Australian Ideal College
Registered as Australian Ideal College Pty Ltd
RTO No.: 91679 | CRICOS Provider Code: 03053G
Sydney Campus: Level 7 & 8, 75 King Street, Sydney NSW 2000 Australia
Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000 Australia
Hobart Campus: GRD Floor, 116 Murray Street, Hobart TAS 7000 Australia
T: +61-2-9262 2968 (Sydney) | +61-8-8123 5780 (Adelaide) | +61-3-6231 2141 (Hobart)
E: info@aic.edu.au | W: www.aic.edu.au

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Enrolment Policy & Procedure for Students

1. Objectives - Policy statement

1.1 This policy sets out the requirements, accountabilities and procedures for students who are interested in studying at Australian Ideal College.

1.2 Prior to completing and submitting the application for enrolment, you must read and agree to the "Terms and Conditions of Enrolment" which can be downloaded from the College website www.aic.edu.au.

2. Procedure

2.1 Obtaining Pre-enrolment Information

Students who are interested in the courses offered by the College are advised to read through the College's pre-enrolment information which is available on its website www.aic.edu.au. The purpose of the pre-enrolment information is to identify whether the courses offered at the College will meet the students' expectation or career plan. Also the student can send an e-mail to info@aic.edu.au for the information.

2.2 Application for Recognition of Prior Learning (RPL) and Credit Transfer (CT)

If the students feel that they can apply for RPL or CT based on the course information provided, they should apply for RPL or CT by submitting the Application Form and all supporting documents. The College recognises the prior learning of potential students based on the following:

2.2.1 For Credit Transfer

- Previous training,
- Formal study and acquisition of a qualification or statements of attainment from another education provider

2.2.2 RPL

- Practical experience in a work environment,
- Projects undertaken, and
- Life experiences.

Students must complete the Application Form for Recognition of Prior Learning & Credit Transfer which can be downloaded from the College's website: www.aic.edu.au or obtained by sending email to info@aic.edu.au. Students should complete the Appliation Form carefully and prepare the documentary evidence (e.g. previous qualifications and transcripts you have obtained, or work reference letter from your employers, etc.) to be sent to the enrolment officer. Then the enrolment officer sends the documents to the Training Manager or Director of Studies for assessment. It takes approximately 3-5 working days for the assessment to be finalised. Students should wait for the RPL or CT result from the Director of Studies before proceeding with the application. Please refer to the detailed RPL and CT Policy and Procedure which can be downloaded from the Useful Downloads under the Student Services section at the College's website: www.aic.edu.au.

2.3 Completion of Application Form for Enrolment

If students find the courses offered at the College could satisfy their needs and career goal, they should read through the entry requirements carefully to determine whether they are eligible to apply.

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Should they feel that they are eligible, they should complete the Application Form for Enrolment which can be downloaded from the College's website: www.aic.edu.au or by sending e-mail to info@aic.edu.au to request for it. Then students need to send the completed Application Form together with all supporting documents to the enrolment officer to be assessed. The required documents* might include:

- Completed AIC Application Form for Enrolment
- Previous qualifications and academic transcripts
- Working experience certificates (including the name, address and contact details of the organisation or person which provides such certificates etc.)
- Copy of IELTS Test Report or equivalent English proficiency certificate from any English Centres in Australia, or other forms for English proficiency test report such as PTE
- a Letter of Release** from the previous education provider if you are currently enrolled in another course at another provider within the first six month of your principal course.

*All documents not in English must be accompanied with certified English translation by NAATI certified translators.

2.4 Issuing Letter of Offer

A Letter of Offer will be issued to the potential applicant upon the receipt of the Application Form for Enrolment and all supporting documents.

2.5 Accepting Letter of Offer

Students will need to carefully read the terms and conditions as outlined on the Letter of Offer. If they fully understand and agree with the terms and conditions of the enrolments, refund policy, their rights and responsibilities, they then need to sign the Acceptance Form and International Student Agreement as attached to the Letter of Offer and make the required payment of tuition fee to the College to be enrolled.

2.6 Issuing of eCOE

Upon receipt of the applicant's signed Letter of Offer, signed Student Agreement, tuition fees, and having met all conditions if mentioned on the Letter of Offer, the enrolment officer will send a copy of an electronic Confirmation of Enrolment (eCoE) by email directly to the applicants and/or your nominated agent or representative to finalise the student visa application.

2.7 Orientation Day

Orientation Day will be arranged for the students before the commencement of each intake, where the registration of course should be completed. Orientation day would include the following activities:

- Introduction & welcome: Students are introduced to academic and administrative staff
- Student registration
- Medibank – OSHC
- Course information, timetable, learning & assessment strategies
- Student Visa conditions
- Keeping address and contact details up-to-date
- Course attendance and academic course progress requirements
- Work rights
- Student complaints and appeals
- Student rights and obligations
- RTO facilities and resources

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- Student welfare support services
- Learner needs analysis survey
- Campus tour
- Emergency evacuation direction & protocol
- Interview with the Training Manager and the Director of Studies for leaning needs analysis purposes

**Special note to onshore international students:

If you have not completed six months of your principal course of study, you might not be able to enrol in the course except that

- The original provider has ceased to be registered or the course in which you are enrolled has ceased to be registered;
- Your original or previous registered provider has released you from PRISMS;
- Your original or previous registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the students from continuing their study at that registered provider;
- Any government sponsor of overseas student considers the the change to be in the overseas student's best interests and has provided written support for the change.

Policy Review
This policy will be reviewed as part of the College's three-year policy review cycle or as required by regulatory changes.