
La Trobe College
Australia

Enrolment Procedure

Enrolment Procedure for Admissions Staff at La Trobe College Australia - Melbourne & Sydney Campuses

ENQUIRIES:

Admissions enquiries are received by La Trobe College Australia's Melbourne and Sydney Campus via email, mail, and phone or in person. Admissions staff respond to straightforward email and mail enquiries within 24 hours and more difficult enquiries within 48 hours, after consulting with the Admissions Manager, the relevant Director or a College member at La Trobe University.

APPLICATION FORMS

La Trobe College Australia – Melbourne Campus: Applications are available in the La Trobe College Australia brochure or the student can enrol on the La Trobe College Australia's website www.latrobe.edu.au

La Trobe College Australia - Sydney Campus: Applications are available in the La Trobe University Sydney Campus brochure or the student can enrol on the La Trobe College Australia Sydney Campus website: <http://www.latrobe.edu.au/sydney/apply-now>

The brochure and the website include information about:

- Requirements for acceptance into a course
- Course content and duration, , modes of study and assessment methods
- Description of campus location, facilities and resources
- Course fees, conditions of enrolment
- Refund policy with conditions on deferment, suspension or cancellation.
- OSHC
- Privacy Act
- Disabilities and special needs
- Use of agents
- Students under 18 years of age
- Source of funding
- Agreement between student and institution
- Cultural aspects of life in Melbourne
- Student life/experience at La Trobe
- Cost of living, types of accommodation and schooling obligation for school aged dependents of prospective students.

ASSESSMENT OF APPLICATIONS

Admissions Office assesses applications as follows:

ELICOS (Melbourne Campus only)

In accordance with Simplified Student Visa Framework regulations introduced by Immigration, students must have evidence of an acceptable test score in order to apply for package courses. If the student does not provide an English qualification such as

IELTS / PTE, eligible countries are offered the Navitas online Pearson Test - VERSANT. La Trobe College Australia then offers an English package according to the test score.

FOUNDATION STUDIES & DIPLOMA PROGRAMS

Application forms include Applicant Eligibility Checklist (AEC) questions for GTE assessment, academic qualifications and English language test score. The requirements for applicants from most countries are set out in the La Trobe College Australia Melbourne and Sydney Campus brochures and web pages. Admissions Officers assess the application form to make a decision to either accept or reject the student's application. Some applications from countries that are not streamlined are assessed by the source country officer.

If accepted, the student is provided with a written offer either directly or via the agent. This offer may be combined with an offer for English language programs and undergraduate courses (packaged offers). If rejected, the student is informed either directly or via the agent.

Where Admissions staff are unsure of academic or English language qualifications presented, they will refer to one of these resources:

- National Office of Overseas Skills Recognition (NOOSR) guidelines;
- La Trobe College Australia's Admissions and Selection Committee
- La Trobe International
- La Trobe Colleges of Arts, Social Sciences and Commerce and Science, Health and Engineering

Where an application is received which falls outside the normal academic guidelines or is of such complex nature that the Admissions Officer cannot make an assessment; the following steps are to be taken to escalate the query in order for a decision to be made:

The Admissions Manager will liaise with the Academic Director and/or the Director, Marketing and Admissions for an appraisal of the application and a decision is made on that basis.

The Admissions and Selection Committee will make final decisions on qualifications after discussion with all stakeholders. Changes and additions to entry levels and qualifications need to be approved by the Academic Advisory Committee.

CREDITS OR CONDITIONS:

The Admissions Officer may decide to make a conditional offer, for example, when an IELTS/TOEFL test result warrants this or when results from examinations are not yet available. The Admissions Officer may also decide that the student has qualifications in excess of the required entry standard. In some cases this will enable the student to have subject credits granted in the course chosen. Credits for Diploma Program subjects need to be referred to the Academic Director for assessment.

MONITORING

The Director, Marketing and Admissions will monitor the processing of applications and checking of qualifications by Admissions staff as follows:

- Applications will be checked for qualification accuracy, fraud, credit approvals and any conditions applied.

