

Engagement Prior to Enrolment Policy: Overseas Students

1 PURPOSE

This policy has been developed to ensure that FIT Education recruits overseas students responsibly, ensuring recruits are appropriately qualified for the course for which they seek enrolment, with suitable English language proficiency, educational qualifications and experience. By providing accurate and sufficient information to students, FIT Education endeavours to give recruits the best possible opportunity to make an informed decision about studying in Australia.

- Course objectives, costs and expectations are clearly communicated to participants prior to commencement
- Prior to enrolment FIT Education provides current and accurate information that enables the individual to make informed decisions about undertaking training with FIT Education (see Course Information below, also refer to Marketing Policy and Procedures, as well as Admissions Criteria for Enrolment Policy).

Course information provided prior to enrolment will provide the individual with detailed information about fees in accordance with Clause 5.3 of the Standards, and the National Code 2018, Standard 2

2 SCOPE

This policy applies to all prospective overseas students interested in studying at FIT Education.

3 POLICY STATEMENT

FIT Education recruits overseas students through channels including but not limited to:

- Education Agents
- Website Advertising
- Print Media
- Exhibitions and Events

Prior to accepting a student for enrolment in a course, FIT Education will provide, in print or through referral to an electronic copy, current and accurate information regarding the following:

- a) The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable
- b) Recognition of Prior Learning (RPL) and Credit Transfer options. (see Recognition and Credit Transfer Policy)
- c) The course content and duration, holiday breaks, qualification offered if applicable, modes of study and assessment methods
- d) Details of compulsory industry-based training to be undertaken as a component of the course (1.2.2)
- e) Campus locations and a general description of facilities, equipment, and learning and library resources available to students

- f) Details of any arrangements with another registered provider, person or business to provide the course or part of the course
- g) Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- h) Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled
- i) A description of the ESOS framework made available electronically by DEST, and
- j) Relevant information on living in Australia, including:
 - Indicative costs of living
 - Accommodation options, and
 - Where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred

3.1 INFORMATION PRIOR TO ENROLMENT (WRITTEN AGREEMENT)

The following current and inclusive information will be made available in English prior to accepting an overseas student for enrolment:

1. All requirements for acceptance into a course, including qualifications, relevant work experience and the minimum level of English language proficiency
 2. Details of course credit and Recognition of Prior Learning as applicable.
 3. All course details, including but not limited to:
 - Course content
 - Mode of study
 - Methods of assessment
 - Details of any work based training requirements and/or placements
 - Compulsory online requirements
 - Other learning arrangements such as community-based learning and collaborative research
 - Duration of course
 - Holidays and course break dates
 - Award, qualification or other outcome of the course
 - Details of refunds that clearly state who receives refund and under which circumstances
 4. Details of the provider FIT Education, including but not limited to:
 - Campus location or locations
 - Facilities, equipment and learning resources available to students
 - Details of arrangements with other providers, persons or businesses providing the course or any part of the course
- 3.1.1 Prior to accepting any overseas student for enrolment, FIT Education will provide information pertaining to all tuition and non-tuition fees.
- 3.1.2 Students will also be advised in writing of cancellation and refund policies.
- 3.1.3 Potential students will receive clear and comprehensive written information outlining circumstances in which they might be suspended, deferred or cancelled (see Deferral Suspension Cancellation Policy).
- 3.1.4 Overseas student living information, including but not limited to:
 - Accommodation options within reasonable distance from the campus

- Indicative cost of living, offering a typical range to inform and enable students to plan and budget for study in Australia

3.1.5 Description of and how to access the ESOS framework, including Australian Government services. Links to materials are available online. This information will be clear and comprehensive with assistance to further disseminate and offer explanation if required

3.1.6 Students will be offered enrolment in courses for which they have appropriate qualifications, skills, experience and English language proficiency.

4 RESPONSIBILITIES

All enquiries from prospective students are responded to by the Course Co-ordinator.

Prospective overseas students will be directed to the description of the ESOS legislative framework available on the Australian Government's Department of Education and Training website:

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

The CEO of FIT Education has responsibility for development, review, monitoring, evaluation, implementation and approval of all FIT Education Policies.

5 RELATED LEGISLATION AND REGULATIONS

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 2
- Standards for Registered Training Organisations (RTOs) 2015 – Standard 5
- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001

6 RELATED POLICIES, PROCEDURES AND DOCUMENTS

- Marketing Policy
- Admissions Policy and Procedure
- Recognition and Credit Transfer Policy and Procedure
- Deferral Suspension Cancellation Policy
- Letter of Offer and Acceptance (Written Agreement)