



Admissions Policy and Procedure

Purpose

To ensure that the criteria and process for the admission of students into any course offered by Melbourne College of Business and Technology (MCBT) is clearly specified and made available to students prior to and during an application process. The practices followed will be in compliance with the Standards for RTOs 2015 (SRTO 2015) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (ESOS National Code 2018).

Scope

This policy applies to all prospective students and the MCBT staff who are involved in assessing applications, issuing the Written Agreement and processing applications in PRISMS.

Policy

The course information, entry requirements and the course application process will be clearly described in the MCBT Student Prospectus on the MCBT website. The admissions team will ensure that a rigorous assessment process is followed in line with the admissions criteria for all applications for courses.

MCBT will only admit international (both onshore and offshore) students with the study entitlement in Australia.

Students who apply for Recognition of Prior Learning (RPL) or Credit Transfer from a previous qualification will be assessed according to the RPL/Credit Transfer Policy. In cases where RPL or Credit Transfer has been awarded after the issuance of the student visa, MCBT will report the change on course duration in PRISMS.

MCBT must retain records of all student Written Agreements and receipts of payments made under any Written Agreement for at least 2 years after the person ceases to be an MCBT student

Entry requirements

- Students must have at least successfully completed year 12 studies or equivalent.
- Students must be 18 years or over at the date of course commencement to be admitted.
- Student must have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level
- Please Note: all the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.



Written agreement for overseas students

Each overseas student who has successfully met the MCBT entry requirements will be offered a place in the course that the student has applied for where the capacity of the course is available. A Written Agreement between MCBT and the student will be issued. The Written Agreement sets out the services that MCBT will provide and the student's obligations upon accepting the Written Agreement. The Written Agreement will:

- Be signed by the student prior to, or concurrently with, making the payment of the tuition fee
- Outline the course(s) in which the student is to be enrolled, the expected course start date and end date, the location(s) of the delivery of the course, any work-based training required as part of the course, the course qualification, award and other potential outcomes of the course
- Specify the prerequisites for entry to the course, including the academic and English language proficiency level
- Indicate the enrolment fee, tuition fee and material fees for the periods to which the fees relate, payment options, late payment charge, advice on the potential for changes to fees over the duration of a course, and MCBT's cancellation and refund policies
- Include an outline of the MCBT internal and external complaints and appeals processes
- Include any conditions imposed on the student's enrolment
- Provide details of any non-tuition fees that students may incur in the circumstances of late payment of tuition fees or any other circumstances where additional fees may apply.
- Provide information on student accommodation options and indicative costs of living in Australia
- Reflect the changes on course duration and fees on the basis of any awarded RPL or credit transfer.
- Set out the circumstance in which personal information about the student may be disclosed by MCBT to the Australian Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988
- Provide a statement that states 'This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies'
- Advise the overseas student of their responsibility to notify MCBT of a change of address while enrolled in their course(s), to provide emergency contact details and to inform the Institute within 7 days of changes to these
- Advise students that in the event of a course not being delivered by MCBT, MCBT will refund the tuition fees paid or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.



- Include a statement that clearly advises the student to retain a copy of the Written Agreement and any receipts of payment of fees.

Procedure

Steps of Assessing an Application

- 1) On receipt of an application, the Admissions Department will ensure the application documents are complete for assessment. This would include:
 - An application form with all the required fields completed
 - Certified copies of the academic qualifications and transcript (in English)
 - Verified copies of English results (where appropriate)/MCBT English placement test result
 - A certified copy of the passport (main page and visa page where appropriate).
- 2) Each application is to be assessed to ensure that the applicant's qualifications and English language proficiency meet the requirements of the course being applied for. The requirements are described in this Procedure. The Admissions Manager completes an admissions checklist to ensure the requirements are met.
- 3) The Admissions Department checks the student visa status on VEVO.
- 4) Applicants that meet the entry requirements will be offered a place in the course being applied for. An Offer Letter and Written Agreement will be issued by MCBT and sent to the applicant and/or their education agent.
- 5) Along with Offer Letter and Written Agreement, a link of current student prospectus is also emailed to the student/education agent so that intended student has correct and up-to-date information of the course/s in accordance with Standard 2 of National Code 2018.
- 6) The RTO Manager issues a CoE as the CoE Officer on PRISMS. When a concurrent CoE is identified on PRISMS where a release letter is required from the student's principle course provider, the RTO Manager will advise the Admissions Department to contact the student and their education agent seeking for the release from another provider before an MCBTCoE can be issued.
- 7) Upon the receipt of the release information on PRISMS, the RTO Manager will issue the CoE.

