

Student Enrollment Policy and Procedure

Contents

Contents	1
Purpose.....	1
Definitions.....	1
Policy.....	1
Procedure	2
Document Control	4

Purpose

The purpose of this policy is to ensure that Batool International Pty Ltd abides by, and meets, the enrolment requirements under the Standard 2 of The National Code 2018 and the ELICOS Standards 2018. The Standards and the National Code specify actions and practices regarding the enrolment of students. The procedure describes how Batool International Pty Ltd meets these requirements.

Responsibilities

- 2.1 The CEO or nominated officer is responsible for the implementation of this policy in relation to the recruitment, selection and enrolment of students.
- 2.2 Administration staff are responsible for the ongoing management of this policy in relation to assessment, selection and the subsequent notification to students.

Definitions

- 3.1 **Application** – An expression of interest by a prospective student on an Enrolment Form to obtain an admission to study at Batool International Pty Ltd
- 3.2 **Enrolment** - The process whereby a student is formally registered in one or more subjects each semester. It includes the payment of appropriate fees, completion of required documents and the signing of an agreement to abide by the regulations and rules of Batool International Pty Ltd
- 3.3 **Full-time student** - A student enrolled in units which amount to 20 hours per week of the normal full-time study load for a term for CRICOS and ESOS purposes.

Policy

4.1 Regulations and procedures for the admission of students

Admission of an individual applicant is at the discretion of Batool International Pty Ltd. In exercising this discretion, the staff of the college will be guided by the following considerations:

- There should be a reasonable expectation that anyone admitted to a program of study will be able to fulfil the learning objectives of the program and achieve the level required
- The ability to successfully complete and benefit from a program should be the basic criteria for admission
- In considering each individual applicant for admission to a course, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the course



- The processes followed should ensure equality of opportunity for all applicants. There will be no discrimination against any applicant in relation to age, colour, religious belief, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class. Batool International Pty Ltd's position on Anti-Discrimination, as well as legislative requirements must be taken into consideration and relevant policies support this
- Overseas students must satisfy sufficient level of the English language proficiency and the entry requirements to be admitted to Batool International Pty Ltd courses.
- Batool International Pty Ltd staff will check all applications to ensure compliance.

Procedure

All applicants applying for admission to any of BATOOL INTERNATIONAL's course must meet following criteria:

4.1.1 Age: All students must be 18 years of age or over.

4.1.2 English language proficiency for overseas students

Before being considered for admission, overseas students, from countries where English is not the first language, must demonstrate that they have an adequate level of proficiency in English;

English language proficiency may be demonstrated by any of the following:

- a) Provision of a valid English Language test result endorsed by DHA (Department of Home Affairs) for a student visa such as IELTS, OET, TOEFL iBT, PTE Academic or Cambridge English: Advanced (CAE) or test score equivalencies (as per DHA guidelines)
- b) A placement test result from an English testing centre (eg VERSANT test)
- c) Batool International Pty Ltd English entry test and an interview with the Academic Manager or delegate, which may include an online interview where personal identification will be required for verification.

Overseas students who do not meet the minimum English level requirement, after having their English language proficiency assessed, will be advised that they need to undertake a preliminary English course.

Overseas students who meet the English level proficiency criteria may be approved for an admission at Batool International Pty Ltd (provided they meet all other entry requirements).

4.2.3 Academic Criteria for Overseas students

An overseas student applying for admission to Batool International Pty Ltd courses must provide evidence of having, at least equivalent, of Australian Year 11

Note: Any documents in a language other than English should be translated by an authorised translator – for example (NAATI qualification if in Australia).

4.3 Enquiry, Application and Enrolment Process

- Student/applicant can access online or are provided with pre-enrolment information.
- Student/applicant has online access through website the requirements and processes that will enable them to make informed decisions about their studies in Australia – including Student Handbook, Brochure and Orientation guide. In addition, access to policies and relevant marketing information.
- The student guides will provide the modes of study for a course so they can make informed decisions about the suitability of a course so they can make informed decisions about the suitability of a course for their needs and preferred learning styles (note that overseas students under the National Code must adhere to proportion requirements for face to face study and attendance is monitored).



