



STUDENT ENROLMENT

Regulation and Standards	National Code 2018 Standard 3
Policy	<p>To inform international applicants of the placement processes as well as the enrolment conditions related to admission to courses offered at Pollard English Language Centre.</p> <p>Pollard English will ensure that the recruitment and placement of international students is carried out in an ethical, fair and responsible manner and in accordance with the ESOS Act and The National Code.</p> <p>Pollard English will not recruit students who are enrolled and studying within the first six months of their principal course, at another institution</p>
Procedure	<p>Pollard English will provide accurate, relevant and current information to all students prior to a contract being entered into and again at Orientation.</p> <p>r to enrolment the following is provided to all international applicants:</p> <ul style="list-style-type: none"> • The Pollard English brochure - company profile, CRICOS Code, management profiles, course progression, the Australian experience, ways in which Pollard English can assist students, contact details, website and local bus and train routes • The Pollard English Course information sheet - course names, a brief description of each course, entry requirements, duration, assessments, facilities, equipment and resources provided • Fee schedule • Application for enrolment • Refund policy and procedure • Student recruitment and placement policy and procedure • Entry requirements policy and procedure • Student support policy and procedure • Grievance and dispute resolution policy and procedure <p><i>Conditions of Enrolment</i></p> <p>Pollard English employs only appropriately qualified staff who will assess whether the applicants are likely to achieve the stated outcomes of the course, based on the applicants' qualifications and proficiencies.</p>



Acceptance will also be based on the applicants' ability to satisfy the course pre-requisites outlined in the Entry Requirements Policy and Procedure. International applicants must comply with the "International Applicant Guidelines" outlined below.

All students enrolled in Pollard English courses will be required to attend an Orientation session on commencement of a course, where they will be informed of:

- the Pollard college rules
- academic progress and attendance requirements
- Course information sheet
- Student Handbook
- a tour of the facilities

International Applicant Guidelines

An international applicant who has previously been enrolled in a CRICOS listed course with another Australian registered provider, will only be allowed to study at Pollard English if the applicant:

- has demonstrated a commitment to the course of study, as indicated in their results or references provided by the registered provider
- has demonstrated an adequate attendance record compliant with the National Code requirements
- has no monies outstanding for payment of course fees.

The student must provide a Letter of Release from the previous registered provider.

Pollard English will, on request, provide a Letter of Release at no cost to those students who do not complete their course of study with Pollard English but wish to continue study with another registered provider. If the student's application to transfer is refused by Pollard English College, reasons for the refusal will be given in writing and the student will be informed of his/her right to appeal under Standard 7 of the National Code.

All requests and decisions made regarding student transfers will be kept on file.

Pollard English will use PRISMS to generate electronic Confirmation of Enrolments (e-CoEs) and will report variations to enrolments.

In accordance with the ESOS Act and The National Code, information provided by the student to Pollard English may be made available upon request to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund.

This information will be noted on the Application for Enrolment, which will be signed by the student to confirm an understanding of this information.

International Student Visa Conditions

- Student visa holders will contribute a nominated amount to the Overseas Student Health Cover (OSHC) fund



	<ul style="list-style-type: none"> • if a student does not arrive within 5 working days of his/her commencement date, Pollard English will be obligated to contact the Department of Home Affairs (DHA) • All international students who do not attend classes will be reported to DHA and they may be asked by DHA to leave the country • International students will abide by the relevant conditions in relation to their student visas • Students will not be allowed to defer their course during or prior to commencement of study, unless: <ul style="list-style-type: none"> ○ they are delayed due to visa approval delay – in which case commencement may take place up to two weeks from the 1st day of commencement of course ○ they can provide a medical certificate verifying the need to delay due to illness ○ they can prove that compassionate leave is required due to bereavement or other exceptional circumstance <p><i>Other conditions:</i></p> <p>Pollard English expects all students to abide by Pollard English policies and procedures and all rules set by Pollard English and DHA</p> <p>All students are responsible for attending all classes</p> <p>Pollard English reserves the right to vary at any time its policies and procedures in order to remain compliant with State and Federal Government legislation</p> <p>Pollard English Application for Enrolment will serve as the student’s contract once approved</p> <p><i>International student enrolment procedure</i></p> <ul style="list-style-type: none"> • course is advertised • information is forwarded to applicant overseas • applicant completes enrolment documents and returns it to Pollard English • application is processed by Pollard English • acceptance letter is sent to applicant with invoice for payment in Australian dollars • applicant forwards payment to Pollard English in Australian dollars • Pollard English forwards receipt to applicant along with course and Orientation details and electronic Confirmation of Enrolment form generated through PRISMS <p>Student attends Orientation as outlined in the student’s Letter of Offer</p>
Reviewed	Annually
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