

1. Purpose

The purpose of this policy is to ensure that the Australian School of Accounting (ASA) recruits overseas students responsibly, ensuring recruits are appropriately qualified for the course for which they seek enrolment, with suitable English language proficiency and educational qualifications. By providing sufficient information to students, ASA endeavours to give students the best possible opportunity for informed decision making about studying in Australia.

2. Principles

This Policy is informed by ASA's commitment to ensure all applicants seeking to enrol are treated fairly and equitably.

3. Scope

This Policy applies to prospective overseas students, and all staff involved in the admission of students to ASA.

4. Policy

4.1 Australian School of Accounting aims to recruit overseas students through various methods including but not limited to:

1. Education Agents;
2. Website Advertising;
3. Print Media; and
4. Exhibitions and Events

4.2 Prior to accepting an overseas student, or an intending overseas student, for enrolment in a course, ASA must make comprehensive, current, accurate and plain English information available to students regarding:

1. The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable;
2. The CRICOS course code, course content, modes of study for the course including compulsory online and work-based training and assessment methods;
3. Course duration and holiday breaks;
4. Course qualification and award;
5. Campus locations and a general description of facilities, equipment, and learning and library resources available to students;

6. Details of any arrangements with another registered provider, person or business to provide the course or part of the course;
7. Indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies;
8. Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled;
9. A description of the ESOS framework, including official Australian Government material or links to the material online; and
10. Relevant information on living in Australia, including:
 - Indicative costs of living; and
 - Accommodation options.

4.3 Information prior to enrolment (Written Agreement)

The following current and inclusive information will be made available in plain English prior to accepting an overseas student/intending overseas student for enrolment and will be included in the written agreement:

1. All requirements for acceptance into a course, including qualifications, relevant work experience and the minimum level of English language proficiency.
2. Details of course credit wherever applicable.
3. All course details, including but not limited to:
 - a) Course content;
 - b) Mode of study;
 - c) Methods of assessment;
 - d) Details of any work based training requirements and/or placements;
 - e) Compulsory online requirements;
 - f) Duration of course;
 - g) Holidays and course break dates;
 - h) Award, qualification or another outcome of the course; and
 - i) Details of refunds such as clearly stating who receives the refund and under what circumstances; and
 - j) Details of the provider, including but not limited to:
 - Campus location or locations;
 - Facilities, equipment and learning resources available to students; and
 - Details of arrangements with other providers, persons or businesses providing the course or any part of the course.

4.4 Prior to accepting any overseas student for enrolment, ASA will provide information in relation to all fees, both tuition and non-tuition.

4.5 Overseas students will only be offered enrolment in courses for which they have been assessed as having appropriate qualifications, skills, experience and English language proficiency.

5. Relevant Legislation

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as ‘the National Code 2018’ Standard 2
Higher Education Standards Framework 2015 (Threshold Standards)
Education Services for Overseas Students Act 2000
Education Services for Overseas Students Regulations 2001

6. Version Control

Document		Overseas Student Recruitment Policy			
Approved by		Board of Directors		Date: 26 July 2018	
Version#	2.0	Replaces Version	1.1	Board of Directors approval	
	1.1		1.0	Governance restructure	
	1.0		0.4	Council approval	
	0.4		0.3	Style review	
	0.3		0.2	Project Manager review	
	0.2		0.1	Styling Next review	2020
	0.1			Council Review	

Responsible Officer	Principal
Approving Authority	Board of Directors
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Version	2.0
Related documents	<i>English Language Proficiency Assessment Policy</i> <i>Marketing policy</i> <i>Admissions Policy</i>