

ENROLLING, PROTECTING & INFORMING STUDENTS PP

Standard 2 & 3 ESOS Code of Practice 2018 / RTO Standards 2015 Standard 5/ VET Student Loan Act Section 50 and VET Student Loan Rules Section 98

Purpose

The purpose of this policy is to outline Latrobe College of Art & Design's (LCAD) approach to enrolling, informing, protecting each student it enrolls and undertakes deliver. This policy should be read in conjunction with the selection procedures stated in the [S24 Fair Treatment PP](#) under D:\DROPBOX\COLLEGE\POLICY & PROCEDURES

Policy

Latrobe College will inform new students as well as ongoing students all details about the course they are apply for and enrolling in, including admission requirements and their obligations, tuition and non-tuition fees and periods when payments are due; course start and completion dates; length and AQF level of their qualification; any prerequisites or conditions if required; year calendar including holidays and trimester breaks; qualification codes; location of study; modes of delivery; assessment; RPL or Credit transfer options; any third party arrangements with educational delivery; student services; deferring and withdrawing polices; refund policies; under age policies; privacy policy, complaints policy, and any work place delivery.

International Students will also be informed about

- English language proficiency required for students with English as their second language to enter the course including test types they can do to prove their English proficiency.
- CRICOS Course code, course content modes of study and any work placements if offered.
- Transferring to another college
- Details or options for accommodation, support, living expenses and general welfare

Procedures

Entry Requirements and Application Process

There are specific academic entry requirements for all applicants to the Diploma and Advanced Diploma qualifications at Latrobe College of Art & Design. Students who are eligible for admission will have met all the selection requirements, have completed an **Application Form**, provided with course and enrolment information, completed an **Interview**, in person or by email if they are remote, completed and submitted an **Acceptance Agreement Form** and selected a **fee payment option** for their designated year of entry.

See full application procedures under

[S11.10 Enrolling Procedure PP](#) under D:\DROPBOX\COLLEGE\POLICY & PROCEDURES.

Applicants to LCAD's qualifications courses must complete and application form and will be individually interviewed in person or by email. They must also provide the college with personal information, show examples of their artwork or a portfolio or show experience relative to the qualification they are seeking entry into at LCAD, or detail previous experience that they might have had.

The interviewer must make sure they feel confident that the applicant is able to satisfactorily undertake and complete the course.

Applicant will complete

[S4 Application Form](#)
[Course brochure on the website](#)

If the applicant is successful they will receive a

[S8 Letter of Offer](#)
[S10 Acceptance Agreement Form including fees information](#)
[S11.9 VSL Info](#)
[S4 Enrolment Details Form](#)

If the student accepts their offer and returns the Acceptance Agreement Form including payment of fees they will receive a

[S8 Confirmation of Enrolment.](#)

UNDER 18 - If the student is under 18, a parent or guardian must sign the Acceptance Form on behalf of the student, unless the student has received Youth Allowance from Centrelink, on the basis that the student is an Independent.

The applicant is advised of their rights and obligations and are directed to the college's website where they can access the college's policies and procedures, which are publically available and include:

[S11.1 Fees & Tuition Assurance PP](#)
[S11.2 Statement of Vet Tuition Assurance PP](#)
[S11.3 Enrolling Protecting & Informing Students PP](#)
[S11.4 Assessing Aptitude Applying Students PP](#)
[S11.5 VSL Re-Crediting Fee Help Balance PP](#)
[S11.6 STUDENT ACCESSING VSL PP](#)
[S11.7 VSL Statement of Covered Fees and Fee Notice](#)
[S11.8 VSL CAN form](#)
[S11.9 VSL INFO jan20v3](#)
[S11.10 Enrolling Procedure PP](#)
[S14.1 Deferral, Suspension, Withdrawal PP](#)
[S14.2 Deferral, Suspension, Withdrawal APPLICATION](#)
[S15 Refunds](#)
[S15 Refunds APPLICATION](#)
[S23 Younger Overseas Student](#)
[S24 Access & Equity PP](#)
[S24 Fair Treatment PP](#)
[C27 Privacy PP](#)
[S27 Complaints and Appeals](#)

[Further policies on college website include](#)
[P3 Issuance of Qualifications & SOA's PP](#)
[GS6 Third Party Arrangements PP](#)
[P7 Code of Practice](#)

INFORMING THE STUDENT

The college administration retains and keeps safely filed all written agreements and receipts of payments between students and the college for a minimum of 5 years from the time the student ceases their studies.

Student assessment evidence are kept electronically for a minimum of 6 months as required by the college's RTO compliance body.

This is monitored through the college's MCI 1 Student Checklist as well as MCI 4 COLLEGE Compliance Checklist which completes a check of the students retained documents by sampling a group of students.

The college keeps records of student payments in its accounting software.

College electronic files are kept secure through a paid electronic cloud storage subscription.

Students are to keep safe their copy of their signed Agreement Form and any other records, such as payment receipts.

A written reminder is given to students within their Acceptance Agreement and Enrolment Forms.

All students must advise the college within 7 days of any changes to their contact and / or address details. This is instructed in all the college's Orientation handout which is discussed with all students at Orientation.

If the student is unable to provide required minimum entry evidence that they have a high school certificate or Certificate III upwards, then they are invited to complete a specific reading and numeracy assessment. LCAD uses the CSPA test from ACER to test that students' reading and numeracy levels.

