

# ENROLMENT AND ADMISSIONS POLICY AND PROCEDURE

**Effective Date: December, 2024**

## Objectives

- Ensure prospective students receive accurate and clear information regarding enrolment and admission.
  - Maintain a fair, transparent, and consistent enrolment process.
  - Ensure compliance with all legislative and regulatory requirements.
  - Provide a streamlined and efficient admissions experience for students.
  - Support students in enrolling in courses that align with their academic and career goals.
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## Scope

This policy applies to:

- All prospective students applying to The Performance College (TPC).
  - All TPC staff involved in student admissions and enrolment processes.
  - Student representatives and agents assisting with enrolment.
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## Definitions

- **Letter of Offer:** A document issued to successful applicants outlining course details, fees, and terms.
  - **Conditional Letter of Offer:** A letter provided when entry requirements are in progress and need to be met.
  - **Enrolment:** The process of officially registering a student in a course.
  - **Compassionate or Compelling Circumstances:** Situations beyond a student's control that impact their studies.
  - **Deferment:** A temporary hold on commencement of studies.
  - **Suspension:** A temporary hold on continuation of studies after commencing.
  - **Recognition of Prior Learning (RPL):** A process for assessing existing skills and knowledge against course requirements.
  - **Unique Student Identifier (USI):** A reference number required for vocational education and training students.
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## Policy Details

TPC has an open admissions policy, accepting students based on eligibility and course requirements.

### 1. Application Process

- Applications must be submitted using the official TPC enrolment form, available online and in print.
- Applicants must provide all required personal details, academic qualifications, and supporting documents.
- Prospective students will be assessed to ensure they meet the course entry requirements before a Letter of Offer is issued.
- If academic or English language requirements are in progress, a Conditional Letter of Offer may be issued.
- Students who do not meet standard entry requirements may be asked to attend an interview or provide a personal statement.

## **2. Admission Requirements**

Prospective students must be informed of:

- Course details, including CRICOS code (if applicable), duration, and outcomes.
- Entry requirements, including English proficiency and academic prerequisites.
- Tuition and non-tuition fees, including refund policies.
- Any available credit transfer or RPL options.
- Living costs and accommodation options for international students.

## **3. Enrolment Confirmation**

- Upon acceptance of the Letter of Offer and payment of required fees, a Confirmation of Enrolment (CoE) will be issued.
- If any required documents are missing, a Provisional Letter of Offer may be provided until requirements are met.
- If an application is unsuccessful, the applicant will be informed in writing with reasons for non-acceptance.

## **4. Re-enrolment**

- Students may apply to re-enrol in their course, subject to availability and regulatory requirements.
- If a course extension is required, international students will only be eligible if:
  - Compassionate or compelling circumstances exist.
  - An intervention strategy has been implemented for course progress.
  - A deferment or suspension was previously approved.

## **Responsibilities and Procedures**

### **1. Responsibilities of TPC**

- Ensure all admissions and enrolment processes comply with relevant education regulations.
- Provide accurate and clear course information to prospective students.
- Assess all applications fairly and transparently.
- Maintain student records securely in accordance with privacy policies.

### **2. Responsibilities of Students**

- Submit complete and accurate application forms with supporting documents.
- Ensure all entry requirements are met before enrolment confirmation.
- Inform TPC of any changes to personal details or circumstances that may affect enrolment.

### **3. Application Review Process**

- Applications will be reviewed by TPC's admissions team.
- If necessary, applicants may be asked to provide additional information or attend an interview.
- Decisions regarding admission will be communicated promptly to applicants.

#### **4. Appeals Process**

- Applicants may appeal a rejection decision by submitting a formal request in writing within 10 business days.
  - Appeals will be reviewed by the Director, and a final decision will be provided within 15 business days.
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#### **POLICY REVIEW**

This Process will be reviewed as part of TPC's yearly review or as otherwise decided.

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#### **RELEVANT LEGISLATION**

This document references the following legislation, regulations, codes and standards:

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
  - Standards for Registered Training Organisations (RTOs) 2015
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**Policy Owner:** Campus Manager