- Student/applicant is able to obtain before enrolment the grounds on which student enrolment can be deferred, suspended, or cancelled. Sources include web access to the policy, with content referred to in the websites, Offer letter, Student Handbook and Brochure. Batool International Pty Ltd will make these resources available online to view by anyone.
- Overseas students have access to the ESOS framework prior to enrolment online at Batool International Pty Ltd website and this is included in the Batool International Pty Ltd brochure and also available online.
- Batool International Pty Ltd will ensure students have access to accommodation options available online in the Australia section of the website and within the orientation guide.
- Prospective students are advised that the Batool International Pty Ltd fee schedule is available online and also provides that fee changes may apply.
- Batool International Pty Ltd advises prospective students about schooling obligations for school aged dependants and fees that may be incurred are contained within the Student brochure, available online at our website.
- Batool International Pty Ltd advises students/applicants that prior to signing enrolment, all policies, handbooks, brochures and orientation guides should be read and understood.
- Student completes and signs Application Form and attaches all relevant supporting documentation and pays Enrolment fee.
- Overseas applicants must provide proof of English language proficiency.
- Successful applicants will receive an Offer Letter, Written Agreement and Payment plan stating payment schedule.
- Upon accepting the Offer Letter, students are required to make payment of tuition fees and any other fees (as prescribed in the Invoice for overseas students) in order to secure their offered position. Fees may be paid by a credit card, direct deposit, EFTPOS or electronic transfer into Batool International Pty Ltd bank account.
- Student is required to attend an Orientation meeting at Batool International Pty Ltd prior to or on the first day of the course. The purpose of the Orientation is to register a student, introduce the key staff members to them, make them familiarise with the Batool International Pty Ltd premises. Students will gather in an allocated classroom and will be provided with a copy of the Student Handbook, relevant Batool International Pty Ltd policies and procedures and other materials and information related to their studies and life in Sydney/Australia.
- Student will have to read, understand and sign the Student Handbook and fill out and sign the Student Details Form during the orientation program.
- Batool International Pty Ltd administration staff is responsible for entering students' details and enrolment information into the electronic system and file the original copies of all documents onto the student file.
- Students are required to provide their contact details at least every six months through their online portal.

4.4 Entry Criteria for Overseas students who are changing provider

As stipulated in the National Code of Practice, Batool International Pty Ltd will not knowingly enrol a student who wishes to transfer from another provider prior to completing six months of their principal course of study, unless under the following exceptional circumstances:

- a) The original registered provider has ceased to be registered or the course in which the student has enrolled has ceased to be registered; or
- b) The original registered provider has provided a written letter of release; or
- c) The original registered provider has had sanctions imposed on its registration by the Federal, State or Territory government that prevents the student from continuing their principal course;
- d) Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.



NOTE: If any above circumstances arise, Batool International Pty Ltd staff will follow the relevant policies when assessing a request for student change of provider.

1. RECORDS AND INFORMATION

All documentation will be kept in the student record both in the main student file and electronically.

2. ASSOCIATED DOCUMENTS

Forms and Record Keeping:

Title	Document Location	Responsible Officer	Minimum Retention Period
Enrolment Form	Educli / Forms	Admission Manager	7 years after last entry
Offer Letter	Educli / Letters	Admission Manager / Enrolment Officer	7 years after last entry
English language proficiency test	1. Google Drive / 2. English tests 3. Student's File 4. Educli Database	Admission Manager	7 years after last entry
Transfer between providers release letter	1. Student's File 2. Student Administration Database	Admission Manager	7 years after last entry

3. REFERENCES

- ELICOS Standards 2018
- ESOS Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)

8. IMPLEMENTATION

8.1 The Student Enrolment Policy will be implemented via:

- An announcement notice emailed to all students and staff
- Inclusion on the Batool International Pty Ltd website – Downloads
- Inclusion on Batool International Pty Ltd online policy library.

Document control

Revision history

Document Name:	Student Enrolment policy v23.0
Quality Area:	SC Students & Clients
Author:	Batool International Pty Ltd t/as Cambridge English College
Status:	Approved
Approved By:	CEO
Approval Date:	22 June 2019
Review Date:	21 June 2020
Review:	26 July 2023