The Admissions Manger will monitor accepted applications details 3 months prior to each intake for FSDP and one month prior to each ELICOS intake as follows:

- Applications will be checked for conditions applied, incorrect assessment and incorrect packaged offers.

OVERSEAS STUDENT HEALTH COVER:

International students are required to have Overseas Student Health Cover (OSHC) for themselves and any family accompanying them for the proposed duration of their student visa from the day they arrive in Australia. The Admissions Officer checks that the required OSHC cover type and duration of course before making an offer. For students who will be undertaking a packaged course, there cannot be a gap in the OSHC coverage between LTM and Bachelor courses.

LETTER OF OFFER:

Melbourne Campus:

The Letter of Offer contains the Acceptance on section 2 for the student to read and sign agreement to course, fees and course start date and agree to conditions of enrolment and refund policy.

Sydney Campus:

The letter of offer contains fees, conditions and course start date. Acceptance form with enrolment conditions and refund policy is sent separately.

ACCEPTANCE:

Melbourne Campus:

If the student accepts the offer either directly or through the agent, they will sign the Acceptance section provided with the Letter of Offer and the bachelor acceptance form for the bachelor course they have applied and forward it to the Admissions office along with the initial payment (or proof of payment) or copy of the financial guarantee (if sponsored). If the student is under 18 years of age, parents' signatures are required. If students are from non-streamlined countries they are to submit a Financial Declaration form. If financial declaration is approved student is requested to make the payment.

Sydney Campus:

Student will sign one acceptance form separate to the offer for all the courses they applied.

eCOE:

An eCOE is produced by the Admissions Officer upon payment and Acceptance Form received and forwarded to the student who will then apply for his/her student visa using the eCOE. Required conditions will be noted on the CoE.

A welcome letter with orientation information and a link to pre-departure information for international students is sent with the eCOE from La Trobe College Australia Melbourne Campus. An Orientation invitation is sent out to students prior to their arrival at La Trobe College Australia's Sydney campus.

UNDER 18 STUDENTS:

Student must be at least 17 years of age.

Please refer to the following policies and procedures:

- Care of International Students Under the Age of 18 Policy
- Underage Students' Enrolment Procedure, and
- Procedure for Placing Students in Homestay
- Child Safe Standards.

STUDENT FILES:

When a student applies, an electronic file is established on the drive for both Campuses. Please refer to the Electronic Filing Policy and Procedure.

REGISTRATION:

Students register on arrival, prior to completing enrolment and attending an orientation session.

ELICOS

- Students are placed in classes according to the placement test or IELTS and TOEFL, VERSANT scores provided.
- Students are informed of their obligation to advise the College of a change of address while enrolled in the course, during Orientation.

FOUNDATION STUDIES & DIPLOMA PROGRAMS and Bachelor programs at the Sydney Campus:

- Students register through the student portal.
- Students tick or untick box to give LTCA permission to release academic records to other parties.
- Students select units through student portal.

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Procedure Title	Enrolment Procedure	
Procedure Owners	Admissions Manager	
Key Stakeholders	Admissions Staff Students	
	Approval Body	Approved on
	LTM Executive Committee	January 12 2012
	LTM Executive Committee	January 9 2014
	LTM Executive Committee	November 15 2017
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
Relevant Legislation	National Code 2018	
Related Policies and Procedures	Enrolment Policy Transfer between Providers Policy Refund Policy Electronic Filing Policy and Procedure Care of International Students Under the Age of 18 Policy Underage Students' Enrolment Procedure Procedure for Placing Students in Homestay Please also see related Letters, Letter of Offer, Acceptance Form, Accommodation and Airport Request Form, Application Form	
Related Guidelines		
File information	TBC	Version number V1.5
Date Effective	31 May 2013	Next Review Date: November 2019
AMENDMENT HISTORY		
Date	Version	Summary of Changes
17/9/18	1.5	College name change to La Trobe College Australia (LTCA)

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