



ENROLMENT

Policy number: CS06

Version: 1.3

Policy Owner: General Manager Organisational Services

Subject Expert: Manager Admissions

Next review date: 13 November 2020

1. PURPOSE

The Enrolment Policy (this Policy) establishes guidelines for the enrolment of all new and re-enrolling (continuing) students at South Metropolitan TAFE.

2. SCOPE

This policy applies to all college staff and students enrolling who are enrolling in:

- Units of competency
- Modules from an accredited course
- Qualifications from training packages
- Accredited award courses

3. POLICY GOVERNANCE

- Department of Training and Workforce Development VET Fees & Charges Policy
- VET Student Loans Bill 2016
- Higher Education Support Act 2003
- Standards for Registered Training Organisations 2015 made under the National Vocational Education and Training Regulator Act 2011
- Student Identifiers Act 2014

4. KEY DEFINITIONS

- **Apprenticeship:** An apprenticeship is a training contract between an employer and an employee in which the apprentice learns the skills needed for a particular occupation or trade.
- **AVETMISS** refers to the Australian Vocational Education and Training Management Information Statistical Standard.
- **Continuing student** refers to students who are currently studying a qualification at South Metropolitan TAFE and intend to continue their learning pathway at South Metropolitan TAFE.
- **DTWD** refers to the Department of Training and Workforce Development
- **FPA** refers to Fees Payment Agreement.
- **Responsible Officer** refers to the General Manager responsible for reviewing this Policy as required.
- **RPL** refers to Recognition of Prior Learning.
- **SM TAFE** refers to South Metropolitan TAFE.
- **VET** refers to Vocational Education and Training.
- **USI** refers to Unique Student Identifier.



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- **VSL** refers to VET Student Loans

5. PRINCIPLES

5.1. Enrolment policy

The following conditions must be met before an enrolment can be processed.

The student must:

- a) Have a USI*
- b) Pay all prior debts in full before re-enrolling; and
- c) Select one of the following payment options:
 - i. pay the full amount of fees and charges;
 - ii. present a signed authority from an employer to invoice that employer for the student's fees and charges;
 - iii. pay the fee by instalment;
 - iv. declare their intent to defer payment under the Commonwealth Government's VET Student Loans program, subject to eligibility and acceptance by the provider;
 - v. pay part of the full amount of fees and charges and defer payment of the other part under the Commonwealth Government's VET Student Loans program; or
 - vi. make application on the grounds of severe financial hardship for fees and charges to be waived for courses below diploma level or concession-eligible Diploma and Advanced Diploma courses (excluding the Diploma of Early Childhood Education and Care).

Students who do not have a USI, have a debt and fail to take up one of the above payment options **must not be enrolled**.

All on-shore students must have a **USI (Unique Student Identifier) prior to enrolling at South Metropolitan TAFE. This includes students who are enrolling into a short course/fee for service course where accredited units are delivered. If the student is unable to provide a USI, he/she must be directed to apply online (<https://www.usi.gov.au>) for one immediately before re-enrolling at South Metropolitan TAFE. **Students are not to be enrolled without a USI.***

5.1.1 Apprentices and trainees are to be treated the same as other students and are legally liable to pay fees.

5.1.2 International students on a Student Visa must be referred by TAFE International (TIWA) and fees must be paid to them before enrolments can be confirmed at South Metropolitan TAFE. On-shore International students are required to have a USI before they are enrolled in the college system. Only off-shore International students are exempt from having a USI at this point in time.

5.1.3 Interstate students must speak to a Customer Service Staff, Training Services Academic Staff or the Admissions office before enrolling to a course at South Metropolitan TAFE. Students with an interstate address will be classified as multijurisdictional (MJ) student(s) for enrolment purposes. MJ includes all RPLs that are assessed interstate. MJ students are not able to access state government subsidised training and are required to pay fee for service rates (MJ students will need to be enrolled into FFS Interstate category in the SMS).



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MJ students must have a USI prior to enrolling.

5.2. Apprentice and trainee enrolments

All apprentices are legally liable to pay fees. Students who fail to pay for their study **must not be enrolled**. Apprentices and trainees who are debtors in the system **must not be enrolled without first paying the debt**.

Apprentices who are seeking to enter into a Fees Payment Agreement must pay a deposit and enter into a direct debit/credit card fee payment agreement with SM TAFE.

Apprentices who are minors must have a parent/guardian counter-sign the fees payment agreement.

