



# Enrolment Procedure

V2.0 July 2023

## 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 need to be submitted via the StudyLink portal at <https://www.latrobecollegeaustralia.edu.au/how-apply/international>

La Trobe College Australia - Sydney Campus: Applications need to be submitted via Studylink portal at <https://www.latrobe.edu.au/study/apply/undergrad/sydney/apply>

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 and Sydney
- 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 the Department of Home Affairs, students must have evidence of an acceptable test score in order to apply for packaged courses. If the student does not provide evidence of undertaking an English test such as IELTS / PTE, applicants from eligible countries are offered the Navitas online Pearson Test – VERSANT or the internal LTCA English placement test. La Trobe College Australia then offers an English package according to the test score.

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Navitas Bundoora Pty Ltd trading as La Trobe College Australia ABN 92 143 736 789 TEOSA PRV12186 – Institute of Higher Education, CRICOS Code 03312D; La Trobe University TEOSA PRV12132 – Australian University, CRICOS Code 00115M

## 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.

### GTE Assessments

GTE assessments apply to all prospective student visa applicants, an applicant needs to prove to LTCA and the Department that they are considering coming to Australia temporarily to gain quality education.

GTE assessments are conducted for both LTCA, Melbourne and Sydney delivery locations at the time of application.

Assessment of GTE criteria which determines eligibility:

- Academic Transcripts (met entry criteria, not overqualified)
- English competency as determined by recognised English tests IELTS/TOEFL/PTE
- Academic background matched with the proposed course
- Statement of Purpose
- Study gap (no more than 1 - 2 years)

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- Value of the course to the applicant future career
- Relevance to proposed future employment in home country
- Career outcome and future salary expectation commensurate with tuition fee expenditure
- Previous Immigration History of applicant & family
- Incentive to return to home country after completion of the degree

For applicants that belong to a level 3 country based on SSVF guidelines, further financial documents are requested before acceptance is issued to the student, and student may be additionally requested to undertake an interview.

#### Assessment of financial:

Financial requirements are assessed based on DHA requirements - Financial Background of Family: sufficient funds and genuine access to the funds

#### Interview questions include:

- Reason for choosing the course and the provider
- Previous visa refusals
- Awareness of accommodation and transport options within a reasonable proximity to the campus
- Knowledge of expected specific costs of living
- Knowledge of Australia
- Knowledge of La Trobe College Australia and of the intended course
- Career aspirations and academic history
- Family sponsor and financial situation

#### 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 chosen course. Credits for Diploma Program subjects need to be referred to the Academic Director for assessment.

#### Internal FSDP course transfer procedure:

Students can apply for an internal FSDP course transfer between La Trobe College Australia and La Trobe University Sydney Campus if eligibility criteria are met as per the Course Transfer policy upon submitting the request form.

The following will be considered when evaluating transfer application:

- Academic performance to date.
- Eligible credit towards the course if applicable.
- Places available in the course.
- Scholarship available in the course/ campus.

Should the internal transfer between delivery sites be approved, a new Letter of Offer will be issued with the requested Campus and Coe will be revised for the new location upon acceptance.

## 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 Manager 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:

Overseas students are required to have Overseas Student Health Cover (OSHC) for themselves and any family member 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 (single or family) and the duration of the course before making an offer. For students who will be undertaking a packaged course, there cannot be a gap in the OSHC coverage between LTCA courses and their University Bachelor courses.

## LETTER OF OFFER:

Melbourne Campus:

The Letter of Offer contains the Acceptance on section 2 for the student to read and sign. The student acknowledges the agreement to course, fees and course start date and agrees to conditions of enrolment and the LTCA refund policy (<https://www.latrobecollegeaustralia.edu.au/policies-and-procedures>).

Sydney Campus:

The letter of offer contains fees, conditions on enrolment and course start date. The Acceptance form with enrolment conditions and the 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 for the LTCA course and separately sign the La Trobe University program acceptance form for the course they have applied for 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.

A streamlined country refers to priority agents from specific countries as identified by the Navitas GTE team.

## Sydney Campus:

Students sign one acceptance form, identifying each of the courses they are enrolling in with LTCA and the La Trobe University.

## eCOE:

An eCOE is produced by the Admissions Officer upon the student making payments and LTCA receiving the Acceptance Form. The CoE is then forwarded to the student who will apply for his/her student visa. 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.

Where a student is also enrolling in a degree program with La Trobe University in Melbourne, the relevant Admissions personnel from the University will issue the CoE to LTCA to forward to the student.

LTCA Admissions team issue CoEs for La Trobe University students in Sydney.

## 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 for enrolment at LTCA, an electronic file is established on the server 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 (VERSANT) or IELTS and TOEFL, scores provided.

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- Students are informed of their obligation to advise the College of a change of address, within 7 days of the change occurring, 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.

Procedure Title	Enrolment Procedure	
Procedure Owners	Admissions Manager	
Key Stakeholders	Admissions Staff Students	
	Approval Body	Approved on
	LTCA Senior Management Team	January 12 2012 April 16 2020
	<del>LTM Executive Committee</del>	<del>January 9 2014</del>
	<del>LTM Executive Committee</del>	<del>November 15 2017</del>
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
	LTCA Academic Board	April 28 2020
	LTCA Academic Board	December 2022
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 <b>Underage Students' Enrolment Procedure</b> 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 V2.0
Date Effective	31 May 2013	Next Review Date: March 2021
AMENDMENT HISTORY		
Date	Version	Summary of Changes
17/9/18	1.5	College name change to La Trobe College Australia (LTCA)
16/04/2020	1.6	GTE Assessment section added Refined sentence structures in the document

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06/04/2020	1.7	Refining definitions. Addition of further student visa obligations under Section 17. Creation of Section 19 Query around GTE process – to be resolved.
16/04/2020	1.8	GTE process detailed in the policy Sentence structures further refined Additional details added in the Withdrawing from subjects section.
24/11/2022	1.9	Updated links in the document to reflect accuracy to disseminate information Updated Footer
28/07/2023	2.0	Addition of internal transfers between approved delivery sites