



CHRISTIAN HERITAGE COLLEGE

POLICY: Student Engagement before Enrolment

Policy Group(s)	Group C: Administration – 3: Students (C3/0415.1)		
Related Policy:	Admission to Undergraduate Course Admission to Postgraduate Courses Cancellation of Enrolment for Overseas Students Code of Conduct Course Progress for Overseas Students Deferral for Overseas Students Enrolment Formalisation of Enrolment for Overseas Students Grievance Policy for Overseas Students Leave of Absence for Overseas Students Review of Academic Progress for Overseas Students Review of Enrolment Process		
Related Documents:	Guide for Overseas Applicants		
Commencement Date:	April 2015	Review Date:	April 2016

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) is motivated by its Christian ethos to behave in an ethical and integrous manner towards prospective applicants and students. CHC recruits students in an ethical and responsible way providing information to ensure prospective students are well informed about studying with CHC. Engagement with students prior to enrolment is critical to a successful study experience. CHC willingly complies with Standard 2 and as such ensures prospective students have the relevant qualifications, experience and English language proficiency appropriate for the course they wish to enrol in; to enable students to engage successfully with their studies.

Scope:

This policy applies to all prospective overseas students interested in studying at CHC.

Restrictions: Prospective ASC students

Exclusions: Prospective domestic students

Objectives:

1. To provide clear guidelines for engaging with overseas students and disseminating information about the course, fees and facilities, prior to enrolment.
2. To provide a clear procedure for ensuring students' academic and other qualifications and English language proficiency are appropriate for the course for which enrolment is sought.
3. To provide applicants with advice and information on enrolment procedures and the grounds for deferring, cancelling or suspending an overseas student enrolment.
4. To ensure compliance with the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code) specifically standard 2.

Policy Provisions:

1. General

- 1.1. All enquiries from prospective students are responded to through the Academic Registrar's Office.
- 1.2. Prospective students will be provided with information which will enable them to make informed decisions about CHC courses and their studies in Australia.
- 1.3. Prospective students will be made aware of the *Education Services for Overseas Students (ESOS)* legislative framework, the security it affords them and how to make use of the consumer protections should the need arise.
- 1.4. CHC ensures students are only offered places in courses for which they have been assessed as having appropriate skills and experience.
- 1.5. Where a student is entering Australia under a visa other than a student visa, those prospective students will be considered for entry to courses other than those registered through CRICOS.

2. Response to enquiries

- 2.1. All enquiries from prospective students regardless of the subclass of temporary visa or how they contacted CHC will be redirected to the Academic Registrar's office.
- 2.2. All prospective students will be directed to the description of the ESOS legislative framework available on the Australian Education International (AEI) website www.internationaleducation.gov.au

3. Information to be Provided

- 3.1. Prior to accepting an overseas student for enrolment in a course, CHC will provide via email referral to an electronic copy and the CHC website, current and accurate information regarding the following:
 - 3.1.1. 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;
 - 3.1.2. the course content and duration, qualification offered if applicable, modes of study and assessment methods;
 - 3.1.3. campus locations and a general description of facilities, equipment, and learning and library resources available to students;

- 3.1.4. details of any arrangements with another registered provider, person or business to provide the course or part of the course;
- 3.1.5. indicative course-related fees including advice on the potential for fees to change during a student's course and applicable refund policies;
- 3.1.6. information about the grounds on which a student's enrolment may be deferred, suspended or cancelled;
- 3.1.7. a description of the ESOS framework made available electronically by the Department of Education (the Department); and
- 3.1.8. relevant information on living in Australia, including:
 - 3.1.8.1. indicative costs of living
 - 3.1.8.2. accommodation options; and
 - 3.1.8.3. where relevant, schooling obligations and options for school-aged dependants of prospective students, including that school fees may be incurred.
- 3.2 CHC will only make an offer to an appropriately qualified applicant who meets all the entry requirements (academic and personal suitability) for the course.