Some employers may wish to pay fees on behalf of their apprentice. If so, it is an agreement between the apprentice and employer. If the employer is paying, the apprentice is required to fill in the "**Request for Invoice**" form (see CS0602 Enrolment procedure for Apprentices) and return this form to SM TAFE prior to being enrolled. Note: Apprentices are liable for all debts incurred if his/her employment ceases or if the employer defaults in paying the apprentice's fees.

Apprentices/ trainees who have not paid fees but have completed their apprenticeship/ traineeship will need to be resulted in ASRI to comply with the Apprentice/Trainee VET regulations. In these cases staff must ensure that the student has attendances and/or participation captured in CELCAT/SMS in order for debt recovery to proceed for these students.

5.3. Student debtors and students with a prior write off

All student debtors are not eligible to re-enrol or attend classes until all outstanding fees have been paid or they have made alternative arrangements with a designated financial hardship officer to repay outstanding and new fees (see CS04 Fees and Charges policy).

Enrolling officers are not to roll-over outstanding debts into new payment plans (with new enrolments) unless approved by the Manager, Customer Services.

Students with a prior write off must repay the amount that was written off prior to re-enrolling at South Metropolitan TAFE.

5.4. Enrolment questionnaire

Under the Delivery and Performance Agreement between the College and the Department of Training and Workforce Development, college enrolment officers must ensure that all students are presented and encouraged to answer the standard set of enrolment questions (the AVETMISS) each time they enrol (once per semester) in a course of study at SM TAFE. The AVETMISS Enrolment Questionnaire is to be completed by each student including local, international, short course and VET in School students.

The information obtained determines the performance measures of both the college and State, and the data (or lack of data) obtained can affect funding to both.

5.5. Completion of the enrolment

Enrolment is not complete until payment arrangements have been entered into by the student and a valid USI has been provided. A student who has not



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completed an enrolment and made payment will not be registered for class and therefore is not permitted to attend training or assessment sessions, or participate in other activities reserved for SM TAFE students with the exception of:

- i. Students who have lodged an application for Fees Waiver (or eligible DCP students) and who are awaiting the outcome of the application;
- ii. Students who have a sponsorship arrangement for third-party payment of fees (including Apprentices and Trainees and other third-party arrangements) – refer 5.3 above.
- iii. Students who have applied for a VET student loan. Refer 5.1.iv above.

5.6. Death notification of a student

In the event that a staff member is notified of a student's death, the officer should:

- i. complete **section one** of Form CS060001 Notification of Death of Student; and
- ii. forward the form to the Director, Client Services and the relevant Portfolio Manager.
 - a. The Portfolio Manager will complete **section two** of the form and forward completed form to the Director, Client Services; and
 - b. The Director, Client Services will follow up actions in section three of the form before forwarding all information to the MD's office.

6. DOCUMENTS SUPPORTING THIS POLICY

6.1. Policies

- CS04 Fees and Charges Policy
- CS05 Withdrawals and Refunds
- CS03 Admission for VET Student Loans Enabled Courses Policy
- CS01 Tuition Fee refund or credit for VET Student Loans enabled courses

6.2. Procedures

- CS0101 - Student Review Procedure for re-crediting a student loan balance for students on VSL
- CS0301 Admissions procedure for Student Loans enabled courses
- CS0401 Severe Financial Hardship Procedure
- CS0601 Enrolment – Full time profile student procedure
- CS0602 - Enrolment procedure for Apprentices (Under Development)
- CS0603 Enrolment procedure for International students

6.3. Forms

- CS030101 Local interview assessment form – VSL students
- CS060004 Student Registration form (New)
- CS030102 VET Student Loans – Application Form
- CS030103 Variations application for Ministerial approval
- CS050003 Withdrawals and Refunds – special circumstances (FFS)
- CS050004 Withdrawals and Refunds – special circumstances (Profile)
- CS040101 Enrolment Adjustment Form (Only pre-printed forms to be used, available from Training Services administration or Customer Service)
- Fee Payment Agreement Form (System generated form)



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- F-F38 Credit Card Payment Authorization Form (Pre Printed with triplicate copies)
- F-F39 Direct Debit Request Form (Pre Printed with triplicate copies)
- CS060001 Notification of Death
- CS060002 SMT – USI Application Form – Student Consent

6.4. Other

N/A

7. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes and the documents will be available on the QMS.

8. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 3 May 2017

9. DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
V1.0	3 May 2017	Managing Director	Enrolment Policy
V1.1	29/05/2018	Director of Client Services/ General Manager Organisational Services	Step 5.7 added
V1.2	22/11/2018	Director, Client Services	4, 5.1, 5.3, & 5.6 updated
V1.3	19/03/2019	Manager Admissions	5. Principles, 6.2 & 6.3 updated