

Enrolment Policy and Procedure (International Students)

1. Purpose

The purpose of this document is to establish the administrative procedures for enrolling new and continuing students.

2. Scope

This policy applies to the enrolment of all international students in courses offered by RGIT Australia. It describes the procedures associated with:

- enrolment and re-enrolments; and
- variation to student enrolments.

3. Responsibility

The Institute's Student Services Manager will be responsible for the implementation of the policy and to ensure that staff are aware of its application and procedures.

4. Definitions

International Student: A student studying in Australia who is the holder of a valid student visa granted by the Australian Government.

Department of Home Affairs: The Department responsible for Australia's immigration and customs border policy.

Provider Registration and International Student Management System (PRISMS): A government-administered system used to process international student information.

Student Management System (SMS): A system used by RGIT Australia to manage student information.

Electronic Confirmation of Enrolment (eCOE): A student's confirmation of enrolment is issued by the Department of Home Affairs and required for the issuing of student visas for international students. The eCOEs are generated through PRISMS.

5. Methods

5.1. Enrolment and Re-Enrolment

Enrolment of new students and re-enrolment of continuing students will be conducted via the following processes:

Steps	Responsibility
1. Notify international students of the official enrolment date	Student Services
2. Attend enrolment location, as advised, to formally enrol	Student
3. Provide students with the Enrolment Form	Student Services
4. Complete, sign and submit the Enrolment Form	Student
5. Re-confirm that the student has meet the entry requirements for the course	Student Services
6. Confirm fee payments are up-to-date	Accounts
7. Check the Enrolment Form to ensure all details have been completed correctly	Student Services
8. Activate student's enrolment in the SMS	Student Services

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9. Issue the student with their student ID card, which includes their student ID number	Student Services
10. Issue timetable to students	Student Services and Academic Department
11. Make sure Credit Transfer or RPL is applied, if applicable	Student and Student Services
12. Update student commencement records in the SMS and PRISMS	Student Services
13. Maintain the Enrolment Form in the student's profile	Student Services
14. Generate report on who accepted an offer but did not enrol (inactive withdrawal) for follow-up	Marketing and Student Services (Systems Administrator)

5.2. Variation to Enrolment

A variation to enrolment applies where a student changes their course of study, or defers the commencement of their course of study, or withdraws from their course. Applications will be conducted via the following process:

Steps	Responsibility	Notes
1. Complete the relevant form – i.e. <i>Change of Course Request Form, Application for Suspension of Studies, Deferral and/or Leave Form or Withdrawal and Refund Application Form</i>	Student	Supplementary evidences to support the reason(s) need to be provided. Refer to the respective policy and procedure for details.
2. Review application and inform the student of their outcome	Student Services	As applicable, confirm full time study requirements are still being met
3. If approved, process variation to student's enrolment and update details in the SMS	Student Services	
4. Advise the Department of Home Affairs of changes to the student's enrolment via PRISMS	Student Services	

6. Revision History

Revision	Date	Description of modifications
1	September 2012	Original
2	June 2013	Minor editing
2.1	July 2013	Editing
2.2	January 2018	Minor editing

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2.3	January 2019	Overall review and editing to format, layout and content and updated title to "Enrolment Policy and Procedure (International Students)"
2.4	June 2020	Updated footer