

Enrolment Policy and Procedure

1 Purpose

This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of Mint International College. This policy outlines procedure for approving admission applications and enrolling students in the relevant courses or units of competency.

2 Scope

This policy applies to all the applications for admission and enrolment into college's programs received by Mint International College. This policy is also relevant to staff handling and processing student admissions and enrolments, decision-making committees, and all the agents of Mint International College.

3 Definitions

Course: A program of study leading to a qualification or an award. A course may comprise of units or modules.

Pre-requisite: Means specified minimum requirements an applicant must satisfy in order to be considered eligible for admission to a particular program.

Offer: Means the formal notification from college's Student Administration Office on behalf of Mint International College, offering an applicant a place in a nominated program under specified conditions, such as location, mode of study, duration, course fee and type of place offered.

Admission: Acceptance of an applicant as a student of Mint International College in the nominated course(s).

Enrolment: Allocation of unit(s) of competency as prescribed under each course as part of student's training plan that leads to attainment of the relevant competency or qualification on successful completion

LMS: Learning Management System. Software that allows educational institutions to create and host courses on the Internet. (Vettrak)

USI: Unique Student Identifier

4 Legislative Context

- National Vocational Education and Training Regulator Act 2011.
- Standards for Registered Training Organisations 2015

- The ESOS Act 2000 and subsequent amendments.
- VET Student Statistical Collection Guidelines.
- Student Identifiers Act 2014 Equal Opportunity Act 1995
- Human Rights and Equal Opportunity Commission Act 1986.
- Disability Standards for Education 2005.

5 Policy

5.1 Admission Criteria

Candidates are considered on the basis of the following:

- Minimum entry requirements for respective courses
- Year 12 Certificates and transcript and/or equivalent.
- IELTS score and/or equivalent
- Pre-enrolment needs analysis
- Candidate self-assessment

All admission will be subject to review and document verification and approval by the Academic Manager and/or Admissions Coordinator.

Students will be provided with an opportunity to apply for Recognition of Prior Learning (RPL) or Credit Transfer at the time of application.

Mint International College shall not enrol an eligible candidate in a course or qualification that is at an inappropriate level for that student, including but not limited to courses that would not provide additional relevant competencies as per student's career/academic objectives.

Mint International College shall require that all the students applying for enrolling in a course provide Mint International College with their USI number for verification - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, Mint International College will inform the student prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

Note: Admissions/Admin staff to take note of the above and ensure that USI verification is conducted in accordance with the requirements and records maintained on student file/system.

5.2 English proficiency:

Entry to Mint International College award courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to Mint International College by the following:

For International students, a recent IELTS academic test overall band score of 5.5, with no sub-score less than 5.0. IELTS results no more than 2 years old. And/or equivalent.

For onshore applications an English Language Proficiency Assessment shall be conducted.

6 Admissions Procedure

This section describes the processes associated with international admissions.

All the prospective students will be provided with or sent an application pack comprising of:

- Student Handbook (Course information and prospectus, including college and campus details)
- Application Form (Updated version)
- Pre-enrolment Form (Mint Training website link)
- Pre-departure information (Mint Training website link)

Mint Training website links with our policies and procedures and the ESOS Framework are to be provided as part of the pre-enrolment procedure.

STAGE 1: International applications must be contained the following documents as below:

- Completed MIC student application form (including student personal information, address, email and emergency details).
- Photo ID: Certified copy of a Passport.
- Certified copies of Australian year 12 equivalency and Academic transcripts.
- Certified copies of Australian qualifications certificates and academic transcripts (in case of onshore applications)
- English proficiency evidence (IELTS 5.5 overall or above)
- Additional documents as per course entry requirements
- Genuine Temporary Entrant and supporting documents

STAGE 2: Once assessment of the application is successfully processed, student and/or the agent will be received with:

- A Letter of Offer / Acceptance Agreement
- College bank details and fee Information
- Fee schedule and/or Installment Payment Plan
- Authorization of Payment
- Policies including refund, withdraw, complaint, and appeal mentioned in a Letter of Offer

STAGE 3: Upon confirmation of signed Acceptance Agreement and payment deposit, a student will be received a Confirmation of Enrolment.

