

## International Student Enrolment Process

Rhodes International College (RIC) ensures that international students are provided with a pathway to make informed decisions about their training and assessment and to enter a training pathway that is the right fit for their career goal. In doing this, RIC meets its legislative responsibilities to comply with the process for the enrolment and induction of students from overseas.

Critical with this requirement, is compliance with:

- Standard 5 of the Standards for Registered Training Organisations 2015 which requires that each student is properly informed and protected;
- Standard 2: Recruitment of an overseas student, National Code of Practice for Providers of Education and Training to Overseas Students 2018

All staff with responsibility during the student enrolment pathway are conversant with the requirements detailed in this document.

### Provision of pre-enrolment information to students

The Standards require that each student is properly informed and protected either prior to enrolment or the commencement of training and assessment. At RIC we achieve this by providing prospective students with the following three pre-enrolment information sources:

Student Handbook. The student handbook is the primary information vehicle to inform students about their rights and obligations prior to their enrolment. The student handbook is effectively the policy manual for the student's participation in training and engagement with RIC. It is a valuable information source for the student who can reference the handbook when the student has questions about their rights and obligations. The student handbook contains information on the following topics for the student:

- Introduction to RIC;
- Our Services
- Our expectation of students
- The Campus
- Introduction to Australian Vocational Education and Training
- Introduction to the Education Services for Overseas Student (ESOS) framework
- Unique Student Identifier
- Legislative and Regulatory Responsibilities
- Protection for Overseas Students
- Conditions of student visa
- Working in Australia
- Accommodation options
- Living in Australia Costs
- Notifying change of address
- Satisfactory Academic Performance
- Schooling for dependants
- Overseas Student Health Cover

- Course entry requirements
- International English Language Testing System (IELTS) requirements
- Enrolment procedure
- Electronic Confirmation of Enrolment
- Student Orientation
- Student support services
- Monitoring student progress
- Student enrolment deferral, suspension or cancellation
- Change of education provider
- Student amenities
- Student resources
- Student counselling
- Student safety
- Access to student file and record
- Privacy
- Tuition Fee Protection
- Student cancellation
- Refunds
- Statutory cooling off period
- Making a complaint or appeal
- Assessment arrangements
- Training arrangements
- Recognition of existing skills and knowledge
- National recognition
- Issuing Qualifications and Statements of Attainment
- Academic Misconduct

Course Brochure. The course brochure is the primary means of informing prospective students about the services to be provided in relation to a specific course leading to a qualification or units of competency. Course information is displayed on the website and available in a downloadable PDF for the student to print and review. A course brochure is sent to the student via email as pre-enrolment information. The course brochure contains the following information:

- the nationally recognised training product by code and title;
- the CRICOS course code and course content;
- the expected course duration and holiday breaks;
- the entry requirements or prerequisites, including the minimum level of English language proficiency;
- the mode of delivery of training and assessment;
- the units of competency that comprise the course;

- the assessment requirements to successfully complete the course;
- campus location and facilities, equipment;
- what resources the student must provide;
- indicative tuition fee and schedule of payments,
- application process including issuing an eCOE;
- identify any work-based training, placements or other community-based learning
- contact details for RIC; and
- identify the RTO by its national RTO number / CRICOS provider number and legalname.

Student Letter of Offer (LoO). The student letter of offer is provided to the student to inform them about the services to be provided and the costs associated with that service delivery.

The student letter of offer contains the following information:

- The code and title of the nationally recognised training product
- Start and end dates
- The total tuition fee and schedule of payments
- Summary of other fees and charges
- The planned study periods
- The study location

#### Informing students of changes

If at any time there is a change to the agreed services to be provided or policies relating to the student's rights and the payment of fees and other charges, RIC will advise current students prior to any of these changes coming into effect. This includes changes in relation to new third-party arrangements or changes to ownership of RIC.

