



Educating for Excellence

Australian Ideal College

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Enrolment Policy & Procedures 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. Procedures

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

If the students feel that they can apply for RPL and Credit Transfer based on the course information provided, they should apply for RPL and Credit Transfer at the College. The College recognizes the prior learning of potential students based on their:

- Previous training,
- Formal study and acquisition of a qualification and statements of attainment from another institution,
- Practical experience in a work environment,
- Projects undertaken, and
- Life experiences.

Students must complete the RPL and Credit Transfer Application Form which can be downloaded from the College’s website: www.aic.edu.au or which can be obtained by email to info@aic.edu.au. Then the students should carefully complete the RPL and Credit Transfer Application Form and prepare the documentary evidence (e.g. previous qualifications and transcript you have obtained, etc) to be sent to the Director of Studies by email: vtdos@aic.edu.au for assessment, which will take approximately 3-5 working days to be finalised. Students should wait for the RPL result from the Director of Studies before proceeding with application. Please refer to the detailed RPL and Credit Transfer Policy and Procedure which you can download from the Download Centre under the Students Support Section at the College’s website: www.aic.edu.au.

2.3 Completion of Application Form for Enrolment

If the students find the courses offered at the College could satisfy their needs and career goal, student should carefully read through the entry requirements to determine whether they are eligible to apply. 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 a request to e-mail: info@aic.edu.au. Then students need to send it together with all the supporting documents to the College for enrolment. Students will need to provide copies of the documents together with the completed Application Form for Enrolment to be assessed. The required documents* might include:

- Completed AIC Application Form for Enrolment
- Previous qualifications and academic transcripts
- Working experience certificate (including the name, address and contact details of the organization or person which provides such certificate 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

- a Release** from the previous provider before application are required to be granted 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 Accredited translators.**

2.4 Issuing Conditional Offer Letter

A Conditional Offer Letter will be issued to the potential applicants upon the receipt of the admission application.

2.5 Accepting Letter of Offer

Students will need to carefully read the terms and conditions as outlined in the Conditional 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 sign the Acceptance Form and International Student Agreement as attached to the Conditional Letter of Offer, meet the conditions listed on the letter of offer, make required payment of tuition fee to the College to be enrolled.

2.6 Issuing of eCOE

Upon receipt of the applicant's signed Acceptance of Offer, signed International Student Agreement, tuition fees, and you have met all conditons if mentioned on the letter of offer, Australian Ideal College will send a copy of an electronic Confirmation of Enrolment (eCoE) by email directly to you and/or your nominated agent or representative to finalise your student visa application.

2.7 Orientation Day

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

- Support services available to assist overseas students to help them adjust to study and life in Australia
- English language and study assistance programs
- Any relevant legal services
- Emergency and health services
- Complaints and appeals processes as outlined in Standard 10 (Complaints and appeals)
- Requirements for course attendance and progress
- Support services available to assist students with general or personal circumstances that are adversely affecting their education in Australia
- Services students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.
- Assessment
- Recognition of prior learning / Credit transfer
- RTO contact people
- Plagiarism and cheating
- Student code of behaviour
- Keeping address and contact details up-to-date
- RTO facilities and resources
- Student RPL/Credit Transfer application
- Student deferral, suspension or cancellation application
- Student refund application
- Student complaints and appeals

****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 releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
- the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider

- the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS
- any government sponsor of the overseas student considers 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.