

CRICOS ENROLMENT POLICY AND PROCEDURE

PURPOSE

The purpose of this policy and procedure is to outline the process for enrolment by an international student into a course with Equinim College.

1. POLICY AND CONTEXT

Equinim College warmly welcomes international students to study with us. The basis of our College is care and respect, and absolute excellence in education. We focus on quality, in our educational materials, our industry expert Trainers/Assessors and our dedicated Student Services Team. We are joyful to provide our state of the art venues for our students' use, in their study experience in Australia. We are also joyful to provide our leading edge online learning platform, the Equinim Learning Hub.

From the enrolment process right through to graduation and beyond, Equinim College cares greatly for its students. We warmly welcome all enquiries.

This policy and procedure outlines the steps in enrolling in a course with Equinim College. Prospective international students are invited to call the College Team on 1800 338 883 or email us at team@equinimcollege.com with any queries they may have about enrolment or the enrolment process.

2. SUMMARY OF ENROLMENT PROCESS

There are 11 steps to enrolment as an international student with Equinim College:

1. The candidate makes an **initial enquiry** with Equinim College and is assigned an Enrolment Officer to look after their enrolment process
2. The candidate undertakes an **English proficiency test**
3. The candidate lodges an **Expression of Interest form (EOI)** (including results of an English Proficiency Test)
4. The candidate participates in an **Enrolment Interview**
5. The candidate is sent a link to the **Enrolment Application Form**, and an information pack
6. The candidate submits their Enrolment Application Form
7. The candidate gathers and submits their documents, plus a completed **Enrolment Document Checklist – International Student**. (This accompanies the Enrolment Application Form.)
8. The candidate receives a **Letter of Offer**, containing provisional acceptance of their application for enrolment with Equinim College
9. The candidate signs the **Course Acceptance Form** and **pays the tuition fee** payable on enrolment (as per their Letter of Offer)
10. The candidate receives **Confirmation of Enrolment (CoE)** by Equinim College
11. The candidate applies for and is issued their **student visa** (if they do not already have it)

3. ENROLMENT PROCEDURE

Each of the 11 steps to enrolment is outlined below.

3.1 Enquiry and initial questions

The candidate enquires with Equinim College and is assigned to an Enrolment Officer, who will escort them through the enrolment process.

- (a) (Recommended enrolment time)** Equinim College recommends an enrolment application is submitted at least 6 weeks prior to the course commencement date for the relevant intake.
- (b) (18 years and over)** The Enrolment Officer checks the student's age. Equinim College accepts enrolment applications from applicants 18 years of age and older.
- (c) (Information)** The Enrolment Officer answers any questions the candidate may have at that stage and provides any further information as needed. The Enrolment Officer gives the candidate an outline of what is next in the process.
- (d) (Email with links)** The Enrolment Officer will follow up the conversation with the candidate with an email containing links to important information about Equinim College and the course the candidate has expressed interest in.

3.2 English Proficiency

If the candidate wishes to proceed, the Enrolment Officer issues information in relation to English proficiency testing, which is a requirement set by the Commonwealth Government of Australia for a student visa, and by Equinim College for entry into the course.

The following applies:

- (e) (Test required within last 2 years)** Where either the Commonwealth Government or Equinim College requires it, the candidate must undertake an authorised English language test and submit the results to Equinim College (if they have not already undertaken an approved test in the last 2 years).
- (f) (Authorised providers)** Where the candidate is required to undertake a test, the Enrolment Officer will provide the candidate with information on the authorised test providers.
- (g) (Completion of English Proficiency Test)** Once the candidate has submitted the results of their English language test, the Enrolment Officer assesses the result against the Student Visa and Equinim College entry requirements:
 - a. (Successful English Proficiency Test)** If the candidate demonstrates the required level of English competency for entry into the course, the Enrolment Officer will proceed to the next step towards enrolment.
 - b. (Unsuccessful English Proficiency Test)** If the candidate does not demonstrate the required level of English competency for entry into the course, the Enrolment Officer shall discuss support mechanisms to strengthen English proficiency, which may include referral to a

third party for language support, or other measures as may be applicable for the candidate. While such steps are being taken, the enrolment shall not proceed.

- (h) (Filing)** The Enrolment Officer will file the results of the applicant's English Proficiency Test in the student's file on the Equinim College Student Management System ("SMS").