Assessing Academic Qualifications

- Applicants must have completed at least Australian Year 12 or equivalent to enter the following courses:
 - BSB51415 Diploma of Project Management
 - FNS40815 Certificate IV in Finance and Mortgage Broking

Assessing Language Proficiency

- **English proficiency requirement**



- 1) All the courses listed above require the English proficiency of an IELTS overall score of 5.5 or equivalent (no band score less than 5.0)
- 2) In circumstance where an applicant is unable to provide a valid English result or an academic qualification, the applicant will be required to take the MCBT English placement test. Onshore applicants must take the test on the MCBT campus under the supervision of the MCBT administration staff. The placement test will be assessed by the ELICOS Academic Manager. MCBT reserves the right to re-test any student for English language proficiency during orientation. Results from such a test may be used to determine course entry.

Assessing Recognition of Prior Learning (RPL)/Credit Transfer

If an applicant is applying for RPL (for domestic applications only), the applicant is required to make an appointment with the Academic Manager to discuss their eligibility and the process. The Academic Manager will notify the admissions team, with the RPL outcome for the course and then a revised offer is to be made, if required.

If an applicant is applying for a credit transfer, the applicant is required to complete the Credit Transfer Form detailing all the units they have successfully completed. The applicant must also provide the certified copies of their qualifications and academic transcripts. Applications for RPL and Credit Transfer are governed by the RPL/Credit Transfer Policy and Procedure.

In the case of accepted RPL or Credit Transfer, MCBT will inform the student in writing of the outcome of the application and advise the student of reduced course duration and issue a revised CoE.

Admission Student Files

Within 10 business days of receiving the signed agreement from an overseas student, the admissions team will enter the following enrolment details into PRISMS:

- Student's full name
- Gender
- Date of birth
- Country of birth
- Nationality
- Passport number
- Student's Australian contact details
- Student's overseas contact details
- Education agent details
- Start and end date of the course
- Course name, course code and the location of delivery
- Amount of tuition and non-tuition fees received by MCBT
- Total amount of tuition fees in accordance with the written agreement



- OSHC details (if arranged by MCBT)
- Onshore or offshore applicant
- If the student has undertaken an English language test, the name of the test and the results the applicant received
- Australian visa number (where appropriate)
- Any conditions for the course commencement

Once entered into PRISMS, a copy of the Confirmation of Enrolment (CoE) is sent to the student and their education agent.

Enrolment variations

Pre-commencement deferral, withdrawal and change of course

When a student applies for a deferral, withdrawal or change of course after they receive the CoE and before the course commencement, the student must:

- 1) Complete the Student Deferral/Suspension/Cancellation/Leave Request Form. If it is a change of course application, then the International Student Application Form must also be completed for the new course being applied for.
- 2) The application will be assessed by the Admissions Department according to the admissions criteria. The outcome will be communicated to the student and education agent.
- 3) When the student meets the admissions criteria, a revised Letter of Offer and Written Agreement will be sent to the student and their education agent.
- 4) Upon the receipt of the student signed Written Agreement, the change of course will be reported on PRISMS and the new CoE will be issued to the student and their education agent.
- 5) Deferral and withdrawal applications will be assessed by the Admissions Manager and the RTO Manager in accordance with the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.

Post-commencement withdrawal, deferral and change of course

- 1) All student-initiated applications for deferral/cancellation/suspension must be in writing using the Student Deferral/Suspension/Cancellation/Leave Request Form. Supporting documents must be submitted with the application as appropriate.
- 2) The completed form must be submitted to the Student Administration.
- 3) The Admissions Manager will assess the application according to the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure.
- 4) The outcome of the Admissions Manager's assessment will then be submitted to the RTO Manager for the enrolment variation on PRISMS.
- 5) The enrolment variation will be communicated to the student via email with the attachment of a new CoE/cancelled CoE.



- 6) The MCBT Admissions Department will document the whole process of the enrolment variation in the individual student files.
- 7) If the application is rejected, the student will be communicated via email of the outcome and be advised that they have the rights and access to appeal in accordance with the Complaints and Appeals Policy and Procedure.
- 8) The process of MCBT initiated student enrolment cancellation will be processed according to the Deferring, Suspending or Cancelling the Overseas Students' Enrolment Policy and Procedure. The cancellation will be reported on PRISMS in compliance with the ESOS Act Section 19.