

## Student Enrolment Policy & Procedure

### Policy/Purpose:

To ensure that overseas students are responsibly recruited, correctly enrolled in appropriate course/s and that accurate records are maintained and reported as required, to the Department of Education and Training, and the Department of Home Affairs and all other relevant agencies.

ACDC is guided by Department of Home Affairs which outlines:

- the list of exemptions that are applicable for an overseas student not to have to provide evidence of undertaking an approved English test; and
- a list of the approved English Language tests.

### Scope:

All overseas student applicants enquiring and enrolling into ACDC courses, which lead to an AQF qualification.

### Procedure:

	Responsibility	Steps
1	Marketing Manager  CEO	Respond to all student enquiries by offering: <ul style="list-style-type: none"> <li>• ACDC marketing brochure</li> <li>• <b>F01 Overseas Application form</b> including fees and refund policy</li> <li>• Course/s information poster</li> <li>• Advice to access ACDC's website</li> </ul>
2	Marketing Manager  CEO	On receiving a completed <b>F01 Overseas Application form</b>  Onshore Application <ul style="list-style-type: none"> <li>• Applicant or representative are advised to               <ul style="list-style-type: none"> <li>○ supply any documentation that may support their application</li> </ul> </li> </ul>

Melbourne City Institute Pty Ltd T/A Australian City Design College	ABN: 87618364319	RTO: 45353	CRICOS: 03684J
Melbourne: Suite 802, 343 Little Collins Street, Melbourne VIC 3000	Adelaide: Level 7, 118 King William Street, Adelaide SA 5000		
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		<ul style="list-style-type: none"> <li>○ supply evidence of English proficiency at the required IELTS standard or equivalent, or provide evidence of an approved exemption</li> <li>○ If no evidence of English proficiency is available applicant is required to sit the ACDC Pre-entry English Test and achieve Upper-Intermediate level. Depending on test results, applicants may be required to attend an interview.</li> </ul> <p>Offshore application</p> <ul style="list-style-type: none"> <li>● Applicant or representative are advised to             <ul style="list-style-type: none"> <li>○ supply any documentation that may support their application</li> <li>○ supply evidence of English proficiency at the required IELTS standard or equivalent, or provide evidence of an approved exemption</li> <li>○ If no evidence of English proficiency is available applicant is required to sit the ACDC Pre-entry English Test and achieve Upper-Intermediate level. Applicants may be required to attend an interview.</li> </ul> </li> </ul>
3	<p>CEO</p> <p>Marketing Manager</p>	<p>The application submission is evaluated by a suitably trained staff member who will assess the extent to which the student's qualifications and English language proficiency are appropriate to the course in accordance with ACDC's course entry requirements.</p> <p>If no evidence of English language proficiency is available a conditional <b>F25 Letter of Offer</b> may be issued. <b>In such cases the following apply:</b></p> <p>Prior to issuing a CoE:</p> <ul style="list-style-type: none"> <li>● If no evidence of English proficiency is available the applicant is required to sit the ACDC Pre-entry English Test and achieve Upper-Intermediate level. Depending on test results, applicants may be required to attend an</li> </ul>

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		<p>interview.</p> <ul style="list-style-type: none"> <li>• Arrangements for sitting the ACDC Pre-entry English Test are made with the applicant’s education agent. <ul style="list-style-type: none"> <li>○ The test is online and must be undertaken under examination conditions.</li> <li>○ A test result of Upper Intermediate must be achieved for applicants to be admitted into an ACDC course.</li> </ul> </li> </ul>
4	Administration	<p>Forward <b>F25 Letter of Offer</b>, as the required written agreement documentation, to successful applicant.</p> <p>or</p> <p>Forward letter to indicate that application has failed.</p> <p>or</p> <p>Forward letter to indicate that more information is needed to complete the application process.</p>
5	Applicant	<p>The acceptance of offer/enrolment:</p> <p>Onshore Application</p> <ul style="list-style-type: none"> <li>• Applicant must pay fee.</li> <li>• Choose payment plan</li> <li>• Complete and sign <b>F25 Letter of Offer</b></li> </ul> <p>Offshore application conditions include:</p> <ul style="list-style-type: none"> <li>• payment or evidence of payment for one semester’s course fee and compulsory medical insurance</li> <li>• Complete and sign <b>F25 Letter of Offer</b></li> </ul> <p>If a conditional <b>F25 Letter of Offer</b> was signed, the condition must be met before the CoE is issued.</p>

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