



OZFORD ENGLISH LANGUAGE CENTRE
CRICOS No. 02501G

Enrolment Policy and Procedures

1. PURPOSE

This policy aims to ensure that Ozford English Language Centre (Ozford) support students to adjust to study and life in Australia, achieve their learning goals and satisfactory progress towards meeting the learning outcomes of the course, and to ensure an efficient process of enrolment is conducted that satisfies the needs of both the student and Ozford.

See also: **Refusal, Deferral, Suspension and Cancellation of Student Enrolment Policy & Procedures**

2. SCOPE

This policy applies to all Ozford students who are currently enrolled or intending to enrol.

3. POLICY

- 3.1 All students enrolling at Ozford deserve a smooth transition into student life in Australia with minimum disruption and maximum support.
- 3.2 A register of enrolment will be maintained that contains, for each student: their names, age and address, the name & contact details of any emergency contact of the student, the date of enrolment and where applicable, the date the student ceased to be enrolled. The enrolment register must be accurate and kept up-to-date.

4. SUPPORT PROVIDED TO NEW STUDENTS

Ozford provides a range of support to students to adjust to study and life in Australia. Refer to Student Support Policy and Procedures for further information.

5. RELEVANT LEGISLATION

A range of legislation is applicable to all staff and students. It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times.

6. STANDARD STUDENT ENROLMENT PROCEDURES

- 6.1 Refer to Course Application and Offer Letter Policy (Standard 2.2 & 3) on how an Offer Letter is issued and accepted. Once the student accepts an offer and the tuition fee is paid, a Confirmation of Enrolment (CoE) will be issued to the student. The student then apply for the Student Visa.
- 6.2 Students are advised to report to Ozford on the course commencement date as stated on the Student Offer Letter once the Student Visa has been issued.
- 6.3 Student details are entered in Student Management system as Future Students. This includes: Student Name, Date of Birth and Overseas Address.
- 6.4 If the student does not arrive within 14 days of the scheduled commencement date, Ozford will notify the Department of Education (DoE) via Provider Registration and International Students Management System (PRISMS) of student default. If the student subsequently commences the course, Ozford will notify the DoE via PRISMS that the student has commenced. If the student does not commence the course, the student's enrolment will be cancelled. For further information in respect to student defaults and cancellations, please refer to the Refusal, Deferral, Suspension and Cancellation of Enrolment Policy and Procedures.

6.5 If the student arrives on the specified date, the student will complete the orientation and enrolment process.

6.6 The student then commences their studies with Ozford.

7. STANDARD STUDENT CANCELLATION OF ENROLMENT PROCEDURES

Please refer to **Refusal, Deferral, Suspension and Cancellation of Enrolment Policy and Procedures**.