



OZFORD COLLEGE OF BUSINESS RTO No: 21442 CRICOS No. 02573B

Admissions Policy (International Students)

1. PURPOSE

This policy aims to ensure that Ozford College of Business ensures that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

2. SCOPE

This policy applies to all Ozford College of Business staff processing enrolment applications from prospective international students.

3. POLICY

3.1 All applications received shall be recorded and an initial assessment undertaken.

3.2 Applications will be assessed ensuring rigorous selection processes are followed to meet National Code requirements.

3.3 Admissions Officers shall assess applications in a timely manner using the procedures outlined below, ensuring that adequate evidence has been provided.

3.4 All applicants must meet Genuine Temporary Entry (GTE), Academic and English Entry Requirements as set out below.

3.4.1 GTE requirements

GTE requirements are based on:

- (i) the applicant's circumstances; and
- (ii) the applicant's immigration history; and
- (iii) if the applicant is a minor — the intentions of a parent, legal guardian or spouse of the applicant; and
- (iv) any other relevant matter.

Ozford Agents undertake the screening of students based on Ozford's Pre-Screen interview form and Ozford verifies all interview forms. All applicants from Assessment Level 3 countries are interviewed via Skype by the Ozford Admissions team.

3.4.2 Academic Entry Requirements*

Please refer to the individual course outlines on the website for academic entry requirements
<http://www.ozford.edu.au/vocational-courses/vocational-courses-list/>

Ozford verifies academic results against the Government's Country Education Profiles:
<https://internationaleducation.gov.au/Services-And-Resources/Services/Country-Education-Profiles/Access-CEP/Pages/default.aspx?ReturnUrl=%2fcep%2fPages%2fdefault.aspx>

3.4.3 English Entry Requirements

Entry to all VET Courses except Certificate IV in TESOL

All students entering these qualifications must have an English Language proficiency level of one of the below:

- IELTS band score of 5.5 or an equivalent internationally recognised exam result in line with DIBP regulations (<http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>)
- or
- IELTS band score of 5.0 then satisfactory completion of an Upper Intermediate ELICOS or EAL or EAP program up to 20 weeks
- or
- Completion of at least upper intermediate ELICOS from a NEAS quality-endorsed centre (<http://www.neas.org.au/studentsagents/centre-locator>) or a member college of English Australia (https://www.englishaustralia.com.au/college_courses.php?id=113)
- or
- studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States
- or
- within two years of your application date have successfully completed in Australia
 - a foundation course
 - a Senior Secondary Certificate of Education
 - or
 - a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

Ozford also offers all students the opportunity to undertake a pre-entry English Proficiency Test (EPT) as part of the student enrolment process. Students can choose to undertake the English Proficiency Test (EPT) to confirm their level of English proficiency. Other students will be encouraged to undertake the English Proficiency Test (EPT) if for any reason there is doubt or concern about their English language Proficiency. Those students who gain less than 70% at the English Proficiency Test (EPT) will be required to undertake an ELICOS or ESL program up to 20 weeks at Upper Intermediate level.

Students continuing to experience English language difficulties whilst enrolled at Ozford will be offered further English language support.

For Entry to Certificate IV in TESOL

All students entering this qualification must have an English Language proficiency level of one of the below:

- IELTS band score of 6.5 (Academic or general version) or equivalent internationally recognised exam result in line with DIBP regulations or
- IELTS band score of 6.0 (Academic or general version) then
 - Satisfactory completion of an ELICOS or ESL program up to 20 weeks at advanced level
 - or
 - Satisfactory completion of the Ozford English Proficiency Test (ETP) with a score of at least 85%
- Completed secondary studies equivalent to an Australian Year 12 qualification from an English language speaking country

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Students continuing to experience English language difficulties whilst enrolled in Ozford will be offered further English language support.

English Proficiency Test

The EPT consists of 2 sections: a written assessment and an oral interview. The final result will be the average of oral and written assessments as marked by a qualified TESOL trainer and assessor.

English Entry Requirements	Minimum 30 weeks of ELICOS	Minimum 20 weeks of ELICOS	Minimum 10 weeks of ELICOS	Direct Entry to all VET Courses except Certificate IV in TESOL	Direct Entry for Certificate IV in TESOL
IELTS	<4.0	4.5	5.0	5.5 (no band under 5.0)	6.5
TOEFL iBT	<31	32	35	46	79
TOEFL PBT	<433	450	500	527	N/A
PTE	<29	30	36	42	58

Ozford verifies IELTS scores online: <https://ielts.ucles.org.uk/ielts-trf/roadmin/viewroadminprofile.do>

- 3.5 Students must complete the first 6 months of their principle course (proof must be provided) unless:
- the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
 - the original registered provider has provided a written letter of release
 - the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
 - any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change
 - any other form of supporting documents to prove that the student has completed 6 months of their principle course.

For further information regarding transfer between registered providers, please refer to **Transfer Between Registered Providers Policy**.

- 3.6 Ozford will only issue an Offer Letter and Student Acceptance Agreement to successful applicants.
- 3.7 On acceptance of the offer, the applicant shall complete a Student Acceptance Agreement and pay the tuition fees as specified on the payment schedule.

- 3.8 Upon receiving documents, Ozford will issue eCoE (Electronic Confirmation of Enrolment). This will be sent to the applicant.
- 3.9 If the applicant accepts an offer and does not enrol, DIBP shall be notified and the confirmation of enrolment (COE) will be cancelled.
- 3.10 Selection decisions and the reasons for those decisions shall be recorded so that they can be reviewed, communicated to applicants and used for review and research purposes.
- 3.12 Ozford meets the requirements of the Student Identifier scheme.

4. PROCEDURES

- 4.1 Complete 'General Student Enrolment Checklist – Overseas Student Application'.
- 4.2 If the student does not meet the academic and English language level requirements, or documentation is not complete, the student will be referred back to the Agent or to themselves if there is no agent involved.
- 4.3 If the student meets the academic and English language level requirements, an Offer Letter and a Student Acceptance Agreement will be issued.

Special attention should be paid to the following items when generating the Offer Letter:

- i. Full Name; Family and First Name
- ii. Date of Birth
- iii. Course/qualification for which the offer has been generated
- iv. Start date
- v. Completion date.

The Admissions Officer will also check the following:

- i. Visa processing time for the country of origin
- ii. Check students meet the entry requirement
- iii. Check if students have completed the first 6 months of their principal course (this is only applicable to students who are on-shore)
- iv. The agent MUST be a current agent who has not been suspended nor had their contract cancelled by Ozford.

- 4.4 The Offer Letter and a Student Acceptance Agreement includes:

- services to be provided
- fees payable
 - Tuition fee per study period
 - All fees and charges
 - Pre-paid fees
- information in relation to refunds of course money
- Student and provider default information
 - Refunds policy and procedures
 - The circumstances in which personal information about the student may be shared
- plain English explanation of what happens in the event of a course not being delivered; and
- a statement that "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

Once the Offer Letter and a Student Acceptance Agreement have been received and the fees paid into Ozford's designated account, on confirmation of payment, Ozford issues the COE to the student.

Ozford Business College Pty. Ltd. is trading as Ozford College of Business (CRICOS No. 02573B, RTO No. 21442, ABN 82 106 243 378)