

1 PURPOSE

To ensure all International students are recruited in an ethical and responsible manner and to ensure information that enables students to make informed decisions about studying with Axial is provided pre-enrolment. The policy also ensures that student's qualifications and English language proficiency are assessed prior to enrolment to ensure minimum entry requirements are met.

2 POLICY

Axial Training provides comprehensive information to all prospective students so they can make an informed decision about studying with Axial. All relevant information will be made freely available via the website and our Student Handbook, with contact information supplied for further enquiries and access to information.

Pre-Enrolment information consists of:

- Course CRICOS code, content, duration, holiday breaks, qualification offered, modes of study, work placements and assessment methods;
- The requirements for acceptance into a course, including English language proficiency;
- Details of any arrangements with another registered provider, person or business to provide the course or part of the course;
- Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies;
- Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled;
- Campus locations and a general description of facilities, equipment, and learning resources available to students;
- A description of the Education Services for Overseas Students (ESOS) framework, including web links to the material; and
- Relevant information on living in Australia, including indicative costs of living and accommodation options.

Once a student has decided that they want to apply to study with Axial they must complete the International Student Application Form and include the following copies of documents:

- Educational Certificates and academic records
- Evidence of English language proficiency
- Copy of passport

- Copy of Overseas Student Health Cover

Students who are unable to provide the acceptable documentation and who do not meet the eligibility criteria may be offered a conditional place, or may be notified in writing that they have not been accepted and detailing the reasons why.

If the student does not pass the pre enrolment procedure they will be notified in writing that they have not been accepted and the reasons why.

Once a student has applied to study with Axial, the administration department will review the enrolment and complete the *International Student Enrolment Checklist* to ensure all minimum entry requirements have been met. Axial will then provide the student with a Written Agreement.

3 PRE-ENROLMENT PROCEDURE

All Pre-Enrolment information is available to students via our website, marketing material and student handbook. On deciding to apply to enrol with Axial, students will:

- Complete the International Student Application form
- Submit the International Student Application form along with any required documentation
- Axial Administration will log the application in the VETtrak student management system
- Application will be assessed to ensure the student meets all eligibility criteria
- International Enrolment Checklist will be completed by Axial Administration to ensure eligibility
- If successful, Axial will prepare an International Student Letter of Offer and issue to the student
- The student's place is confirmed on receipt of both signed Letter of Offer and Application Fee and any other upfront payments as noted in the Letter of Offer
- If unsuccessful, Axial will advise the student in writing via the Application Rejection Letter of the outcome and the reason for the decision.