3.3 Expression of Interest

After the candidate has received English test results to the required level and sent these to Equinim College, the Enrolment Officer shall send the candidate the Expression of Interest Form (EOI) to complete and submit to Equinim College, to confirm the candidate's interest in applying for enrolment. The candidate then completes and submits the form.

3.4 Enrolment Interview

The Enrolment Officer then arranges a time to have an enrolment interview with the candidate and that interview is conducted in accordance with the Enrolment Interview Policy and Procedure-International Students.

3.5 Providing the Enrolment Application Form

Following completion of the Enrolment Interview, the Enrolment Officer shall send to the candidate the Enrolment Application Form and Enrolment Document Checklist-International Student, for completion and return, together with an information pack comprising:

- a) Equinim College International Student Handbook
- b) Orientation Booklet (about life in Australia as an international student)
- c) Equinim College International Students' Course Guide
- d) Qualification Fact Sheet
- e) Enrolment Application Form (link)

The Enrolment Officer shall attend to any questions the candidate may have at this stage and provide any further information needed.

3.6 Completing the Enrolment Application Form

The candidate shall complete and return the Enrolment Application Form to Equinim College. The Enrolment Application Form must be completed in full in order to be a valid application for enrolment with Equinim College. Where the responsible Equinim College officer determines the enrolment form to be invalid or incomplete, resubmission is required for enrolment to continue.

3.7 Enrolment Document Checklist-International Student

The candidate is required to submit the following documents, as outlined in the Enrolment Document Checklist-International Student. These documents should accompany the completed Enrolment Application Form, and thus steps 3.6 and

3.7 are taken together. The documents required comprise:

- (a) **(Copy of current Passport)** A copy of the candidate’s current passport (whether Australian or non-Australian).
- (b) **(English proficiency test)** Evidence of the candidate’s English language proficiency (e.g. IELTS, TOEFL, PTE etc).
- (c) **(Statement of purpose)** A statement of purpose, providing information required by the Commonwealth Government of Australia for a student visa. (See the Statement of Purpose form.)
- (d) **(Declaration of Financial Capacity)** A declaration of financial capacity, providing information required by the Commonwealth Government of Australia for a student visa. (See the Declaration of Financial Capacity form.)
- (e) **(Release letter)** Copy of your release letter (if you are transferring from another CRICOS registered provider).
- (f) **(Overseas Student Health Insurance (“OSHC”))** Evidence of OSHC for the candidate and any accompanying dependants entering Australia. The OSHC must commence at least one week prior to entry into Australia and cover the duration of the candidate’s stay in Australia.
- (g) **(Unique Student Identifier)** The candidate’s USI, with authority for Equinim College to verify it. (See Guide to Getting a USI-International Students.)
- (h) **(Change of name)** If the candidate has undergone a name change, they are required to submit a name change certificate verifying the name change, such as a marriage or deed poll certificate, together with a completed Change of Name form.
- (i) **(Copy of Student Visa)** The following applies:
 - a. **(Government requirements):**
 - i. The Commonwealth Government requires international students to have a Student Visa Subclass 500 in order to enter an international student study program (CRICOS course) in Australia.
 - ii. The Student Visa must permit:
 - a. Participation in a CRICOS registered course; and
 - b. Residence in Australia for up to 5 years, or for the length of enrolment.
 - b. **(Already issued)** The Student Visa may in some cases already be issued, such as if the candidate has been studying a CRICOS registered course with another approved provider and elects to transfer to Equinim College.
 - c. **(Not already issued)** If not already issued, the candidate must apply for a Student Visa, and will require a Confirmation of Enrolment (“CoE”) from Equinim College (outlined in steps 3.10 and 3.11, below) in order to do so.
 - d. **(Further information)**
 - i. **(Equinim College FAQs)** See Equinim College’s “Guide to Student Visas”.
 - ii. **(Government website)** Further government information on obtaining a student visa is available here:

<https://www.studyaustralia.gov.au/english/latest-travel-and-visa-advice/updates/step-by-step-guide-to-visa-and-entry-requirements>

