

Enrolment Procedure (Staff, International Students)

Purpose

This procedure describes administrative processes for enrolling new and continuing students.

Responsibility

The Institute's Student Service Manager will be responsible for the implementation of the policy and to ensure that staff are aware of its application and procedures.

Scope

This procedure applies to the enrolment of all international students in courses offered by the Institute. It describes processes associated with:

- Enrolment and re-enrolments
- Variation to enrolments.

Definitions

International Student: a student studying in Australia who is the holder of a valid student visa granted by the Australian Government.

Department of Immigration and Border Protection (DIBP): DIBP's Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

PRISMS: Acronym for Provider Registration and International Student Management System. A government-administered system used to process international student information.

SMS: Student Management System used by RGIT to manage student information.

Electronic Confirmation of Enrolment (eCOE): A student's Confirmation of Enrolment is issued by DIBP and required for the issuing of student visas for international students. eCOEs are generated through PRISMS.

Methods

Enrolment and Re-enrolment

Enrolment of new students and re-enrolment of continuing students will be conducted via the following processes:

Steps	Responsibility
1. Notify international students of the official enrolment date	Student Service
2. Attend enrolment location, as advised, to formally enrol	Student

Enrolment Procedure (Staff, International Students)

Steps	Responsibility
3. Give Student Enrolment Form to students	Student Service
4. Complete, sign and submit an Enrolment Form	Student
5. Confirm that the student has meet the entry requirements for the course	Student Service
6. Confirm fee payments are up-to- date	Accounts
7. Check Enrolment Form to ensure all details have been completed	Student Service
8. Activate student enrolment in the SMS	Student Service
9. Issue student with a student number and student ID card	Student Service
10. Issue timetable to students	Student Service
11. Apply for Credit Transfer or RPL if applicable or required	Student and Student Service
12. Update student records in SMS & PRISMS	Student Service
13. File Enrolment Form in student file	Student Service
14. Generate report on who accepted an offer but did not enrol (inactive withdrawal)	Student Service

Variation to Enrolment

Variation to enrolment applies where a student changes their course of study, or defers the commencement of their course of study, or withdraws for their course.

Steps	Responsibility	Notes
1. Complete a relevant form – Change of Course Form or Enrolment Withdrawal Form	Student	

Enrolment Procedure (Staff, International Students)

Steps	Responsibility	Notes
2. Approve variation to student's enrolment	Student Service	As applicable, confirm full time study requirements are still being met
3. Process variation to student's enrolment and update details in SMS	Student Service	
4. Advise DEEWR/ DIAC of changes to student's enrolment via PRISMS	Student Service	

Enrolling a Transferring Student

- 1.1 The Institute will not seek to enrol a student who has not yet completed six months of their principal course of study with another registered provider unless the requirements of the National Code are met, which includes confirming that the previous provider has indicated on PRISMS that the student has been released by the previous provider
- 1.2 Applicants for Credit Transfer must complete the Credit Transfer Application Form, attach a copy of a verified Qualifications or Statement of Attainment and submit the application to the Student Service.
- 1.3 Departmental Coordinators or their delegates will check the Qualifications or Statements of Attainment and grant Credit Transfer for identical units that have been identified as completed at another Registered Training Organisation.
- 1.4 Verified copies of Qualifications and Statements of Attainment used as the basis for granting Credit Transfer must be kept in the student's file.
- 1.5 Granting of Credit Transfer must be recorded as a unit outcome in the student's file
- 1.6 After Credit Transfer is granted, a student's course schedule must be reviewed and modified to ensure a full-time load and details of this must be recorded in the student's file.
- 1.7 Any course duration reduction as a result of Credit Transfer granted to students must be indicated on the eCOE if granted prior to the issue of a visa **or** on PRISMS if granted after the issue of a visa.

Associated Procedures/Documents

Student Selection and Recruitment Policy

Change of Course Form

Enrolment Withdrawal Form

Enrolment Procedure (Staff, International Students)

Review History

This policy will be reviewed yearly from date of authorisation.

Revision	Date	Description of modifications
1	September 2012	Original
2	June 2013	Minor editing
2.1	July 2013	Editing
2.2	January 2018	Minor editing