. There must be a CoE issued for each qualification that the student is going to be enrolled in and for which an award will be issued if the student is successful.
- 6.14 Once student visa has been granted, students will be notified the date of orientation day and course commencement date and given pre-departure information. Students will receive a letter informing them of:
- Date, time and venue for the orientation
 - Documents to bring to the orientation including:
 - Original passport
 - Evidence of visa granted
 - Original academic documents
 - Original proof of English proficiency
 - Evidence of OSHC
- 6.15 Student support officer will provide orientation program schedule, conduct orientation and collect the signed orientation checklist (Form SA037) from the students.
- 6.16 Student support officer will ensure tasks on orientation checklist for staff (Form SA045) are completed.
- 6.17 Student administrative officer will place all documents in student file and check for sufficient information and check against Student file checklist (Form SR009). Copies of all student acceptance agreements along with details of any fees and charges and refunds for a period of two years after the cessation of students' study. Details of the orientation procedure is stipulated on clause 5.6, Policy 13 Student Support Policy and Procedure.

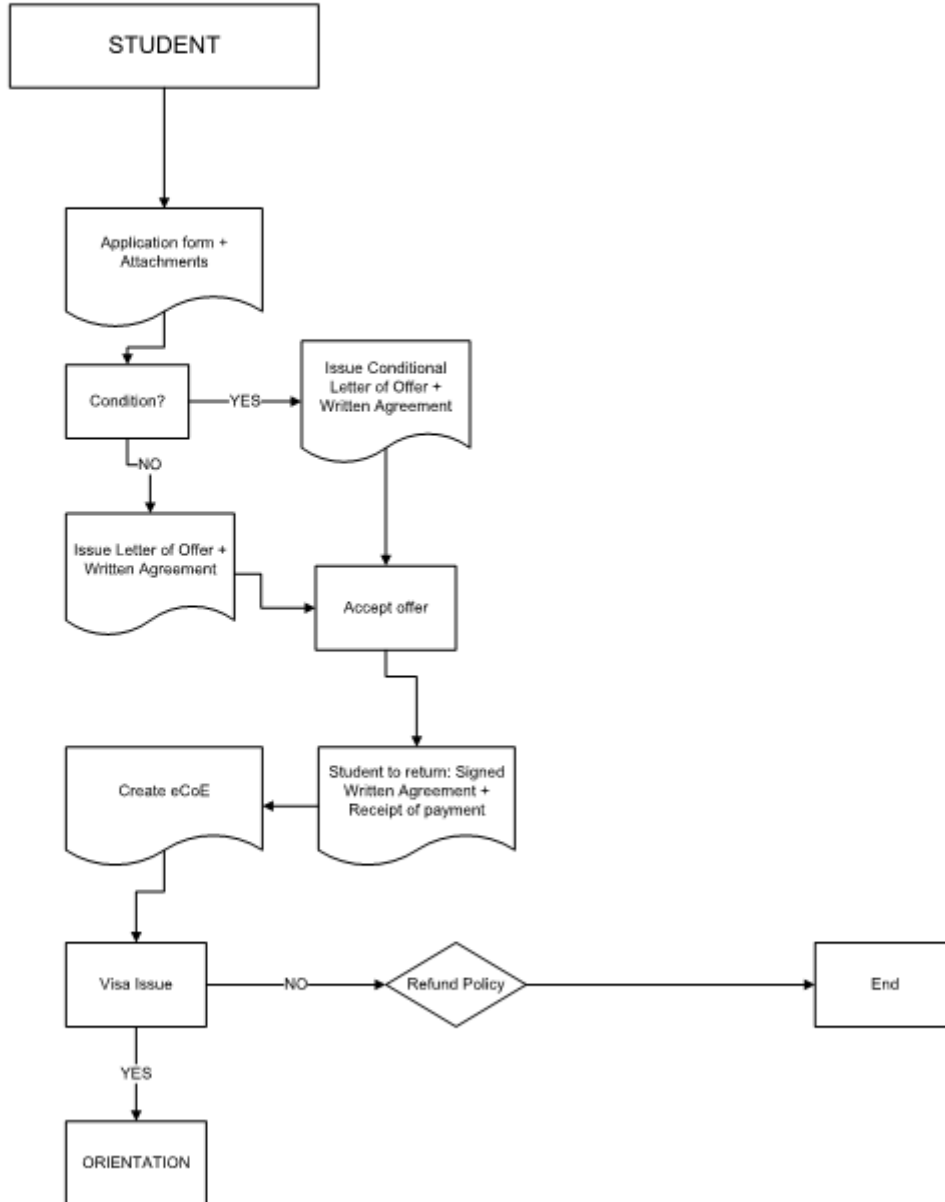
ISSUANCE OF A CONDITIONAL CONFIRMATION OF ENROLMENT (COE)