- (j) (RPL) If the candidate is seeking Recognition of Prior Learning (“**RPL**”) or National Recognition or Credit Transfer (“**CT**”), they must lodge an Application for RPL, or an Application for National Recognition accordingly. Candidates should contact the Equinim College Team on 1800 338 883 or at team@equinimcollege.com for details and a copy of the relevant form.
- (k) (**Enrolment Checklist**) A completed Enrolment Document Checklist-International Student (“**Enrolment Checklist**”) containing a list of all required documents, ticking off each one.
- (l) (**Filing of documents**) The Enrolment Officer shall file the following documents on the candidate’ file in the Equinim College SMS:
 - i. Signed checklist (completed by Enrolment Officer)
 - ii. Signed enrolment form
 - iii. Accompanying documents:
 - i. Current passport
 - ii. English Proficiency test result
 - iii. Statement of purpose
 - iv. Declaration of financial capacity
 - v. Copy of release letter from previous CRICOS provider (if relevant)
 - vi. Evidence of OSHC
 - vii. Details of USI
 - viii. Change of name form (if applicable)
 - ix. Copy of Student visa (if existent at this stage)
 - x. Application for course credit (National Recognition / Credit Transfer) or recognition of prior learning (“**RPL**”)
 - xi. Any other documents provided

3.8 Letter of Offer

Where the student has satisfied all of the above requirements, Equinim College will issue the student via email:

- (a) a Letter of offer; and
- (b) the Course Acceptance Agreement.

3.9 Acceptance

The student must:

- (a) (**Review**) Review all information provided in the Letter of Offer and Course Acceptance Agreement.
- (b) (**Sign**) Accept, sign and return the Course Acceptance Agreement to Equinim College.
- (c) (**Pay**) Pay the deposit due on enrolment, as set out in the Letter of Offer.

3.10 Confirmation of Enrolment (CoE)

The following applies:

- (a) **(Enrolment)** Upon receipt of the signed Course Acceptance Agreement, the Enrolment Officer will enrol the student into their elected course.
- (b) **(CoE)** The Enrolment Officer will issue the student with a Confirmation of Enrolment (“CoE”). Once the student receives the CoE, they may then apply for their student visa (see 3.11 below).
- (c) **(Reporting to PRISMS)** The Enrolment Officer will report all enrolments to the Australian Government via PRISMS, including the required information on the student.
- (d) **(Filing)** The Enrolment Officer will ensure that all information is correct and properly signed, and file the documentation in the student file on the Equinim College SMS.

3.11 Student Visa

The following applies:

- (a) **(Application by student)** On receipt of the CoE, the student applies for a student visa. See the Guide to Student Visas.
- (b) **(Student visa)** Once the Student Visa application has been processed, the student is required to inform Equinim College of the outcome. Applicants successful in their application are required to provide Equinim College with a copy of their student visa before course commencement. If the student visa is denied, the student may be eligible for a full refund. For more information on refunds refer to the *Fees, Charges and Refund policy and procedure*.
- (c) **(VEVO Check)** On notification from the student that the student visa has been granted, the Enrolment Officer will complete a VEVO check, and file all relevant documentation on the student file on the Equinim College server.
- (d) **(Student Visa Checklist)** The Enrolment Officer completes a Student Visa Finalisation Checklist (“**Student Visa Finalisation Checklist**”) confirming all final requirements are satisfied, and files this on the student file on the Equinim College server.

4. COMMENCEMENT OF COURSE AND LOGIN

After issuance of the student visa and completion of all steps in this policy and procedure, the Enrolment Officer emails confirmation of the entire enrolment process to the student, together with initial instructions on course commencement, and login details for the Equinim Learning Hub.

5. REPORTING OF COMMENCEMENT OF STUDIES

- (a) **(Reporting of commencement of studies)** Equinim College will confirm on each international student’s CoE the commencement of study at the beginning of each study period.
- (b) **(Non-Commencement of Studies)** Where a student does not, has not or will not commence their course when expected, where there has been no notification of delay of student visa, or request for deferral, Equinim College

will notify the Department of Home Affairs via PRISMS 14 days after the expected commencement date specified on the CoE where the student is under 18 years of age, and within 31 days for a student who is 18 years of age or above. If the start date for the student has changed to a date in the future, and the delay will not impact on the end date of the CoE, then Equinim College is not required to do a Student Course Variation (“**SCV**”) for the student as long as they commence on the new expected date.

6. COMPLIANCE WITH DEPARTMENT PROVIDER USER GUIDE

All staff engaged in enrolments and/or recording of information in PRISMS shall comply in full with the Department of Education and Training Provider Registration and International Student Management System (PRISMS) Provider User Guide (for users with CoE Administrator, COE Create and CoE Agent access levels). The guide is available here:

<https://internationaleducation.gov.au/regulatory-information/Provider-Registration/Fees-And-Charges/Documents/ProviderUserGuide.pdf>