

INTERNATIONAL STUDENT ENTRY POLICY AND PROCEDURE

1. INTRODUCTION

Purpose

The purpose of this policy and procedure is to outline the requirements for entry into a course with Equinim College by a student/applicant who is an international student (referred to as “student” or “applicant”).

This policy and procedure applies to all current and future international students enrolled in a course with Equinim College.

2. PRINCIPLES OF ACCEPTING ENROLMENTS

2.1 Fair and equal treatment

Equinim College applies fair and equal treatment to all students seeking to enrol in an approved course. Equinim College has open, fair and transparent procedures that Equinim College reasonably believes are based on merit for making decisions about:

- a) The selection of students seeking to enrol as students in qualifications or units of study; and
- b) The treatment of such students.

3. ENTRY REQUIREMENTS

All international students seeking to enrol with Equinim College undertake assessment to ensure they meet the minimum English Proficiency requirements to enrol in an approved course.

3.1 English proficiency

The following applies in relation to demonstration by a student/applicant of adequate English proficiency for enrolment into an approved course with Equinim College:

- a) **(Internal Assessment)** The Equinim College Enrolment Officer must assess the applicant by means of an interview(s) and be satisfied the student has displayed the ability to:
 - a. understand and converse on the requirements of the course and course information in the initial stages of enquiry;
 - b. read and understand essential pieces of information from the course guide and/or student handbook for international students.
- b) **(English Proficiency Test)** The Equinim College Enrolment Officer must sight the results of an English proficiency test undertaken with a government approved provider of such tests, and check that the student has achieved the minimum score as specified by the Department of Home Affairs. See the Enrolment Policy and Procedure-International Students for details, and accompanying checklists.

- c) **(ELICOS course)** If a student is required to enrol in a 10 week ELICOS course, or 20 week ELICOS course, the student is required to provide proof of enrolment with an approved ELICOS provider prior to enrolling into an approved course with Equinim College.
- d) **(Reasonable belief)** Equinim College must reasonably believe the student has sufficient English language proficiency to undertake the course.

3.1.1 Recording English Proficiency Tests

Equinim College will record the following on the Equinim College Student Management System (“SMS”):

- a) The name of the English language test taken by the international student;
- b) The provider of that test;
- c) The date the international student undertook the test;
- d) The score they received; and
- e) Certificate of completion of the English language test.

3.2 Training package entry requirements

Applicants must meet all entry requirements set for the qualification under the relevant training package.

3.3 Other entry requirements

Applicants must also meet all requirements as set out in the Enrolment Policy and Procedure-International Students. Without limitation, these include:

- a) Production of acceptable forms of ID;
- b) Attendance at an Enrolment Interview and any follow up requested by Equinim College;
- c) Completion of all relevant forms;
- d) Demonstration of genuine intent to study;
- e) Demonstration of financial capacity to live and study in Australia;
- f) Proof of Overseas Student Health Cover; and
- g) Proof of Student Visa. (See Enrolment Policy and Procedure-International Students for the process and order of steps of enrolment.)

Further details of these and other requirements are set out in the Enrolment Policy and Procedure-International Students.

3.4 Related Policies and Guides

- Enrolment Policy and Procedure-International Students
- Enrolment Guide for International Students
- Guide to getting a USI-International Students
- Guide to Student Visas-International Students
- Guide to COVID-19 and entry into Australia-International Students
- Orientation Booklet-International Students