

## Admissions Policy and Procedure

### Admissions Policy and Procedure

#### Purpose

To ensure that the criteria and process for the admission of students into any course offered by MILCOM Institute is clearly specified and made available to students prior to and during an application process. The practices followed will be in compliance with the Standards for RTOs 2015 (SRTO 2015) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS National Code 2018).

#### Scope

This policy applies to all prospective students and the MILCOM Institute staff who are involved in assessing applications, issuing the Letter of Offer and Enrolment Acceptance Agreement and processing applications in PRISMS.

#### Policy

The course information and entry requirements will be clearly described in the MILCOM Institute Student Prospectus on the MILCOM Institute website ([www.milcom.edu.au](http://www.milcom.edu.au)). The admissions team will ensure that a rigorous assessment process is followed in line with the admissions criteria for all applications for courses.

Students who apply for Recognition of Prior Learning (RPL) or Credit Transfer from a previous qualification will be assessed according to the RPL/Credit Transfer Policy. In cases where RPL or Credit Transfer has been awarded after the issuance of the student visa, MILCOM Institute will report the change on course duration in PRISMS.

MILCOM Institute must retain records of all International Student Enrolment Written Agreements and receipts of payments made under any Written Agreement for at least 2 years after the person ceases to be MILCOM's student.

#### Entry requirements

MILCOM Institute has admission requirements as follows:

- Applicant must be at least 18 years of age at the time of their course commencement at MILCOM.
- Applicant will need to provide evidence of satisfactory completion of Australian Year 12 or equivalent or Diploma or higher.
- Either a minimum IELTS test score of 5.5 or equivalent for direct entry into a VET course or IELTS score of 4.5 or equivalent with an ELICOS (20 weeks) or IELTS score of 5.0 or equivalent with an ELICOS (10 weeks) to be taken before the main VET course. ELICOS must be at least at General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.  
OR
- Evidence that, within two years of their application date, they have successfully completed at least 2 years of qualification in Australia leading to AQF level 6 Advanced Diploma qualification or higher.

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**Please note:** All the students commencing any VET course are required to complete an LLN test (if applicable and other than those who have successfully completed Bachelor or higher qualification in Australia) and a pre-training review on the orientation day to assist MILCOM to identify student's skills, experience and knowledge and needs for additional support during their study with MILCOM Institute.

### Enrolment Acceptance Agreement for overseas students

Each overseas student who has successfully met the MILCOM Institute entry requirements will be offered a place in the course that the student has applied for where the capacity of the course is available. An Enrolment Acceptance Agreement between MILCOM Institute and the student will be issued. The Enrolment Acceptance Agreement sets out the services that MILCOM Institute will provide and the student's obligations upon accepting the Enrolment Acceptance Agreement. This agreement will:

- Be signed by the student prior to, or concurrently with, making the payment of the tuition fee.
- Outline the course(s) in which the student is to be enrolled, the expected course start and end date, the location(s) of the delivery of the course, any work-based training required as part of the course (if applicable), the course qualification, award and other potential outcomes of the course.
- Specify the prerequisites (if any) for entry to the course, including the academic and English language proficiency level.
- Indicate the enrolment fee, tuition fee and material fees for the periods to which the fees relate, payment options, late payment charge and refund policy.
- Include an outline of the MILCOM Institute internal and external complaints and appeals processes.
- Include any conditions imposed on the student's enrolment.
- Provide details of any non-tuition fees that may incur in the circumstances of late payment of tuition fees or any other circumstances where additional fees may apply.
- Set out the circumstance in which personal information about the student may be disclosed by MILCOM Institute to the Australian Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.
- Provide a statement that states 'This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies'.
- Advise the overseas student of their responsibility to notify MILCOM Institute of a change of address while enrolled in their course(s), to provide emergency contact details and to inform the Institute within 7 days of changes to these.
- Advise students that in the event of a course not being delivered by MILCOM Institute, MILCOM Institute will refund the tuition fees paid or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.
- Include a statement that clearly advises the student to retain a copy of the Enrolment Acceptance Agreement and any receipts of payment of fees.

