









Document name	Enrolment Process for International Students	Author	Compliance Consultant	Approved by	CEO	Reference to SRT0	Std 5	RTO Code	41340
Date reviewed	November 2023	Date to be reviewed	October 2024			Version no	3.0	CRICOS Provider No	03450E
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## What evidence and information to include in your GTE statement

We encourage you to provide evidence or information about:

### Previous study

- academic transcripts showing qualifications achieved
- name of the education provider(s)
- length of study
- certificates of attainment

### Gap in previous study

- reasons why there is a gap in your studies including where you did not maintain enrolment

### Current employment

- your current employer
- company address
- period of employment
- details of your position
- the name and contact details of someone who can confirm the terms of your employment

### Ties to home country or country of residence

- evidence of financial, family or social ties. You need to show you have significant incentives to return home

### Economic situations in home country or country of residence

- documents showing employment or business activities for 12 months before lodging an application
- employment offer after course completion
- income tax return or bank statements

Include as much information as possible in your GTE statement to help give us a full view of your situation. This will help us make a decision on your student visa application. Otherwise, we might need to ask you for more information, delaying our decision on your visa application.

## 5. Procedure

### 5.1 Application

No changes are permitted to be made to any Handbooks, forms etc without written approval from the Compliance Officer/CEO and the version control updated.

Any changes to course requirements / entry requirements /modes of study etc must have written approval from the Compliance Officer/CEO prior to implementation.

Admission officers will review each application by using our *Enrolment record Form*. Approval is to be sought on this form prior to issuing a Letter of Offer/agreement/contract. This process includes assessing each course application against the approved course entry requirements for the specific course including Academic and English Language requirements.

The information and documentation provided by the applicant will be reviewed by the Admissions Officer firstly

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against the Enrolment process record form and checked by the Administration Manager.

Staff must check all documented student qualifications (including English proficiency) for authenticity, being original copies of documentation or suitably certified original copies.

Any changes to student enrolments /courses MUST be provided in writing to students and a signed and dated acceptance from the student is to be kept on their file.

Students who do not meet entry requirements will not be enrolled or they may be issued with a 'conditional' Letter of Offer.

A Letter of Offer will only be issued if the Admissions Officer is satisfied that the applicant has met the entry requirements and that the course is appropriate for the student based on their qualifications, experience, and any other information provided by the applicant. The Enrolment process verification form must be kept on student files for audit.

#### **GTE REQUIREMENT: OFFSHORE STUDENTS ONLY**

Offshore students are required by DHA to provide information to prove they are a Genuine Temporary Entrant to Australia.

The form once received, is reviewed by the admissions officer and only, if the student satisfies the criteria, they will then progress through the application process.

The form is to be checked by the administration manager along with all of the enrolment documents prior to any Letter of Offer an be made.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>

When the manager of administration is satisfied that the applicant has been assessed at the appropriate level and all aspects of the Pre-Training Review have been satisfactorily completed, a Letter of Offer and a Student Agreement is issued to the applicant. All pre-enrolment documents are sent again to the student such as the Student Handbook and Prospectus.

Students who do not meet the entry requirements will not be enrolled **or** a conditional COE may be issued subject to the student providing evidence or meeting the missing requirement/s, prior to commencement, and/or completing a LLN test during orientation.

These documents are required to be provided by the student to be considered for enrolment, and will be kept in the students file:

- GTE FORM (OFFSHORE STUDENTS ONLY)
- Complete Pre-Training Review form
- Completed, signed (by student) and dated application/enrolment form
- Photocopy or scan of current passport and visa (identification and visa page)
- Original, photocopy or scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of English proficiency test (IELTS or TOFL or equivalent) and checked to ensure currency (issued within the last 12 months).
- Original, photocopy or scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of Year 11 or 12 (depending on the individual course entry requirements) or equivalent pass.
- Original, photocopy or scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of any higher education or university qualifications.
- Original, photocopy or Scan (signed and certified as a true copy by a Justice of the Peace or equivalent) of Statement of Attainments/Certificates/qualifications from any other relevant completed courses.

## **5.2 Enrolment**

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