

Student Enrolment Policy and Procedure



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STUDENT ENROLMENT POLICY AND PROCEDURE

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1. PURPOSE

This policy is to ensure that the selection and processing of applications from potential students is equitable, fair and in line with the requirements of each qualification for which the applicant is applying.

This contributes to compliance with the Education Services for Overseas Students Act 2000, National Code of Practice 2018, National Vocational Education and Training Regulator Act 2011 (the Act) and Standards for Registered Training Organisations 2015.

2. SCOPE

This policy and procedure apply to:

- International applicants to courses offered by Campbell Institute. and
- Staff and external stakeholders of Campbell Institute involved in student recruitment and enrolment;

3. DEFINITION

- Credit Transfer: Granted to students who have previously completed a course that provides equivalent learning or competency outcomes to those required within the student's current course of study.
- COE: Confirmation of Enrolment.
- ESOS Act: Education Services for Overseas Students Act 2000 of the Commonwealth of Australia
- ESOS Regulations: Education Services for Overseas Students Act 2000 of the Commonwealth of Australia
- National Code: National Code of Practice 2018 for Registration Authorities and Providers of Education and Training to Overseas Students
- Prospective Student: An individual who intends to become, or who has taken any steps towards becoming, a student, an 'overseas student' or 'intending overseas student' as defined by the ESOS Act
- Letter of Offer: A formal invitation to a prospective student to commence study at the Institute in the course offered.
- PRISMS (Provider Registration and International Students Management System): Australian education providers issue COE required for compliance with the ESOS Act legislation.

4. RESPONSIBILITY

The Admission Officer is responsible for the implementation of this procedure and for ensuring external stakeholders involved in student recruitment as well as students are aware of its application.

5. POLICY STATEMENT

- 5.1 Application procedures shall be student-focused, consistently applied, and equitable.
- 5.2 Accurate and accessible information about Campbell Institute, its services and performance, along with the rights and obligations of the learner and Campbell Institute, is available to inform prospective and current learners via its website or communicated to the prospective student via email during different phases of application.
- 5.3 Campbell Institute complies with Standards 4 & 5 of the SRTOs 2015:
 - a. Accurate and accessible information about an RTO, its services and performance are available to inform prospective and current learners and clients.
 - b. Each learner is properly informed and protected.
- 5.4 Campbell Institute complies with Standards 7 of the National Code of Practice 2018. This involves Standard 7.1 stated as below:
 - The receiving registered provider must not knowingly enrol the student wishing to transfer from another registered provider's course prior to the student completing six months of his or her principal course of study except where:
 - a. the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - b. the original registered provider has provided a written letter of release.
 - c. the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
 - d. any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
- 5.5 Campbell Institute has a separate bank account that holds the course fee payments from overseas students who have not yet commenced their course. The bank details are provided in the letter of offer and agreement.
- 5.6 Campbell Institute implements rigorous entry requirements to assess the applicant's capability to study the chosen course.
- 5.7 All applications shall be treated fairly, with respect and sensitivity, and in accordance with Campbell Institute Access and Equity Policy, Equal Opportunity Policy, Privacy Policy, and Data Provision Requirements 2012
- 5.8 Applications for enrolment into a course will be in accordance with the relevant guidelines provided to the applicants in the Student Prospectus, course brochure and relevant federal and state funding requirements for domestic students.
- 5.9 Campbell Institute shall reserve the right to request additional information from applicants that may be relevant to the student's application, including documentation of previous academic records, medical certificates, or other supporting documentation in case of Special Consideration applications on any of the established grounds for Special Consideration.
- 5.10 Campbell Institute reserves the right to request applicants' Authorisation to obtain further information from relevant third parties, where necessary, regarding their application.
- 5.11 Campbell Institute shall organise an orientation program for all students on or before the commencement of the course.
- 5.12 The Campbell Institute will implement a process that benefits students to take advantage of their existing experience and pursue studies through Recognition of Prior Learning (RPL) and Credit Transfer.
- 5.13 Campbell Institute reserves the right to withdraw the offer of admission and cancel the enrolment(s) of any student where/when the Institute identifies such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or an applicant's representative.

- 5.14 Students can access the Campbell Institute's Complaint and Appeals Policy and Procedure if they have any concerns regarding the procedural fairness of this policy.

6. PROCEDURE

- 6.1 Campbell Institute ensures that prospective students are informed about the training product appropriate to meeting the learner's needs, considering the individual's existing skills and competencies.
- 6.2 Campbell Institute provides current and accurate information in plain English that enables the learner to make informed decisions about undertaking the training with Campbell Institute via its website, via its authorised education agents and emails after it receives an expression of interest/applications.
- 6.3 Pre-enrolment material and documents are available on the website and requested from Campbell Institute's Admissions department or one of its authorised representatives.
- 6.4 Campbell Institute follows the procedure below while enrolling students in its courses. Respective checklists (International) are also completed as the admissions team completes each step:

6.4.1 International Student Enrolment Procedure

A. Step 1: Application documents received:

- To apply to study at Campbell Institute, every student must complete (in full) and sign the Campbell Institute International Student Application Form.
- The application form can be downloaded from: <https://www.campbellinstitute.edu.au/>
- Once the application form is completed, students/authorised representatives of Campbell Institute are required to submit it together with a copy of the student passport, academic transcripts, and English Test Result (refer to International Students English Requirement Policy and Procedure) via their education agent or direct to Campbell Institute Admissions at <https://www.campbellinstitute.edu.au/>

B. Step 2: Application documents review:

- The admissions department checks whether the student meets academic/English language requirements for the course/s applied. The admission team will conduct verifications as required of evidence provided.
- Entry Requirements have been set in place to ensure that all individuals who enrol into a nationally accredited training package have the appropriate skills and abilities they require to be successful in their studies. These are detailed in pre-enrolment information
- Some courses may have higher entry requirements, please check specific course brochures for more information. Please also check with our Admissions Team about any country-specific English requirements.
- Documents that are submitted upon application for enrolment at the Campbell Institute must be translated into English and be certified as a true copy of the original.

