Enrolment Procedure

Policy and Procedure No.065
Enrolment Procedure

Please follow the following procedure when enrolling a student.

1. Enquiry from student, direct or through and agent, ensure there is a current agent agreement. If not refer to policy 104 Education Agents.

2. Provide the student/agent with the following documents:
   - Pricelist
   - Enrolment Information and Application Form
   - Information for International Students
   - Student handbook

3. Once the application form has been received and approved prepare a Letter of Offer

4. On acceptance of the Letter of Offer ensure ITC has copies of:
   - Passport/visa
   - OSHC
   - English proficiency
   - Academic History
   - Letter of Release (if applicable)

5. The student/agent to pay the application fee

6. Upon receipt of the application fee generate the COE through PRISMS website

7. Provide copies of CoE to student/agent

8. Enter student details into Wisenet database

9. Create student hard copy and virtual folders including enrolment checklist sheet and titled folder dividers (CRICOS)

10. Order OSHC (if applicable)
11. Print OSHC order and place in folders

12. Notify student of orientation date and time (compulsory to attend)

13. Create orientation pack

14. Conduct orientation