4. Dissemination of Information

- 4.1. The information required to be provided to the prospective student, as per Policy Provision 3 above, must be given to the student before the student acknowledges (signed or otherwise accepted) an offer. This information can be provided at the same time as the *Written Agreement*.
- 4.2. CHC will provide the student with information regarding the general grounds on which an enrolment may be deferred, suspended or cancelled. This information is contained within the *Guide for Overseas Applicants* document and in the *CHC Deferral for Overseas Students, Leave of Absence for Overseas Students, and Cancellation of Enrolment for Overseas Students* policies.
- 4.3. CHC will provide a description of the ESOS framework by directing students to the Department of Education website.

Supporting Procedures and Guidelines:

1. Procedure for assessing prospective students' qualifications:

- 1.1 An applicant for admission, who does hold formal qualifications, may be considered for admission on the basis of documented professional experience, portfolio of professional work or other evidence, portfolio of professional work or other evidence, which indicates that the applicant has the capacity to undertake and benefit from the course.
- 1.2 Certified transcripts and supporting documentation are to be submitted as follows:
 - 1.2.1 by email to: Student Administration sadmin@chc.edu.au
 - 1.2.2 by mail to: Student Administration
PO Box 2246
Mansfield BC QLD 4122

2. Procedure for assessing prospective students' English language proficiency:

2.1 Overseas applicants for whom English is not their first language, who are seeking admission to undergraduate courses where the language of instruction and assessment is English are required to meet the following prescribed minimum proficiency standards in English language to be considered to be eligible for admission, unless otherwise specified in the course entry rules:

- a) their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- b) they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 233 or better (cBT; computer-based) 90 or better with no subscore lower than 20 (iBT; internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

3. Procedure for assessing prospective students' experience:

3.1 Where course entry requirements assess experience as a basis for admission, the CHC School requires a portfolio to demonstrate the way in which the applicant meets the entry requirements.

3.2 For specific courses CHC special criteria are used in addition to, in conjunction with, or in place of standard admission requirements. CHC will publish the entry requirements for each course in the CHC Course Guide and in the school section on the website noting which courses have special entry criteria.

4. Procedures for providing prospective students with the relevant information as per Policy Provision 3 (including a description of the ESOS framework):

4.1. CHC will publish all the relevant information outlined in Policy Provision 3 in the annual *Guide for Overseas Applicants*. This document is developed and published by the Academic Registrar's Office.

4.2. In July every year, the Academic Registrar's Office will revise and update as appropriate the information contained in the Guide and will make correlating adjustments to the CHC website.

4.3. This will be finalised in time for the opening of the following year applications on 1 August.

- 4.4. This information will be provided to applicants again through the *Written Agreement* and will include the full policy statement of the *Refund Policy for Overseas Students*, *Code of Conduct* and *Grievance Policy for Overseas Students*.
- 4.5. The *Written Agreement* will include the Department of Education website details plus direction to information for the students including the *ESOS Framework Student Fact Sheet*.

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation	ESOS Act 2000
	ESOS Regulations 2001
	National Code 2007
	Education (Overseas Students) Act 1996
	Education (Overseas Students) Regulation 1998

ACCOUNTABILITIES

Implementation:	Academic Registrar
Compliance:	Academic Registrar
Monitoring and Evaluation:	Academic Registrar
Development/Review:	Academic Registrar
Approval Authority:	CHC CEO
Interpretation and Advice:	Academic Registrar's Office

WHO SHOULD KNOW THIS POLICY?

Students

Academic Administration Staff

EFFECTIVENESS OF THIS POLICY

Performance Indicators:	<ul style="list-style-type: none"> Number of overseas students requesting information 				
Other	Nil				
Definitions and Acronyms:	<table> <tr> <td>CHC</td> <td>Christian Heritage College</td> </tr> <tr> <td>ESOS Act 2000</td> <td>Education Services for Overseas Students Act 2000</td> </tr> </table>	CHC	Christian Heritage College	ESOS Act 2000	Education Services for Overseas Students Act 2000
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APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C3/0415.1	Yes	28/04/2015	CHC CEO	

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
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