



Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

6 Hunt Street Surry Hills NSW 2010 Phone (02) 9280-4338 or (02) 9319 3777

Email: info@acvs.com.au Website: www.acvs.com.au

Student Enrolment and Orientation

All students are to complete an 'Enrolment Agreement' on acceptance into any course offered by ACVS and prior to paying any fees to ACVS. The student will previously have submitted an application form and received all information relating to living in Australia and studying at ACVS.

The following procedures indicate the requirements of the enrolment agreement that is to be accepted prior to collecting course monies from students.

Enrolment Procedure:

1. Student accesses information regarding the institute on the web including advice on how to access information on the institute, fee structure, and refund policy and enrolment procedures.
2. Student completes an enrolment form and collects other documents relevant to the application i.e. certified evidence English language level, a written explanation, in English, of reasons for studying in Australia, copy of passport and any other supporting documentation. This is forwarded to ACVS for initial assessment.
3. The Principal or designated Administration Assistant assesses student's enrolment documents and follows the assessing English language proficiency procedure as outlined above.
4. Once the English language proficiency procedure has been completed successfully a Letter of Offer/Formal Written Agreement is created for the student with the relevant fields completed. These documents are then forwarded to the student for signing.
 - The formal written agreement must at a minimum contain the following information:
 - Identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment;
 - Provide an itemised list of course money payable by the student;
 - Provide information in relation to refunds of course money;
 - Set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
 - Advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the course'
5. Upon receipt of the signed letter of offer/formal written agreement, the letter of authorization from the relevant visa processing office and the tuition fee deposit and enrolment fee the student's information is entered into PRISMS and an electronic confirmation of enrolment (ECoE) is created and forwarded to the Student along with a welcome letter outlining what the student is required to do upon arrival in Australia.
6. If the formal written agreement is returned unsigned the formal written agreement is returned to the student to be signed and returned.
7. All fees paid are held until the formal written agreement is signed by the student and returned.
8. Student is given an identification number and a database record is established.



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Upon arrival in Australia the following procedure will occur for the commencement and orientation of new students to ACVS. Students have been supplied with a welcome letter outlining the steps to be taken once they arrive in Australia.

1. New students will contact ACVS and speak to a Student Liaison Officer. The Student Liaison Officer will take down the information of the students contact details and residential address in Australia. They will also arrange a time for an entry interview with the Director of Studies.
2. The Student contact details will be passed over to an Administration Assistant who will entry this information in the Student Management Database and generate a letter with the details of the appointment with the Director of Studies. This generate letter is then forwarded to the student and add to the student hard copy file.
3. The student will meet with the Director of Studies at the appointed time. At this interview the Director of Studies will confirm the course they have enrolled into and take copies of original documentation such as Passport, Student Visa and IELTS results.
4. The Director of Studies will provide the student with a copy of their timetable and allocated class, campus, shift and date of orientation. The student will also be provided with a copy of the student handbook.
5. The student will then attend orientation day at the beginning of the study block as outlined by the Director of Studies.
6. The program for orientation day will be as follows:
 - Your stay in Australia
 - Accommodation, finances and further study
 - Requirements to receive a qualification
 - Certificates issued on successful completion of the course
 - How your skills, knowledge and attitudes will be assessed
 - Recognition of prior learning or recognition of current competency
 - How you can appeal if you don't agree with your assessment outcome
 - How you can complain if you are not satisfied with any part of the course
 - How you can get extra help with your learning
 - Course timetable and attendance
 - Course content
 - Emergency evacuation procedures
 - Your obligations as a student at our Institute including requirements for achieving satisfactory course progress.