



ROSEWOOD
INTERNATIONAL COLLEGE

Admission & Enrolment Policy and Procedure

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1.1 Enrolment Application Form

All students are required to complete an Enrolment Application Form **and** submit it to the Institute to determine the eligibility to enrol into a course. The Enrolment Application Form outlines the Terms and Conditions of enrolment, including the student's rights and responsibilities.

The Admissions Officer is responsible for ensuring each student has completed an Enrolment Application Form prior to course commencement.

Following is a list of "Terms & Conditions of Enrolment" listed on the Enrolment Application Form:

- Enrolment and Selection
- Training Guarantee
- Consumer Guarantee
- Course Fees, Payments and Refunds
- Fee Protection
- Cooling Off Period
- Complaints and Appeals
- Credit Transfer
- Language, Literacy and Numeracy
- Support Services
- Legislative and Regulatory Requirements
- Workplace Health and Safety
- Confirmation that the provider is responsible for compliance of training and/or assessment
- Confirmation that the provider is responsible for issuance of AQF certification documentation
- Details of the complaints and appeals processes
- The learner's rights if the provider or third party closes or ceases to deliver the agreed training and/or assessment

The Enrolment Application Form includes:

- Confirmation that the Institute is responsible for compliance of training and/or assessment
- Confirmation that the Institute is responsible for issuance of AQF certification documentation
- Details of the Institute complaints and appeals processes
- The learner's rights if the Institute or third party closes or ceases to deliver the agreed training and/or assessment

Students are required to sign the last page of the Enrolment Agreement Form to acknowledge their agreement with the Institute's terms and conditions and to confirm that they wish to apply for enrolment with the Institute. The Enrolment Agreement Form is not a final enrolment with Rosewood International College, it is an application form to determine whether the student meets the suitability requirements.



1.2 Enrolment and Selection

1. The Enrolment Application Form is for registering the students initial interest into training with the Institute and is not confirmation of their enrolment into the Institute. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
2. All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
3. The student is responsible for notifying the Institute if they have a medical condition or disability or require assistance in their training.
4. An Enrolment Application Fee must accompany enrolment to enable the student's application to be processed.
5. It is the student's responsibility to note the date, time and location of the course as advertised.
6. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
7. Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
8. If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative pre-scheduled course.
9. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
10. The RTO reserves the right to change a Trainer/Assessor at any time without notice.
11. Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. the Institute's students are covered by public liability insurance whilst studying on campus.
12. Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
13. Completing the Enrolment Application Form does not guarantee a place with the Institute.
14. the Institute reserves the right to decline an application.
15. Students from assessment level 3 and 4 countries are advised to apply through the Institutes representative (International Student Agent).
16. Applications will be processed when all required documents and the non-refundable enrolment fee are received by the Institute.
17. Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
18. When the duration of studies at the Institute needs to be extended to complete the course, the student is required to pay additional fees for this extension.



1.3 Course Fees and Payments

1. Please refer to the International Student Prospectus and the Letter of Offer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
2. Fees must be paid in Australian dollars by bank cheque or bank transfer to the Institute's bank account. the Institute will not be responsible for any monies paid to agents.
3. The Institute reserves the right to vary fees.
4. Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.
5. The Enrolment Application Fee is non-refundable in any circumstances.
6. Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
7. Fees not paid by the due date will incur a late fee of 5% of the total fee due.
8. CoE/s will be cancelled when course fees are not paid by the due date. If a student has any problem paying fees on time, it is the student's responsibility to discuss alternative arrangements with the Institute administration, before the due date.
9. An **Enrolment Application Fee** is required to be paid with this Enrolment Application Form, which is non-refundable, as outlined on the Letter of Offer
10. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a **certificate re-issue fee of \$80** will be charged.
11. If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
12. If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
13. If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
14. If there are any fees for reassessment, this will be listed in the Letter of Offer
15. If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
16. The RTO is responsible for the issuance of AQF certification documentation (5.2).

1.4 Minimum Entry Requirements

In order to ensure that students have the best opportunity to complete the training, students will be required to meet the minimum entry requirements before enrolling, these include:

- Qualifications
- Experience
- English Language Proficiency

For the course for which enrolment is sought. The minimum entry requirements are outlined on the course flyer and International Student Prospectus. The minimum entry requirements are identified within the Training and Assessment Strategy.

