

Enrolments and Admissions Policy

Purpose

To ensure all students and student representatives of Greenwich College Pty Ltd are provided with clear and accurate information and appropriate processes for admission to all courses offered by Greenwich College Pty Ltd are followed.

Scope

To cover all staff involved in the admissions procedure for students wishing to study with Greenwich College Pty Ltd.

Policy

Greenwich College Pty Ltd has an open admissions policy; accepting applicants on the basis that they wish to enrol in either an award or non-award course.

All applications must be made in writing and via completion of the official Greenwich College Pty Ltd application forms – either the paper form or the online form. On this form, the applicant must supply all the required information and must indicate that they have read and understood the terms and conditions of enrolment.

All applicants will be assessed for entry, ensuring they meet the entry requirements of the college and of the course before a letter of offer is produced. In circumstances where requirements are in the process of being completed, a Conditional Letter of Offer can be issued. As appropriate to each application this may require the student is tested, interviewed and that they produce evidence of certain claims they make. Throughout this process, no guarantee will be given that entry or completion of a course at Greenwich College Pty Ltd provides a guaranteed automatic entry to a course offered by another provider, nor will any guarantees be given with respect to possible migration outcomes. Greenwich College Pty Ltd recognises mature-age entry which are designed to assist those who have been away from study enter vocational education. Adults who are at least 20 years old can apply into Greenwich College's courses as a mature-age entry if they have not met the academic entry requirement to have successfully completed

Australian Year 10 or overseas equivalent to Australian Year 10. The Academic Manager may require the mature-age applicant to attend an interview or submit a personal statement or resume outlining their motivations, relevant experiences, and career goals.

Greenwich College Pty Ltd makes every reasonable effort to ensure each student enrolls in courses that are appropriate to them and that will match their ability to participate, learn and benefit from its curricula. To ensure this Greenwich College Pty Ltd ensures that prior to enrolment, through the marketing and advertising process used by Greenwich College Pty Ltd and its contracted student recruitment agents, each student is made aware of:

- the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable
- the CRICOS course code, course content, qualification offered if applicable, modes of study including any online and/or work-based training, placements, other community-based learning and collaborative research training arrangements and assessment methods
- course duration and holiday breaks, course qualification, award or other outcomes
- campus locations and a general description of facilities, equipment, and learning and library resources available to students
- details of any arrangements with another registered provider, person or business to provide the course or part of the course
- tuition and non-tuition 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
- a link to an official explanation of the ESOS framework, including official Australian Government material or links to materials online
- the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students, where relevant
- relevant information on living in Australia, including indicative costs of living and accommodation options.

Greenwich College Pty Ltd ensures that all aspects of its admissions processes meet all legislative and regulatory requirements as set out in the ESOS Act, National Code, National ELICOS Standards, and RTO Standards 2015.

References

- Student Application Form
- Student Letter of Offer
- Student Invoice
- Online Registration Form
- Greenwich College enrolment terms and conditions

Version Control Number	Date	Next Review Date
v1.0	26 th October 2015	26 th October 2016
v1.1	14 th April 2016	14 th April 2017
v1.2	1 st January 2018	1 st January 2019
v1.3	4 th March 2019	4 th March 2020
v1.4	7 th April 2020	7 th April 2021
v1.5	1 st September 2022	1 st September 2023
v1.6	5 th April 2023	5 th April 2024
v1.7	10 th October 2023	10 th October 2024
V1.8	2 nd January 2024	2 nd January 2025