- Confirmation of enrolment (COEs) is/are sent to student and/or agent.

Student admissions officer will be notified the status of student's visa condition.

In case the Visa approved:

- Orientation information will be provided
- Course commencement details will be provided
- Arrival information will be recorded
- Accommodation assistance will be provided (if applicable)

During Orientation Session the following will be completed and/or organized with students:

- LLN test (Language, Literacy and Numeracy test)
- Unique Student Identifier (USI)
- Media Consent Form
- Agent monitoring / satisfaction survey form will be completed
- Update of Contact Details Form

In case the Visa rejected:

- According to the college refund policy, the pre-paid amount will be refunded

7 General Specification of Admission Procedure

- Prospective students seeking to be admitted to a course offered by Mint International College must make application directly to Mint International College or authorized.
- All students must provide and organize their USI number for verification purpose. This shall be completed during orientation session and/or before of class commencement.
- Admissions/Administrative staff processing new applications must verify the applicant's academic credentials, eligibility criteria, and the status of the awarding institution by means of, but not limited to;
 - a. Where possible, sighting and certifying original transcripts, awards and other supporting documents.
 - b. Accepting only certified copies of original documents for all applications made through electronic medium, post or through education agents.
 - c. Ensuring that all the supporting documents are in good condition, legible; and if containing foreign language, accompanied by certified and verifiable translation in English.
 - d. When available, comparing official academic seals, testamurs and transcripts with academic records of other past or present students from the same institute.
 - e. Checking the current status of awarding institutes/colleges on state registers.
 - f. When in doubt, bringing any illegible or doubtful documents or concerns to the attention of the Academic Manager and/or the Student Admission Manager for further enquiry.
 - g. Determination of course/program suitability for applicants seeking a place in a course through the Academic Manager.
 - h. Verification of visa status by VEVO system.
- The Admission and/or Academic Coordinator shall approve all new admissions.
- **Letter of Offer:** Admission offers are made to applicants who are eligible for admission to the particular course under this admission policy. An offer letter with course(s) code, name, duration, fee, study period, and other relevant information is sent to applicants.
- **Acceptance:** An applicant receiving an offer of admission must respond to accept the offer before course commencement specified in the letter of offer.
- **Deferment:** It is accepting the offer of a place in the program but deferring commencement in the program for a specified period, especially where the circumstances do not permit students

to commence their studies on planned dates. The maximum period of deferment is one year. The process of deferment will be guided by college's Deferment, Suspension, Cancellation Policy.

- **RPL and Credit Transfer:** A person applying for an admission offer or having received an admission offer may apply for credit transfer on the basis of prior study or on the basis of relevant skills and experience according to Mint International College's RPL and Credit Transfer Policy and Procedure.
- **Transfer:** A student who is currently enrolled in a program and who has not completed the requirements for graduation from the program may under certain conditions according to Standard 7 of National Code. A transfer to another program as per Mint International College's Change Of Course Policy and Procedure. To be eligible for transfer, the applicant must satisfy the entry requirements for the intended program.

Where appropriate Mint International College's will counsel students, to consider their personal or academic reasons for transferring. Outcomes of counseling may include the identification of alternative academic programs within Mint International College's, and/or the recommendation of appropriate student support or study skills support as an alternative to the transfer

8 Responsibility

The Admission Coordinator and/or Admission Officer has the responsibility to receive, review, and process all the new enrolments, and undertake due diligence as per the policy requirements.

The Admission Coordinator and/or Admission Officer have authority to make offers of admission to coursework programs offered by Mint International College.

The Admission Coordinator and/or Admission Officer is responsible for implementation and administration of this policy.

ADMISSION AND ENROLMENT PROCESS