#### Course entry requirements

All international students applying to enter a training programme being offered by RIC must:

- Be over the age of 18
- Demonstrate good command of written and spoken English
- Have completed an equivalent secondary schooling level of a High School Certificate or can demonstrate suitable work or life experience
- Meet the following Student Visa 500 subclass requirements – [Click Here](#):
- Be a genuine temporary entrant – [Click Here](#)
- Meet English language test score requirements – [Click Here](#)
- Demonstrate financial capacity – [Click Here](#)

- Hold Overseas Student Health Cover (OSHC) – [Click Here](#)
- Meet the health requirements – [Click Here](#)
- Be of good character – [Click Here](#)

Under the simplified student visa framework arrangements introduced in July 2016 streamlined evidentiary requirements apply and the student visa applicant may be able to satisfy the Department of Home Affairs of their financial capacity and English language proficiency by declaration only. This is dependent on the level of risk rating of each student's visa application which is determined by taking into account the risk rating allocated to the country from where the student originates combined with the risk rating allocated to RIC as a provider on the CRICOS register. The most direct way to determine the evidence required to satisfy the visa requirements is for the prospective international student to utilise the Document Checklist Tool provided with the Student Visa (subclass 500) requirements page [Click Here](#).

It is important that the student visa applicant submits all required documents as without these there may be an automatic visa refusal.

All students, regardless of their financial capacity and English language proficiency will continue to have to meet all other core visa criteria, such as the Genuine Temporary Entrant requirements and health and character criteria.

#### Notification of entry requirements

Students are informed about course entry requirements during the initial stages of their expression of interest. Course entry requirements information will be provided via the RIC website, student handbook and course brochure. In addition to this, Agents will be advised of student entry requirements on a regular basis by way of emails, agent training and other written notification.

#### Assessing **Student's** Qualifications, Experience and English Proficiency Procedure

RIC will assess whether the student's qualifications, experience and English language proficiency is appropriate for the course in which they wish to enrol, so as to ensure the student has the ability to complete the qualification.

The steps in the process are as follows:

- a representative of RIC will interview the student either face-to-face or via telephone/video conference. During this interview a check is made of the student's qualifications, experience and English proficiency. This interview is to be recorded on the RIC Student Enrolment Interview Form.
- all enrolment applications are received and assessed by Student Administration.

Enrolment applications are only accepted with appropriate supporting documentation. All international students are required to submit the following with their application form:

- an authorised copy of their visa
- evidence of English proficiency evidenced by a recognised English Language testing score (as indicated in the Training & Assessment Strategy (TAS) for each qualification and publicised on RIC website and course brochures) or equivalent\*.
- any other supporting information such as previously attained qualifications.

A copy of the above English Proficiency Test score and other supporting documents are to be kept on student files if this is required.

Where the student's qualifications, experience and English proficiency do not meet the minimum requirements for course commencement, the student will be advised in writing.

\*See Waiver of Formal IELTS or Equivalent section below.

#### Waiver of Formal IELTS or Equivalent

RIC may approve an enrolment with a waiver of the required English language proficiency requirements for enrolment under special circumstances, and the reasons for the waiver must be clearly documented and placed on the student's file.

Applicants who fulfill one or more of the following criteria will be accepted into RIC without having to provide an official IELTS or equivalent score:

1. Applicants with prior Australian Vocational or Tertiary Qualifications: Where an applicant can provide certified documentation of having been awarded a Certificate IV or higher qualification issued by an Australian RTO or Tertiary Education Provider, with a minimum duration of one (1); or
2. Recognised Australian ELICOS colleges: Applicants who have completed, within 12 months from the date of the application, an ELICOS program in Australia with a length of study equivalent to the RIC course entry requirement, and where the sole language of instruction and assessment was in English; or
3. Applicants with prior Australian Vocational or Tertiary study experience: Where an applicant can provide certified documentation of having undertaken two (2) continuous years of enrolled studies in accredited courses in Australia; or
4. MOI Applicants: Where an applicant can provide documentary evidence that they have completed secondary studies or higher at a recognised overseas institution where the Medium of Instruction (MOI) was English for a minimum period of five (5) consecutive years; and / or
5. Applicants who obtain equivalency through the RIC Online Placement Test (OPT): RIC will provide an opportunity (free of charge) to applicants to undertake the RIC OPT (delivered via the LLN Robot platform) to determine their suitability for course entry. Each applicant will be given one (1) opportunity only to attempt the test and test results will be reviewed by a RIC staff member who has sufficient LLN / English teaching qualifications and experience to accurately determine equivalency.

