

LATROBE COLLEGE OF ART AND DESIGN

POLICY

VET Student Loans Rules 2016, Part 7 Sections 80–83
ESOS National Code of Practice 2018, Standard 3

APPLYING & ENROLLING

See: Students / LCAD Applying and Enrolling Procedure

POLICY

Purpose

To ensure that all applicants to study at LCAD meet applicable entry and academic suitability requirements, and that overseas visa student enrolments are formalised in accordance with ESOS National Code of Practice 2018, and domestic students seeking to access VET Student Loans comply with VET Student Loans Rules 2016.

Policy Statement

LCAD will ensure that students meet applicable published course entry requirements and, where a VET Student Loan is sought, the legislative academic suitability requirements. LCAD will formalise overseas visa student enrolments through the required written agreement and enrolment documentation.

General Suitability

The college's interviewing staff or course advisors must be satisfied that the applicant is suitable as a course candidate and believe that they can undertake the course of their choice with a degree of success. Applicants are interviewed via email or face-to-face by the college's interviewing staff or course advisors to discuss their intentions and what they hope to achieve by undertaking their course choice.

The interviewer will assess the applicant's maturity, school level finish, experience, knowledge, ambitions, and any evidence presented, such as examples of their artwork or a portfolio. The applicant's previous experience, whether it is relevant to the course area, may also be considered. This might include travel, previous study, exhibitions seen, reading, hobbies, memberships, etc. The interviewer may also assess the applicant's previous study experience to support their opinion and use any guiding tools the college has to determine suitability, such as RPL.

The recommended school level finish is Year 12 or equivalent. Applicants who fall out of this will be considered on the merits of the above.

Interviewers and course advisors must be satisfied that the applicant has genuine reasons and intentions for enrolling on a course of study, and whether the applicant has sufficient time to manage their life and study commitments adequately.

On Enrolment the student will provide the college with a completed Accepted Form and will receive an Enrolment Confirmation. The student will be provided with an Orientation Session before their course starts.

VET Student Loan – Student Entry & Suitability

Applicants must also demonstrate suitability by the following:

- Australian Year 12 Certificate of Education, or higher, or an exit Level 3 or above in reading, writing and numeracy as well as adequate digital skills using an approved LLND assessment tool.
- USI number.
- Passport copy or Australian birth certificate/Australian citizenship copy.
- Completed VSL Parent consent form if they are under 18.
- The applicant will need to have or will need to apply for a Tax File Number (TFN).

On enrolment, the VET Student Loan student must answer questions emailed to them from the eCAF portal to confirm their acceptance of their VET Student Loan.

Overseas Visa Student Applicants

Must also demonstrate academic suitability by the following:

- A copy of their passport (photo page)
- Their last qualification certificate (or high school certificate).
- Younger Overseas Students form if they are under 18.
- English test results, such as IELTS, with a band score above 6.0 and no band score lower than 5.5, if they are from a country where English is a second language.
- Overseas Student Health Cover (OSHC). Students must have OSHC cover before arriving in Australia for the full course period they elect to enrol in.

If the applicant is accepted, they will receive a letter advising them so, and enrolment is confirmed once the student returns to the college and has completed any instructions.

On receipt of the Acceptance Form, the college sends the student a CoE Form from Prisms enabling the student to then apply for their visa via the Department of Home Affairs.

Applicants under 18

- **Exceptional Applicants**

Mature and under-18 applicants who have not completed Year 10 or 11 may be accepted where the interviewer is satisfied the applicant meets the exceptional applicant requirements, including portfolio, written statement, LLN and digital literacy requirements, parental consent (if under 18), and any other conditions set by LCAD.

- **Under 18 Applicants**

Wishing to study diploma courses offered by LCAD but deemed not to be at a suitable level required to study online, they will be asked to consider the foundation short course offered by LCAD or other foundation or certificate level courses available at other colleges before reapplying for the Diploma level courses.

LLN & Digital Literacy (VSL rules)

Where required, LCAD will conduct approved LLND testing and a digital literacy screening before enrolment, retain records for at least five years, and provide results to students as soon as practicable.

Student Acknowledgement (VSL rules)

Before incurring a VET Student Loan, students must acknowledge in writing that they understand the nature of the loan, that it is repayable to the Commonwealth, and their rights and obligations.

Reasonable Steps (VSL rules)

LCAD will take reasonable steps to ensure students understand the VET Student Loan program, are academically suited, and have received all required information before applying.

Overseas Visa Student – Formalisation of Enrolment

Written Agreement and Enrolment Documentation

Each overseas visa student enrolling in LCAD must submit a completed Acceptance Form, along with their elected payment option for tuition and non-tuition fees. The student's parent or legal guardian must sign the Acceptance Form if the student is under 18.

The Acceptance Form, in plain English, will:

- Identify the course the student is enrolling in and detail all conditions of their enrolment. It will include the expected course start date, study location, and all study modes such as face-to-face on campus, online or any study placements.
- Outline any study prerequisites, including English proficiency requirements.
- List all tuition and non-tuition fees the student pays, including the periods to which those fees relate and payment options. The Enrolment Details Form will state that students can choose to pay more than 50 per cent of their tuition fees before their course commences.
- Provide details of any non-tuition fees the student may incur, including those incurred because of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply.
- Set out the circumstances in which personal information about the student may be shared between LCAD and other designated Australian Government authorities, including the Tuition Protection Service (TPS). This information may include personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of a student visa condition by the student.
- Outline LCAD's Complaints and Appeals policy and procedures.
- State that the student is responsible for keeping a copy of the written agreement as supplied by LCAD and receipts of any tuition or non-tuition fees payments.
- Only use links to provide supplementary material.

Overseas Visa Student Refund Information

LCAD will include refund information in the student's Acceptance Form in case the student defaults or in the unlikely event that LCAD cannot provide a course as agreed:

- Amounts that may or may not be repaid (including any fees collected by education agents on behalf of LCAD).
- Processes for claiming a refund.
- The specified person(s), other than the student, who can receive a refund in respect of the overseas student.
- An explanation of what happens when a course is not delivered, including the role of the TPS.
- A statement that "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

Student Contact Details

LCAD includes in the Acceptance Form that the student must notify LCAD of their contact details, including:

- The student's current residential address, mobile number, and email address.
- Emergency contact.
- Any changes to those details within 7 days of the change.

Record Retention

LCAD retains records of all written agreements and receipts of student payments under the written agreement for at least 2 years after the person ceases to be a student of the college.

Responsibilities

Responsibilities are allocated in accordance with the LCAD Organisation Chart.

Review

This policy will be reviewed annually or earlier where legislation changes.