### Procedure

#### Steps of Assessing an Application

- 1) On receipt of an application, the Admissions Department will ensure the application documents are complete for assessment. This would include:

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- An application form with all the required fields completed
  - Certified copies of the academic qualifications and transcript (in English)
  - Verified copies of English results (where appropriate)/MILCOM Institute LLN test result
  - A certified copy of the passport (main page and visa page where appropriate).
- 2) Each application is to be assessed to ensure that the applicant’s qualifications and English language proficiency meet the requirements of the course being applied for. The requirements are described in this Procedure. The Administration Manager completes an admissions checklist to ensure the requirements are met.
  - 3) The Admissions Department checks the student visa status on VEVO.
  - 4) Applicants that meet the entry requirements will be offered a place in the course being applied for. An Offer Letter and Enrolment Acceptance Agreement will be issued by MILCOM Institute and sent to the applicant and/or their education agent.
  - 5) Along with Offer Letter and Enrolment Acceptance Agreement, a link of current student prospectus is also emailed to the student/education agent so that intended student has correct and up-to-date information of the course/s in accordance with Standard 2 of National Code 2018 and Standard 5.2 of SRT0 2015.
  - 6) The Administration Manager issues a CoE on PRISMS. When a concurrent CoE is identified on PRISMS where a release letter is required from the student’s principle course provider, the Administration Manager will contact the student or their education agent seeking for the release from other provider before an MILCOM CoE can be issued.
  - 7) Upon the receipt of the release information on PRISMS, the Administration Manager will issue the CoE.

The table below sets the academic criteria that applicants must meet.

The following <u>Australian</u> academic qualifications can be accepted as meeting the English language requirements if the applicant does not have a valid English test result.	
Senior Secondary School (Year 12)	Successful completion of Year 12
Australian University Foundation Program	Successful completion of any Australian University Foundation Program

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### Assessing Recognition of Prior Learning (RPL)/Credit Transfer

If an applicant is applying for RPL (for domestic applications only), the applicant is required to make an appointment with the Training Manager/Compliance Manager to discuss their eligibility and the process. The Training/Compliance Manager will notify the admissions team, with the RPL outcome for the course and then a revised offer is to be made, if required.

If an applicant is applying for a credit transfer (for domestic and overseas applications), the applicant is required to complete the Credit Transfer Form detailing all the units they have successfully completed. The applicant must also provide the certified copies of their qualifications and academic transcripts. Applications for RPL and Credit Transfer are governed by the RPL/Credit Transfer Policy and Procedure.

In the case of accepted RPL or Credit Transfer, MILCOM Institute will inform the student in writing of the outcome of the application and advise the student of reduced course duration and issue a revised CoE.

### Admission Student Files

Within 10 business days of receiving the signed agreement from an overseas student, the admissions team will enter the following enrolment details into PRISMS:

- Student's full name
- Gender
- Date of birth
- Country of birth
- Nationality
- Passport number
- Student's Australian contact details
- Student's overseas contact details
- Education agent details
- Start and end date of the course
- Course name, course code and the location of delivery
- Amount of tuition and non-tuition fees received by MILCOM Institute
- Total amount of tuition fees in accordance with the International Student Enrolment written agreement
- OSHC details (if arranged by MILCOM Institute)
- Onshore or offshore applicant
- If the student has undertaken an English language test, the name of the test and the results the applicant received
- Australian visa number (where appropriate)
- Any conditions for the course commencement

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Once entered into PRISMS, a copy of the Confirmation of Enrolment (CoE) is sent to the student and their education agent.

### Enrolment variations

#### Pre-commencement deferral, withdrawal and change of course

When a student applies for a deferral, withdrawal or change of course after they receive the CoE and before the course commencement, the student must:

- 1) Complete the Student Deferral/Suspension/Cancellation/Leave Request Form. If it is a change of course application, then the International Student Application Form must also be completed for the new course being applied for.
- 2) The application will be assessed by the Admissions Department according to the admissions criteria. The outcome will be communicated to the student and education agent.
- 3) When the student meets the admissions criteria, a revised Letter of Offer and Enrolment Acceptance Agreement will be sent to the student and their education agent.
- 4) Upon the receipt of the student signed International Student Enrolment Written Agreement, the change of course will be reported on PRISMS and the new CoE will be issued to the student and their education agent.
- 5) Deferral and withdrawal applications will be assessed by the Admissions Manager and the RTO Manager in accordance with the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.

#### Post-commencement withdrawal, deferral and change of course

- 1) All student-initiated applications for deferral/cancellation/suspension must be in writing using the Student Deferral/Suspension/Cancellation/Leave Request Form. Supporting documents must be submitted with the application as appropriate.
- 2) The completed form must be submitted in writing to student administration.
- 3) The application will be assessed according to the Deferment, Suspension or Cancellation Policy and Procedure and will be reported in PRISMS according to ESOS Act.
- 4) The enrolment variation will be communicated to the student via email with the attachment of a new CoE/canceled CoE.
- 5) The MILCOM Institute Admissions Department will document the whole process of the enrolment variation in the individual student files.
- 7) If the application is rejected, the student will be communicated via email of the outcome and be advised that they have the rights and access to appeal in accordance with the Complaints and Appeals Policy and Procedure.