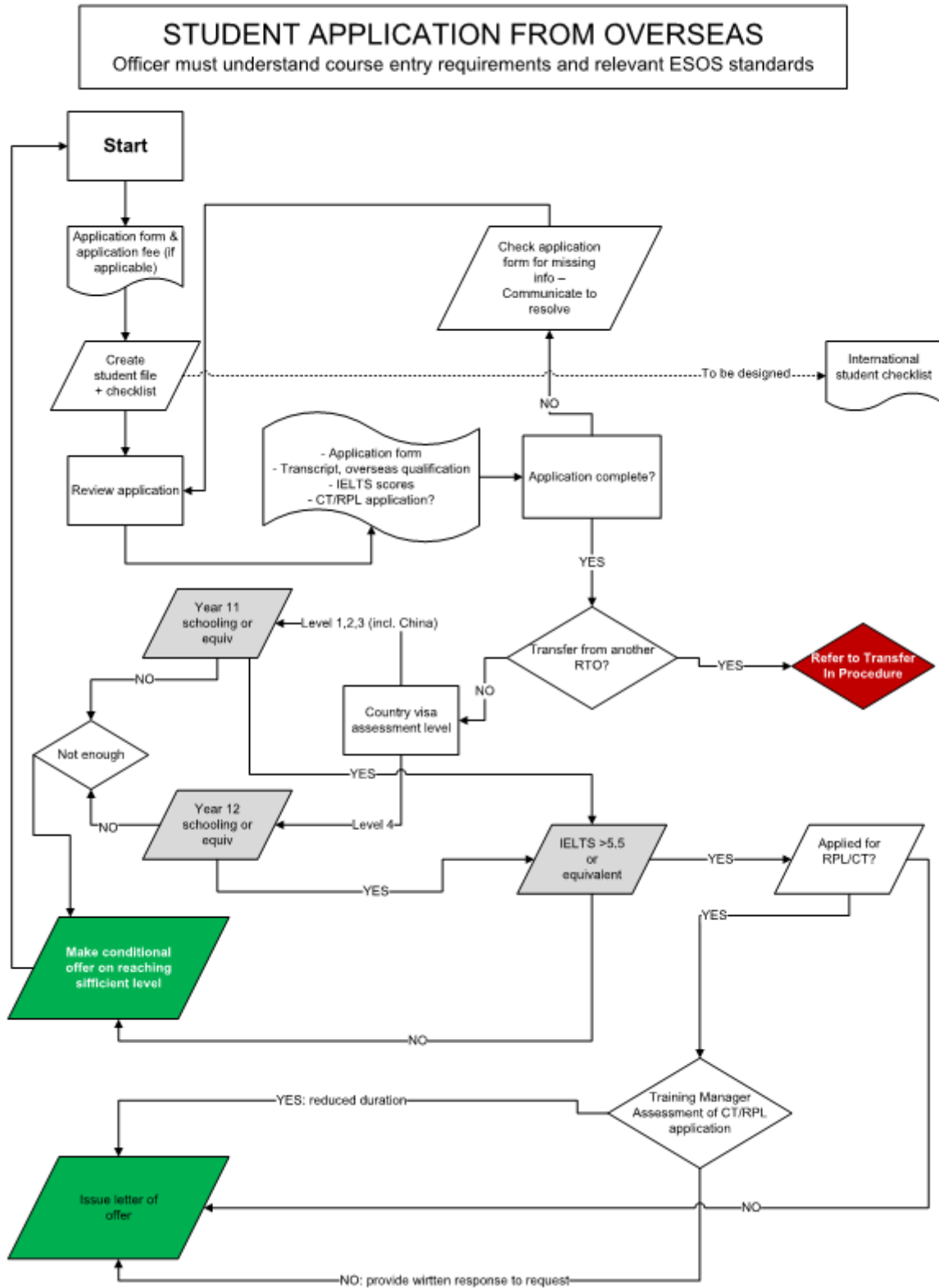
- 6.18 At the discretion of GBCA's student administration manager, a conditional CoE may be issued when a student visa application needs to be lodged before all conditions on an offer have been met (age, academic, or language requirement).
- 6.19 All deposit must be paid and the SA058 Application for Conditional CoE must be submitted prior to issuing a conditional CoE.
- 6.20 When issuing a conditional CoE, all conditions on the SA001b must be stated on the conditional CoE.
- 6.21 Upon meeting the requirements stated on the SA001b, all supporting documents must be forwarded to the GBCA student administration team for a SA001a letter of offer to be issued.
- 6.22 Students will not be permitted to commence the relevant courses at GBCA until all conditions stated on the SA001 letter of offer – condition have been met.
- 6.23 If the student does not meet the conditions stated on the SA001b, the conditional CoE will be cancelled. The paid deposit will be refunded to the student according to the GBCa refund policy.

Relevant files

GBCA Application Form (International) (Form SR008b)
GBCA Course Factsheets (Doc 1b and Doc 1d)
Credit Transfer Application Form (Form SA005)
Pre-training review form (Form SR013)
Student Application to Enrolment checklists (Form SR007)
Letter of offer (Form SA001)
Letter of offer – Conditional (Form SA001)
Student acceptance agreement (Form SA002)
Pre-departure pack
Orientation Program Schedule (Doc. 2)
Orientation checklist (International) for students (Form SA045)
Student file checklist (Form SR009)
Language, literacy and numeracy test (Form SA022)
Assessment guide to Language, literacy and numeracy test (Form SA023)
English Placement Test

FROM ENQUIRY TO ORIENTATION





STUDENT TRANSFER IN FROM ANOTHER RTO
Officer must understand course entry requirements and relevant ESOS standards

Note:
 1. In addition to the documents identified in the international application, students will need to submit: Letter of release from the other RTO or Evidence of RTO status change (Standard 7.1)
 2. Refer to relevant GCBA policy relating to enrolling transferring students
 3. GCBA must create an immiaccount as an organisation to view applicant EVO status

