



Stott's Colleges

... An Australian tradition since 1883
 CRICOS Provider Number: 000197D

Enrolment Procedures

Authorised By:	Governing Council
Date Authorised:	27/1/2009
Effective Date:	27/1/2009
Last Amendment Date:	20 August 2009; 2 October 2009
Amendment Made By:	Compliance Officer
Review Due Date:	1 st January 2010
Related Documents:	Procedures for Recruiting Overseas Students Procedures for Assessing English Language Proficiency Procedures for Recruiting Local Students Stott's Colleges International Student Prospectus Stott's Colleges Student Prospectus
Implementation and Review:	Academic Board, Registrar, Operational Manager, Administration Officers

Enrolment Steps

1. Student completes the Application Form and forward his or her academic and, for international students English test results;
2. Stott's Colleges sends a Letter of Offer, any pre-enrolment information and Stott's Colleges Acceptance of Offer Agreement for student to sign;
3. Student signs and returns the written agreement;
4. Stott's Colleges receives the agreement; and
5. Student pays accordingly;
6. Stott's Colleges sends the CoE.

To apply for a place at Stott's Colleges, the following must be submitted:

No	Documents
1	Completed application form + Photocopy of passport (where available)
2	<ul style="list-style-type: none"> • Completed Homestay/ Guardianship form (students under 18); and • Proposed accommodation arrangements
3	Certified copies of most recent academic record (i.e evidence of the applicant meeting academic entry requirement)
4	<ul style="list-style-type: none"> • Certified copy(s) of English Test Results (i.e. IELTS result; or other acceptable English level assessment results as evidence of the applicant meeting minimum English level requirement); or • MLC Report
5	Any other document that may assist in Stott's Colleges' assessment of the applicant's academic and English level.
6	For RPL applicants: <ul style="list-style-type: none"> * Completed RPL Application form; * Certified copies of supporting documents (eg. Transcripts)/ originals must be sighted when the student enrolls.

All documents must be in English and prepared by qualified professional translator if they are not already in English.

** Note: Melbourne Language Centre is the preferred English Language Provider for Stott's Colleges, for details please contact the Registrar on phone +61 3 9663 3399 or email registrar@melblang.com.au.*

The documentation needs to be forwarded to:

The Registrar
Stott's Colleges
Head Office: 252 Lygon Street
Carlton Victoria 3053 Australia
Phone: + 61 3 9663 3399 Facsimile: + 61 3 9663 3517
Email: registrar@stotts.vic.edu.au

Letter of Offer

Once the Registrar has received the completed application form together with the required documentation and information outlined above, a Letter of Offer will be issued which will state all fees payable for enrolment. To accept the offer, the applicant/parent or legal guardian must sign and return the "Stott's Colleges Written Agreement with Students", together with the required payment. Once written agreement and full payment of fees have been received, the College will provide an electronic Confirmation of Enrolment, e-CoE. This is necessary for *international student applicants* to obtain a Student Visa.

English Language Course (international students only)

Stott's Colleges has the following procedures in place for assessing whether an applicant's English language proficiency is appropriate for the course for which enrolment is sought:

1. On application, the applicant provides Stott's Colleges with a copy of his or her IELTS test report/ equivalent/ other report deemed appropriate by the Academic Program Co-ordinator.
2. If the applicant has the required IELTS score/ equivalent English score for entry into their chosen course, he/she is deemed to have met the requirements.
3. On the other hand, if the applicant does not have an IELTS score/ equivalent English score, the Director of Studies in the ELICOS Program will interview the student.
 - a. If the applicant's English proficiency is deemed to be of the level sufficient to meet the course requirement, then the student will be deemed to have met the requirements.
 - b. If the applicant's English proficiency is deemed not sufficient to meet the requirements, the student is encouraged to continue their ELICOS study.

Commencement at Stott's Colleges

For *international student applicants*, Stott's Colleges' Registrar will notify DIAC via PRISMS within 14 days of expected course commencement date of the details of a student who does not commence course when expected, including whether a visa has been granted to the student, whether the student has arrived in Australia and any other relevant information.

Refund Policy

Applications for refunds must be made in writing to Stott's Colleges Pty Ltd. Refunds will be issued within 28 days of receipt of a written application and will include a statement including how the refund was calculated. The following are the terms of this policy:

- 1) Enrolment Fees are not refundable;
- 2) Where applicable, the Administration Service fee is also not-refundable;
- 3) There will be no refund if cancellation occurs after course commencement;
- 4) Homestay, Homestay placement and airport transfer fees are not refundable if cancelled less than two weeks before arrival;
- 5) Early termination of Homestay is subject to a 10% cancellation fee on monies paid;
- 6) Fees will be refunded in full if proof of visa rejection is provided;
- 7) Notice of student cancellation must be received in writing before course commencement,
Fees will be refunded less:
- 8) Fees paid to a representative (if applicable); and
- 9) A cancellation fee of 20% of course tuition fees
- 10) Tuition fees are not transferable to another person; and
- 11) Refunds will not be made directly to the student in Australia

Under the ESOS Act, the preceding policy does not remove from the student the right to take further action under Australian Consumer Protection laws. The ESOS Act ensures students rights to pursue other legal remedies.

Conditions of Enrolment

It is understood that unless you contact the Academic Program Co-ordinator regarding the contents of the Conditions of Enrolment, you have read and understood the following Conditions of Enrolment and agree to accept them. Any further amendments will be advised to you as they occur.

The conditions are as follows:

- 1) Interest will not be credited to Student Fees or Disbursements and therefore, no interest will be recovered by students in the event of a cancellation.
- 2) Stott's Colleges reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. (This will constitute a provider default)
- 3) Arrival as per the course commencement date at Stott's Colleges unless the student has obtained permission for late arrival from Stott's Colleges.
- 4) Students agree to abide by the rules and regulations of Stott's Colleges as well as being bound by Stott's Colleges' policies and procedures.

NOTE: Stott's Colleges is a member of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme. This scheme ensures that should Stott's Colleges become unable to provide its courses, ACPET will place students in an equivalent course at another institution, with full credit transfer for any units already completed.