

	Policy No: P12
	Name: Admissions
	References Stds: 3, 5, 6. ESOS: Std 3.

1. Purpose

The purpose of this policy is to ensure that the processing of applications from potential students is equitable, fair and in line with the requirements laid down for each qualification for which the applicant is applying.

If an application is accepted then an offer letter and student agreement will be sent to the applicant. When he/she returns the agreement (with the required fees) then JPIC will issue an Electronic Certificate of Enrolment (eCoE) to enable the applicant to apply for a student visa at the Australian High Commission or Embassy in their home country or if student is in Australia then they will apply to DIBP.

Applicants who receive a Visa will then travel to Australia in time to be enrolled as a student at JPIC and attend the compulsory Student Orientation Session prior to starting their classes.

2. Policy

JPIC will accept applications either directly from applicants or via a registered JPIC Agent.

JPIC will assess each application in a fair and equitable manner whilst ensuring that the applicant meets the entry criteria for the course / qualification for which they are applying.

When an offer is made JPIC will ensure that the proposed agreement will cover the following:

- Terms and Conditions which the student must agree to
- Itemize all fees that the student is liable to pay including
 - Application Fee
 - Course Fees
 - Material Fees
 - OSHC Fees
- Itemize all other potential fees for which the student may become liable during the course of studying at JPIC – e.g. re-assessment fees.
- Course details including Course Code and name, CRICOS number, Start Date, End Date, hours per week, total number of weeks etc.
- OSHC options
- Student / JPIC Responsibilities
- Complaints and Appeals Policy
- Deferment, Suspension and Cancellation Policy
- Fees and Refunds Policy
- Reassessment Policy
- ESOS information and link to website

JPIC will not knowingly recruit an on shore student in contravention of the National Code Standard 7.

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3. Requirements

- Applicants must complete an Application Form which must be signed and dated.
- If the applicant is onshore at the time of the application (i.e. is /has been a student at another RTO), then the International Student Transfer Policy must be followed prior to considering the academic requirements.
- If an applicant does NOT meet the entry requirements then they will normally be issued with a Conditional Offer requiring them to meet the minimum level (and provided evidence of attainment).
- All documentary evidence must be provided initially as certified copies and if not originally written in English, must be accompanied by a certified translation.

4. Definition

Qualification	A subject listed on the TGA website as a course that JPIC is registered to deliver.
Prerequisites	Any requirements that the candidate must meet prior to being accepted on a course.
Course	The program defined by JPIC that a student will follow (and will include a number of “Units of Competency” in order to be assessed as competent and thus gain the qualification for which they are enrolled in.
Unit of Competency	An individual training activity that will be assessed. A student will undertake one or more Units. A Unit can vary from a few hours to up to (but not limited to) 100 hours of training and assessing.
Assessment	The process by which the student is judged as Competent or Not Yet Competent in each Unit of Competency. For a student to be assessed as competent in a qualification they must be assessed as Competent in all the Units they are registered for.

5. Initial Application

All qualifications available to overseas students will have minimum education requirements, and minimum English language requirements (except English only qualifications). The Assessing Student Qualifications Policy and Procedure will be followed in this instance.

Students not holding a recognised English qualification will have to undertake an ELICOS or English Test to have their English language level assessed.

Applicant Vocational course

For vocational students there are two entry criteria: number of years schooling and English competency. If the applicant does not meet either or both of the criteria specified for the qualification then the offer made MUST be conditional upon obtaining the minimum requirements.

Transferring Student

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If the student is a transferring student, or if JPIC has reasons to believe so, then a check should be carried out on PRISMS to ascertain status and ensure that this does NOT conflict with information JPIC has received to date. If there is a conflict, which cannot be resolved through discussions with the student and/or agent then the enrolment should be refused and the applicant should then apply for a refund. A note should be put on PRISMS.

See International Student Transfers Policy for full process for transferring students.

Issuing an Offer

This is done by the Admissions Department.

6. Applicant Accepts Offer

Receipt

- To accept an offer the applicant must return the following:
 - Completed and signed student agreement
 - Credit card payment form (completed and signed) or Telegraphic Transfer Form (completed) or cash payment.
 - Copies of any other documentation requested.
- The credit card payment form will be sent to the Accounts Department for processing. If the payment is not processed the Accounts department must notify the Administration Manager as soon as possible. If a transfer has been arranged then the Accounts department is to check that it is complete.

Issuing eCoE

Approved applications will have an eCoE issued through PRISMS. The eCoE will be sent to the applicant or agent for the individual to apply for Student Visa.

Arrival at JPIC

On arrival at JPIC, this process will be completed.

7. Cancellation/ Withdrawal Offer

The eCoE is issued on the basis that the funds transfer has taken place. If the transfer is found not to have happened after relevant enquiries have been made, the offer will be withdrawn.

If subsequent enquiries or information shows that the documents used as evidence are not genuine then the offer will be cancelled and withdrawn.

In either case the eCoE will be cancelled and the student and/or agent notified.

Applicant / student wishes to withdraw

See Deferment, Suspension and Cancellation Policy .

8. Student File

- On receipt of an application a student file will be created and a checklist attached.
- All correspondence, certificates and eCoE activity will be recorded on this file.
- In addition a record will be created on the student database and will be updated as appropriate.

9. Entry Qualification and Equivalencies

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1. An English Language proficiency level of one of the below:

- Satisfactory IELTS band score or equivalent internationally recognised exam result in line with DIBP regulations for Assessment Level 3 countries and above.
- Satisfactory completion of ELICOS / ESL (If Applicable)
- Completed secondary studies in your home country equivalent to an Australian Year 11 qualification (Level 2 and Level 3 countries) or
- Completed secondary studies in your home country equivalent to an Australian Year 12 qualification or
- Completed a Senior Secondary Certificate of Education in Australia with a satisfactory pass in 'English' or Completed a recognised foundation course in Australia or other countries with a pass in all subjects.

2. Mature age students will also be considered without the minimum education requirement, but with relevant work experience within chosen area of study a demonstrated capacity to meet course requirements – Course Credits / RPL Policy

Note: - All documents that are presented when applying for enrolment at the institute must be translated and certified into English.

10. Related Documents

Student Application Form
Student Agreement

11. Version History

Number	Date	Reason	Prepared by	Approved By
1.0	June 2010	New Policy	Nina Pearce	Johnson Pearce
2.0	July 2012	Reviewed and updated	Nina Pearce	Johnson Pearce
3.0	January 2015	Reviewed and updated for audit	Nina Pearce	Johnson Pearce

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