• Step 2a: Enrolment Interview

All applicants are required to participate in an enrolment interview to assist the Admissions Team to determine the suitability of the course for the applicant. An Interview Record (standard form) is completed by the Admissions Team and added to the Student Profile on the SMS.

• Step 2b: LLN Assessment

Language Literacy and Numeracy abilities of candidates are assessed as part of the enrolment process in addition to assessment of English Language proficiency. This is conducted in accordance with the college's LLN Policy and Procedure. Some applicants may be exempt from LLN assessment based on benchmarks provided in the policy and procedure.

Step 3: Accept or Reject the application and the communication.

- Once the application has been assessed there can be three (3) possible outcomes.
 1. The application is approved, and an unconditional letter of offer and agreement is issued to the applicant.
 2. The application is approved but with conditions that must be met before we can issue your Confirmation of Enrolment (CoE), therefore a conditional letter of offer and agreement is issued accordingly.
 3. Student application is rejected and the applicant is notified of the same in writing.

C. Step 4: Applicant accepts the letter of offer and agreement and makes the necessary payment.

- Applicant accepts the letter of offer and agreement and sends the signed document along with the receipt of the tuition fee deposit when requesting a CoE.
- The admission officer then prepares the CoE to be approved by the CEO.
- Once the documents and payment are reviewed and validated by the Campus Manager, Confirmation of Enrolment (CoE) is approved and issued using the PRISMS.
- Students are sent a Welcome Email along with the CoE.

D. Step 5: Orientation

- Students are required to complete/attend an orientation session on or before the commencement date.
- Orientation sessions are conducted face-to-face for new students in accordance with Campbell Institute's Orientation Policy and Procedure.

6.5 Student Enrolment Variation Request

6.5.1 Deferral Suspension Withdrawal and Cancellation of the Enrolment

- Prospective students who have been offered a place in any course at Campbell Institute can defer the commencement of their studies in accordance with the Campbell Institute's Deferment, Cancellation & Suspension Policy and Procedure available on the Campbell Institute website or by contacting the Student Support Team.

6.5.2 Application by Transferring International Students

- Prospective international students who are willing to transfer courses will be enrolled according to the Campbell Institute's Course Transfer Policy and Procedure.

6.6 Re-enrolment

6.6.1 Campbell Institute may consider the following criteria for re-enrolment of students whose e-CoE has been previously cancelled:

- Whether the student is making the application of re-enrolment within 28 days of the cancellation of their previous enrolment with Campbell Institute
- Whether the student is still able to complete his/her course according to his/her cancelled e-CoE course end date
- Whether the new training plan is more than 2 months from the date of cancellation,
- Whether the student is still meeting the course entry criteria at the time of re-enrollment.

6.6.2 If the student's e-CoE has been cancelled on account of unsatisfactory course progress, then the student will not be able to enrol on the same course. The students will be offered an alternative course. Exceptions will only be allowed for enrolment into the former course but must be approved by the Student Campus Manager, after assessment of the documentary evidence and discussion with the students to demonstrate their ability to succeed in the future in their chosen course.

7. APPEALING A DECISION

An applicant may appeal against a decision to refuse admission to a course. The appeal must follow the process outlined in Campbell Institute's Complaint and Appeal Policy and Procedure, which is available on the website.

8. ASSOCIATED DOCUMENTS

- Student Application Form
- Course Brochures
- Website Information
- Student Handbook
- Letter of Offer
- Confirmation of Enrolment
- Credit Transfer Policy and Procedure
- Deferment, Cancellation & Suspension Policy and Procedure
- Course Transfer Policy and Procedure
- Complaint and Appeal Policy and Procedure
- Fee and Refund Policy and Procedure

VERSION CONTROL

Version Number	Date	Document Name:	Description of changes	Approved By	Date of next review
1.0	03.07.2022	Student Enrolment Policy and Procedure V1.0	<ul style="list-style-type: none"> • Policy and procedure were developed and implemented 	Harpreet Singh (CEO)	03.06.2023
1.1	10.10.2023	Student Enrolment Policy and Procedure V1.1	<ul style="list-style-type: none"> • Updated procedure • Edited changes 	Harpreet Singh (CEO)	09.10.2024
1.2	01.07.2024	Student Enrolment Policy and Procedure V1.2 Jul 2024	<ul style="list-style-type: none"> • Updated responsibility • Updated procedure • Editorial changes 	Harpreet Singh (CEO)	30.06.2025
1.3	31.10.2024	Student Enrolment Policy and Procedure V1.3 Oct 2024	<ul style="list-style-type: none"> • Updated Granville Address. • Updated the process by adding the verification of student documents, Enrolment Interview and LLN Assessment 	Harpreet Singh (CEO)	30.10.2025