

Enrolment Policy and Procedures

1. Purpose

Blue Lotus College (BLC) implements this enrolment policy and procedures to ensure that:

- Students selected to study at BLC are capable of succeeding in their chosen course of study
- the selection process is conducted in an ethical, fair and equitable manner,
- appropriate access and equity principles are considered in selection criteria,
- the application and selection process are consistent and compliant with relevant standards and legislation.

2. Responsibility

Student Services Manager is responsible for the implementation of this policy and ensuring that relevant staff members are aware about this policy and procedure.

3. Scope

This procedure applies to the admission, selection and processing of applications received from prospective students (both international and domestic) who wish to study the courses offered by the college.

4. Definition:

Admission: the process by which a prospective student applies for a place in a course offered by the College is considered and either selected or rejected.

Australian Qualifications Framework (AQF): a nationally consistent set of qualifications for all post-secondary education and training in Australia.

Department of Home Affairs: Home Affairs Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

ESOS Act (2000): Federal Government act that regulates the provision of education and training services to international students in Australia and which stipulates student VISA conditions.

Confirmation of Enrolment (COE): This is a proof of student enrolment and acceptance of the offer letter and student agreement of the College. The home affairs requires the CoE for visa processing for international students. This is generated through PRISMS for international students and created internally for domestic students.

Domestic Student: a student studying in Australia who is an Australian citizen or a New Zealand citizen or a holder of Australian permanent residency

IELTS: a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

Letter of Offer: a formal invitation to a prospective student to commence study at the College in the course offered.

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International Student: a student studying in Australia who is the holder of a student visa granted by the Australian Government.

Pre-Training Review (PTR): a review conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by BLC is able to meet the student's individual needs and their host workplace requirements (if applicable).

PRISMS: Acronym for Provider Registration and International Students Management System (PRISMS). This site provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) legislation.

Selection Process: process undertaken to assess the suitability of the applicants for a program according to specified selection criteria, and subsequent notification of applicant's eligibility to enrol.

SMS: Student Management System.

5. Policy Requirement

- Application procedures shall be student-focused, consistently applied and equitable.
- All applications shall be treated fairly, with respect and sensitivity, and in accordance with the BLC's Privacy Policy.
- Applications for admission shall be lodged according to the relevant guidelines provided to the applicants in the Student Prospectus.
- The College shall reserve the right to request additional information from applicants which may be relevant to their application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of Special Consideration applications on any of the established grounds for Special Consideration.
- The College reserves the right to request applicants' authorisation to obtain further information from relevant third parties, where necessary, regarding their application.
- Applicant's personal information shall remain confidential, protected and will only be utilized as per the Privacy Policy the Data Provision Requirements 2012.

6. Application method

- All enquiring students will receive Student Prospectus, Student Application and the relevant policies and procedures in line with relevant government regulations before enrolment. International students will be enrolled in CRICOS-registered courses.
- Prospective applicants from overseas should submit an Application Form prior to course commencement date to allow adequate time to College to assess the application and to lodge student visa application with Home Affairs.
- Applicants must sign and date the application form and attach all supporting documents including:
 - Academic transcripts,
 - Evidence of English language level (e.g. IELTS, TOEFL),
 - Educational or academic certificates (in both the original language and in English).
 - Copy of passport/photo ID,

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- Completed Pre-Training Review Form,
- Other relevant documents (in accordance with the individual course requirement)

7. Other documents that may be required include:

- English translations of all documents
- Academic transcripts from previous educational institutions (if applying for advanced standing/credits) o Letter of Release from another provider for the relevant study period.

Application can be made by email or in person or through an authorized representative. Upon receipt of the application, a student file is created and relevant details recorded.

8. Selection Process

Based on the selection and entry requirements for the course, the Student Services Coordinator or an authorised Admissions Officer must review and assess the application and determine whether a Letter of Offer should be made. To be accepted, the applicant must meet the following:

(i) Academic Entry Requirements

Students must meet a minimum academic requirement to enrol in BLC courses. The table below summarizes the academic entry requirements. Applicants must refer to detailed information on individual courses for addition course-specific requirements.

Level of Study	Academic Requirements
Certificate IV	Satisfactory completion of the equivalent of Australian Year 11 or Certificate III or higher
Diploma	Satisfactory completion of the equivalent of Australian Year 12 or Certificate IV or higher

(ii) Minimum English language requirements

International students applying for this course either off-shore or on-shore will require:

- i) Either a minimum IELTS (General) test score of 5.5 or equivalent for direct entry into a VET course; IELTS score of 4.5 or equivalent with an ELICOS course (up to 30 weeks) to be taken before the main VET course; IELTS results older than two years are not acceptable.

