

Name of the Policy	PPI03 International Student Enrolment Policy and Procedure
Distribution	All Staff and Students
Entity relating to	Stirling Institute of Australia Pty Ltd trading as <ul style="list-style-type: none"> • Academy of Hypnotic Science • Stirling Institute of Counselling • Stirling Institute • Stirling Institute of Hypnotherapy • Stirling Institute of Business • Stirling Institute of Children’s Services.
Related Documents	<ul style="list-style-type: none"> • Form 01 International Student Application Form • TMP 15 Written Agreement International • MP 14 Letter of Offer International • Form 43 Refund Application form • Form 44 Genuine Temporary Entrant - Statement of Purpose Single • Form 45 Genuine Temporary Entrant - Statement of Purpose Dependent Form • Form 46 Change of Education Agent Request Form • PP02 International Fees Refunds Policy and Procedure • International Student Handbook.
Statutory References	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTO’s 2015 5.1 – 5.3 • National Code of Practice 2018 Standard 2 and 3 • ESOS Act 2000.
Legislative Context	<ul style="list-style-type: none"> • Sex Discrimination Act 1984 • Disability Discrimination Act 1992 • Racial Discrimination Act 1975 • Age Discrimination Act 2004 • Sex and Age Discrimination Legislation Amendment Act 2011 – Proclamation • Commonwealth Privacy Act 1988 / Privacy Amendment (Private Sector) Act 2000 • Australian Privacy Principles • Student Identifier Act 2014, Student Identifiers Bill 2014 • Social Security Act 1991 • Health Records Act 2001 (VIC) • Work Health and Safety Act 2011.

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1. Policy

Stirling Institute of Australia (TOID: 21132 CRICOS: 03979M) (Stirling Institute) ensures it maintains open, fair, and transparent procedure for making decisions about the selection of students. This policy and procedure relates to International students only. All other students are covered under *PP03 Student Enrolment Policy and Procedure*.

2. Purpose

Stirling Institute provides details of its obligations to the student, including their responsibility for the quality of the Training and Assessment in compliance with the Standards for RTO's 2015, National Code of Practice 2018, ESOS Act and the issuance of the AQF Certification documentation.

Stirling Institute provides to prospective students in print and electronically, access to current and accurate information to enable the student to make an informed decision when undertaking training with us and Living in Australia costs and information.

Stirling Institute provides details to the student outlining their obligations when enrolling in a training program.

Prior to enrolment, Stirling Institute provides detailed information about the fees it intends to collect from individual students.

Where there are any changes to the agreed services, Stirling Institute advises the student as soon as practicable, including any changes about change in ownership.

3. Scope

This policy provides information for international students about admission to VET courses of study offered by Stirling Institute.

4. Definitions

Admission to students for an award.

Admission prerequisite a requirement that must be met by an applicant in order to be eligible for consideration for admission to the course.

Course is an approved/accredited training program of study

Credit transfer is defined in the Australian Qualification Framework as follows:

“Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.”

Cut-off is the last date of enrolment to be enrolled in a course/program

CRICOS is the Commonwealth Register of Institutions and Courses for Overseas Students

Enrolment fee is the fee payable when an application is made to Stirling Institute for an enrolment to a course or qualification. This fee is normally non-refundable.

Equipment and resources fee refers to items such as uniform for clinical placement, dressing packs, materials used in nursing labs, practical experience placement book and other learning materials given out in class.

Goods and services tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.

Non-Tuition fee is the cost of all fees not directly related to tuition fees, such as, services and amenities fees, enrolment fee, administration fee, equipment and resources fee.

Prepaid fee is the fee collected in advance before the relevant services have been provided.

Recognition of prior learning (RPL) is defined in the Australian Qualification Framework as follows:

“Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.”

SIA (Stirling Institute of Australia)

Tuition fee is the total fee that a student is required to pay.

5. Requirements and Process

All applications will be processed in accordance with relevant Legislation, Regulations, Standards and Service Agreements.

All applications will be assessed and selected based on their merit so that the decisions are fair, equitable and transparent. Selection criteria will be related to the entry requirements of the course.

All applicants undertaking nationally recognised training need to provide their USI before enrolment or commencement of course.

6. Procedure

Initial Enquiry Stage

- Student enquires about the course through website and/or through agents.
- In receiving an enrolment enquiry or application from an overseas student:
- SIA shall ensure that all applicants are provided with the course outline for the relevant qualification .
- Course information is provided to the students in print and/or electronically. At a minimum, the course outline will contain:
 - Training and Assessment information, and related educational and support services provided by Stirling Institute of Australia;
 - The estimated duration;
 - The locations at which it will be provided;
 - The modes of delivery;
 - The support services available for the student;
 - Any work placement arrangements;
 - Current competency is discussed;
 - Fees and charges;
 - Any entry requirements required to enrol in the qualification;
 - The CRICOS code.

