

1 PURPOSE

To ensure all course entry requirements have been met and advise students on the services to be provided, fees payable and information in relation to refunds of course money.

2 POLICY

Once a student has applied to study with Axial and has have met all entry requirements, they will be provided with a Written Agreement.

The Written Agreement will contain:

- Information and conditions pertaining to the course and any conditions of enrolment
- An itemised list of course money payable by the student, including non-tuition fees
- Refunds Policy
- Information regarding privacy and circumstances when personal information may be disclosed
- Information on the student obligation to notify Axial of a change of address while enrolled.

International students have an obligation to ensure their address is correct every 6 months. For International student enrolled with Axial for a course with a duration over 6 months, Axial will verify the student's address at the start of each Stage.

Once the signed Written Agreement has been received Axial will provide the student with and invoice for the initial payment. Once payment has been received Axial will provide the student with a receipt of payment and a Confirmation of Enrolment. Only once Axial has received a signed or otherwise accepted Written Agreement from the student will Axial issue an invoice or accept any course money.

Axial will hold the enrolment and any monies paid until the commencement of the course. If the student has a change in details or any circumstances relating to the enrolment prior to the commencement of the course, the Written Agreement informs them that they must notify Axial immediately via email to sso@axial.edu.au.

3 FORMALISATION OF ENROLMENT PROCEDURE

On successful assessment of an International Student Application form and completion of the International Enrolment Checklist, Axial will:

- Prepare an International Student Written Agreement and issue to the student

Formalisation of Enrolment Policy

- Update the VETtrak student management system indicating a Written Agreement has been issued
- The student's place is confirmed on receipt of both signed Written Agreement and Application Fee and any other upfront payments as noted in the Written Agreement
- Once the student's place is confirmed, Axial will enrol the student in the VETtrak student management system in preparation for the commencement of the course.