OR

- ii) Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

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OR

- iii) Evidence that within two years of their application date they have successfully completed a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification in Australia from the Australian Qualifications Framework.

OR

- iv) Applicants originating from student visa assessment levels 1 and 2 (countries) without the required IELTS score must undertake an English Placement Test conducted by BLC.

If there are concerns about the applicants' English language proficiency, they will be required to undertake a suitable General English (ELICOS). For further information on student visa assessment levels visit Department of Home Affairs' website at www.homeaffairs.gov.au

Please note: BLC will also accept equivalent test results from the following specified English language tests:

- Test of English as a Foreign Language (TOEFL) iBT
- Test of English as a Foreign Language (TOEFL) PBT
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE)

The applicants may be interviewed to ensure they meet minimum entry requirements and PTR will be conducted to assess their learning needs. Applicants shall be provided with information on the following prior to the enrolment:

- course details (contact hours per week, recommended text books, etc.)
- fee structures
- College requirements
- recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information
- Legislative and regulatory education guidelines and requirements.

The student support officer must use the Student Application Checklist to ensure that all required documents are received at the time of application assessment.

All application details must be entered into the College's Student Management System (SMS) and all documents must be filed.

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9. Letter of Offer

BLC will issue Letter of Offer to successful applicants. The offer letter includes all detailed instructions and conditions for accepting the student agreement (student agreement is incorporated in the offer letter itself). The Student Services Coordinator, or an authorised Admissions Officer, must sign the Letter of Offer and/or the Student Agreement to be sent to the applicants.

- Applicants who do not meet the entry requirements will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.
- The Letter of Offer and Student Agreement letter are sent via email to the students or their nominated representative.
- A copy of the Letter of Offer and Student Agreement are kept in the student file/profile.

10. Acceptance of the Letter of Offer

Applicants must accept a Letter of Offer by the due date and by returning the signed Student Agreement form, accompanied by payment of tuition fees and Overseas Student Health Cover (OSHC), as outlined in the Letter of Offer.

11. Cancellation of the letter of offer

BLC reserves the right to withdraw and offer of admission and cancel the enrolment of any student where/when the College identifies such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or an applicant's representative

12. Issuing Confirmation of Enrolment (COE) Letter

- The College shall send CoE letter once the signed Student Agreement along with the confirmation of the payment of the fees is received;
- The Accounts Department will confirm receipt of tuition fees and approve issuance of a CoE;
- CoE must be prepared and generated as per the PRISMS User Guide for international students;
- For domestic students, CoE will be issued internally;
- Prior to the issuance of CoE, the student application file is checked to ensure all requirements are met. This is usually done using the Student Application Checklist;
- A copy of CoE is then sent to the student, or the authorised representative, via email;
- A copy of the CoE is filed in the student file and the SMS is updated; and
- The CoE will be used by the student to apply for a student visa (where applicable).

13. Deferral

- Prospective international students who have been offered a place in any course at the College have the right to defer the commencement of their studies for up to one year. Deferment must occur prior to enrolment. Students who defer cannot enrol.
- Applicants shall be advised in the Student Prospectus and on the College's website, of their right

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to defer and the process for deferral.

- Applicants wishing to defer must follow the Deferral Policy available on the College's website or by contacting Student Services.
- Confirmation of a deferral is sent in writing to applicants.
- Deferred applicants shall be requested by mail to confirm their intention to take up their place prior to enrolment. Applicants who do not confirm their place, as instructed in this letter, will lose it.

14. Application by Transferring International Students

Prospective international students who are currently enrolled with another registered provider can apply for entry to a course at the College. However, they must have completed six months of their principal course of study with their previous registered provider at the time of enrolment. The College will not knowingly enrol a student who has not completed this requirement. This provision is in accordance with *ESOS Act 2000* and the National Code 2018.

International students who wish to transfer from another registered provider but who not completed six months of their principal course of study, will only be considered when:

- The original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered;
- The original registered provider has indicated on PRISMS that it has released the student;
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory; government that prevents the student from continuing his or her principal course; and
- 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.

15. Application Process for Transferring International Students

- International students transferring from another registered provider will follow the same application and selection procedure as prospective offshore international students.

If the applicant accepts an offer and does not enrol, Home Affairs shall be notified and the CoE will be cancelled.