#### Enrolment / Induction Procedure

Step 1 (Enquiry / Application). Student will make an enquiry via an Agent, website, email, phone, etc. The student will be provided with accurate and ethical marketing and pre-enrolment information that enables them to make confident and suitable decisions about offered training programmes. It is important that the student is provided with information about their rights and obligations and a copy of RIC International Student Handbook, which contains important information for the student about the course and visa eligibility requirements, living in Australia information, etc. During this initial engagement, a representative from RIC will interview the student either face-to-face or via telephone/video conference. This interview is designed to capture important information about the applicant and to personally inform them about their rights and obligations. This interview is to be recorded on the RIC Student Enrolment Interview Form. Once the student has had the opportunity to access information, they may complete and submit the course Application/Enrolment Form available on the website and forward to:

Rhodes International College  
Attn: Administration Manager  
info@ric.edu.au  
Level 8 140 Elizabeth Street  
Sydney NSW 2000

Step 2 (Student Offer). RIC will respond to the application for enrolment and if found suitable, the applicant will be sent an invoice for the initial administration fee (see Fee Schedule) as confirmation that a position on a

scheduled course is available.

#### Step 3 (RIC Confirmation of payment)

Once RIC has received the administration fee payment, a Letter of Offer will be forwarded. This offer is valid for 30 days only. After this date, the position will be offered to another applicant. The student is also provided with a Student Written Agreement that specifies the terms of the service agreement the student is entering into. The student is to be issued with an invoice for payment of the first instalment of the tuition fees (see Fee Schedule). It is important to note that the offer made by RIC is conditional based on the student meeting the minimum requirements for the course.

Step 4 (Student Acceptance). To accept the offer, the student must complete the Student Written Agreement and return it to the RIC with evidence of IELTS proficiency (General Score of 5.5) and evidence of a High School Certificate or equivalent secondary schooling outcome. The signed agreement must be received before the student offer expires. The student is also required to provide payment of the first instalment of the total tuition fees on successful admission to a programme. If the student is applying from within Australia, they are also required to supply a copy of their personal details and student visa page(s) from their passport and a copy of their OSHC card.

The Student Agreement and supporting documents are to be submitted by mail, email or fax with full invoiced payment to:

Rhodes International College  
Attn: Administration Manager  
info@ric.edu.au  
Level 8 140 Elizabeth Street  
Sydney NSW 2000

Step 5 (Confirmation of Enrolment). Once all required documentation and payment has been received, RIC will send the student the following items:

- a Confirmation of Enrolment form (eCOE)
- confirmation of course commencement details
- a tax invoice for the payment of tuition fees
- Overseas Student Health Cover (OSHC) information Form
- Student Visa / Travel / Accommodation Confirmation Form

These documents are sent to the student's nominated postal address. The student may also nominate to have these documents sent to the Agent.

Step 6 (Visa / Travel / Accommodation). Once the student is in receipt of the Confirmation of Enrolment, they may apply for a Student Visa (subclass 500). The student applies for the visa at the Australian local Embassy or diplomatic mission within their country of origin. If the student is not successful in securing a visa, they must notify the RIC as soon as possible to access a full refund of their paid tuition fees. The student will not be refunded the enrolment application fee.

The student is also required to arrange their travel and temporary accommodation for their initial period in Australia (until permanent accommodation can be established). Once these arrangements have been made, the student is requested to notify the RIC of the following:

- Confirmation of Student Visa (subclass 500)
- Confirmation of travel booking and the planned arrival time, carrier, airport, etc.
- Confirmation of temporary accommodation including address, phone number
- Contact details on arrival in Australia (must include a mobile phone where possible)

This information is to be provided in the RIC Student Visa/ Travel/ Accommodation Confirmation Form and submitted by mail, email or fax to:

Rhodes International College  
Attn: Administration Manager  
info@ric.edu.au  
Level 8 140 Elizabeth Street  
Sydney NSW 2000

Step 7 (Induction / Course Commencement). The student is notified of the course commencement details at the point of confirmation of enrolment. On arrival at RIC (usually 8:30am on the first day of the course), the student will participate in a culturally and age-appropriate orientation programme. It is critical that the student's personal details are confirmed including the following:

- Accommodation details
- Contact details – mobile phone number and email address
- Next of kin details
- Overseas Student Health Cover (OSHC)
- Individual needs