The Application Process

- Applicants (or an authorised education agent acting on their behalf) need to complete the International Student Application Form and submit to one of our representatives.
 - These can be submitted via email, post or physically at one of our sites.
- All applicants must attach copies of the following supporting documentation, along with their application:
 - Certified copy of the personal details page of passport
 - Certified copy of all academic qualifications, including secondary school studies
 - Copy of English language qualification (if required); IELTS 5.5 (no band less than 5) or equivalent (Pearson PTE overall 42; TOEFL (iBT) 46-59; Cambridge English – B2 First and C1 Advanced – 162) or provide details of your English proficiency
 - Form 44 Genuine Temporary Entrant- Statement of purpose single and, where applicable Form 45 Genuine Temporary Entrant – Statement of purpose dependant form
 - Additional documents as outlined by the course entrance requirements - e.g. folio, personal statement
 - OSHC Overseas Student Health Cover
 - Copies of any previously issued enrolments. Where applicable, cancelled eCoE/s and/or release.
- Students must have a unique student identifier (USI) before an offer letter can be issued. Students can create their USI (If they do not yet have one) by visiting www.usi.gov.au

- Completed applications and supporting documentation are forwarded to Admissions by email to info@sia.edu.au or in person or by post at:
Ground Floor 99 Queensbridge Street
Southbank
Victoria, Australia, 3006

Selection of Applicants for Admission

- Applicants are assessed using the following criteria:
- Must be at least 18 years of age on the commencement of their course
- Provide evidence of their prior education as stated in the entry requirements for the course in the course brochure
- Meet the minimum English language proficiency requirements. Applicants who do not satisfy this criterion will be recommended to undertake an ELICOS program before applying again (unless they wish to apply for a conditional CoE if they will be eligible). Where students are using qualifications from their home country they can determine equivalency to Year 12 through the Victorian Curriculum and Assessment Authority <https://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalents/equiv-yr12.aspx>
- Meet any other specific entry requirements as outlined in the entry requirements for the course in the Course Outline
- Admissions shall enquire and assess whether the applicant's qualifications, experience (including work) and English language proficiency are appropriate for the course for which enrolment is sought
- Admissions must review the applicant's educational records against the applicable course entry requirements and only accept a student's enrolment where student's educational records satisfy the applicable course entry requirements
- Where an applicant has met the course entry requirements of the Stirling Institute of Australia, Admissions will continue the Enrolment procedure.

Acceptance of Application

- Successful applicants (or their nominated agent) will be notified via email of their acceptance through a full or conditional Letter of Offer and Written Agreement for Admission. Applicants are required to carefully read the Letter of Offer and Written Agreement, before signing and dating the declaration of acceptance located on the final page of the Written Agreement.
- Applicants should return the signed and dated Written Agreement, any further certified supporting documentation (if applicable), payment of initial fees (in \$AUD), and evidence of Overseas Student Health Cover (OSHC) to Admissions.

Applicants will be contacted within 5 business days with the outcome of their application.

Confirmation of Enrolment

- Upon receipt of the following documents the student will be provided with a Confirmation of Enrolment (CoE):
 - Signed and dated Written Agreement
 - Certified copies of supporting documentation
 - Payment of initial fees in \$AUD
 - Overseas student health insurance cover (OSHC).

Conditional Confirmation of Enrolment

- Stirling Institute can issue an offer which is conditional on final results. A conditional CoE is issued to support the student visa process. Conditions are noted on the CoE (comment section) and entry to the qualification will be determined on whether the applicant meets and provides evidence of meeting the conditions. In the comment section, there must be a clear indication on when the documents/evidence must be received. A due date for the applicant to submit all requested evidence is generally scheduled one week prior to the commencement of the qualification (start of the term).
- A conditional CoE is issued for the following conditions:

- The applicant is undertaking the final term/semester of study and this is a requirement for the qualification
- The applicant will meet English requirements after the completion of the course they are currently enrolled in
- The applicant is using a recognised agent.

Offering a conditional CoE is at the discretion of Stirling Institute and each offer will be evaluated by Admissions on a case by case basis.

Administration Process at Enrolment

- As far as possible all applications and course enquiries will be dealt within 5 business days
- Where additional information or evaluation is required it will be requested and/or evaluated within 5-working days
- Students will be formally enrolled, and a student number allocated on the student orientation day
- A formal induction of students will occur prior to the commencement of classes
- Stirling Institute will advise students of the possibility of:
 - receiving an NCVET survey;
 - receiving an invitation to participate in a Department endorsed project;
 - receiving an invitation to participate in the Department's annual student outcome survey; and/or
 - being contacted by the RTO's regulators (or persons authorized by the Regulator) for audit, review or investigation purposes.

Record keeping

- See Record Management Policy and Procedure.

7. Appeals

A student may appeal against a decision made with respect to admission or enrolment process/outcome and the appeal must be lodged in writing according to the processes for appeals as detailed in the Complaints and Appeals Policy and Procedure.

8. Responsibility

The Quality and Compliance Manager is to ensure all requirements of this Policy and Procedure are met.

All staff and clients adhere to Stirling Institute's Policies and Procedures.

The Quality and Compliance Manager, with direct access to the Director of Learning, has the responsibility to ensure that Stirling Institute complies with all the statements and processes included in this document. They must also maintain these standards across all the areas of operation of Stirling Institute.

Any complaints or breaches in relation to this policy should be reported to the Director of Learning in person or by email to: info@sia.edu.au

9. Review Date

12 months from the date of this version, or as required.

10. Version History

Version Number	Date	Reason for Change	Prepared by	Approved by
2018_v1.0	December 2018	Initial Version	Quality and Compliance Manager	Director (DY)
2019_V1.1	March 2019	Adjusting IELTS and typo's	Alison Marriage	Director (DY)

V2.0	December 2019	Reviewed enrolment processes including Admissions, reviewed release processes of students via PRISMS and fixed minor typos.	Quality and Compliance Manager (GDS)	Director (DY)
V2.1	March 2020	Included Conditional Confirmation of Enrolment	Quality and Compliance Manager (GDS)	Director (DY)
V2.2	March 2023	Reviewed for currency. Adjusted typos and grammar.	Quality and Compliance Manager (GDS)	Director of Learning (DY)