LCAD must inform the student of their reading and numeracy assessment results as soon as practicable.

VET Student Loans information [S11.9 VSL INFO](#)

is given to students when they apply for the courses at LCAD. Students are also directed to access further information on its website within [S11.6 STUDENT ACCESSING VSL PP](#)

VET Student Loans information is also given to students within their [S10 Acceptance Agreement Form](#) which they sign prior to enrolling.

Disclosure of Results

Latrobe College of Art & Design will advise applying students, undertaking reading and numeracy tests prior to entering into their course, of their results of their test as soon as practical and preferably by the end of the test session.

Latrobe College of Art & Design will also report the results of such tests to the Secretary of the Department of Education, Skills and Employment (DESE) when it is required to do so.

Assessing Aptitude Applying Students

The college has policy and procedures for making sure that applying students are suitable for entering courses delivered by Latrobe College. See [S11.4 Assessing Aptitude Applying Students PP](#) under D:\DROPPBOX\COLLEGE\POLICY & PROCEDURES and [S24.1 Access & Equity PP](#) under D:\DROPPBOX\COLLEGE\POLICY & PROCEDURES

VET Student Loans

Students are now able to defer a majority of their tuition fees with the government initiated VSL program. Students

must be enrolled either full-time or part-time (2 or more units of study) to access this program and fulfil other eligibility requirements.

Students must have Australian citizenship and have not used up their lifetime allowance, which is approximately \$100,000 per person. The loan is not means tested and student who have completed previous higher education and are planning lower level study can still access the loan. Vet Student Loans is an education loan program and must be paid back. See the college's policy and procedure under [S11.6 STUDENT ACCESSING VSL PP](#) under D:\DROPBOX\COLLEGE\POLICY & PROCEDURES

VET Student Loans Re-Crediting Fee Help Balance

There are two circumstances when a student can apply to have their FEE HELP balance re-credited. See the college's policy and procedure under [S11.5 VSL Re-Crediting Fee Help Balance PP](#) under D:\DROPBOX\COLLEGE\POLICY & PROCEDURES.

Recognition of Prior Learning (RPL) and/or Credit Transfer

Latrobe College of Art & Design does not expect students to repeat learning that has been successfully completed at a similar level and standard elsewhere, where that work is substantially the same in content and standard as that required for the students course at Latrobe College of Art & Design. Two types of learning may be recognised to enable students to gain credit towards their course at Latrobe College of Art & Design these are:

- Recognition of Prior Learning (RPL)
- Credit Transfer, including National Recognition of any of the imported endorsed units already completed.

Details of the policy and procedures relating to RPL and Credit Transfer applications are contained in the RPL and Credit Transfer Policy and in the Student Manual. See: [S7 RPL PP](#) and [S7 CT PP](#) under d:\Dropbox\COLLEGE\POLICY & PROCEDURES

Refunds

See college policy and procedures under [S15 Refunds PP](#) under d:\Dropbox\COLLEGE\POLICY & PROCEDURES

Discrimination

Throughout this process of application and admission, and in accordance with legislation, no person will be treated unfairly or discriminated against, on the basis of age, colour, race, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason. See policy and procedure [S24 Fair Treatment PP](#) under D:\Dropbox\COLLEGE\POLICY & PROCEDURES.

Australian Consumer Law

The college complies with the Australian Consumer Law with all financial dealings and in particularly with its students.

Complaints and Appeals

The college has detailed complaints and appeals policy and procedures under [S27 COMPLAINTS Academic Grievance PP](#) and [S27 COMPLAINTS Non-Academic Grievance PP](#) under D:\Dropbox\COLLEGE\POLICY & PROCEDURES.

Tuition Fee Protection and Tuition Assurance

The college has detailed policies and procedures under [S11.1 Tuition Assurance PP](#) and [11.2 Statement of Vet Tuition Assurance PP](#) under D:\DROPBOX\COLLEGE\POLICY & PROCEDURES.

Record Keeping

LCAD has a comprehensive recording keeping system that ensures that all college information and documents, including student files, records and documents are retained for a period of no less than 5 years. LCAD will retain all student information for a minimum of 5 years from the time the student ceases their studies at LCAD. Students are urged to also retain their receipts, agreements, assessments, records of competencies or statements of attainment and certificates that they receive from LCAD.

LCAD will also keep a secure backup of all college files and documents through a paid digital cloud storage subscription.

Admin uses the Checklist to verify all students' records have been collected. See [S12 PROSPECTIVE NEW STUDENT CHECKLIST](#) under D:\DROPBOX\COLLEGE\POLICY & PROCEDURES.

The college also completes an annual audit of its record keeping through its Monitoring Continuous Improvement policies. It uses the [MCI 4.0 COLLEGE Compliance CHECKLIST](#) under D:\DROPBOX\COLLEGE\POLICY & PROCEDURES to make a random sample check of 5 students to verify its record keeping system and administration are complying with this policy.

Publication

The policy *Enrolling, Protecting & Informing Students PP* will be made public on the Latrobe College of Art and Design (LCAD)'s website at <https://www.latrobecollege.edu.au/policies-information/>. Latrobe College of Art and Design (LCAD) will also advise students about where the *Statement of VET Tuition Assurance* may be obtained from as part of their enrolment information, which is also publically available on the website.

Tuition Fee Protection and Assurance

See policy details on [S11.1 Tuition Assurance PP](#) and [S11.2 Statement of Vet Tuition Assurance PP](#)