



THE HUTCHINS SCHOOL

Student Engagement Before Enrolment Policy and Procedure

Relevant Legislation	National ESOS Code: Standard 2
Commencement Date	July 2015
Last Review Date	October 2020

1. Purpose

The purpose of this policy is to address the requirements of Standard 2 of the ESOS National Code, which aims to ensure that engagement with students prior to their enrolment in a CRICOS registered school provides sufficient information to enable them to make informed decisions about studying with their chosen provider.

2. Scope

This policy applies to all processes that inform and support International Students at The Hutchins School.

3. Objectives

The objective of this policy is to ensure that adequate, relevant information provision is made for potential International Students of The Hutchins School.

4. Definitions

(none)

5. Policy Statement

The Hutchins School will recruit students in an ethical and responsible manner and will provide information that enables students to make informed decisions about studying with us, prior to enrolment.

Prior to Accepting a Student Enrolment

The Hutchins School will ensure students receive all of the following in print and/or electronically; International Student Handbook, School Prospectus and website details at the above link which outlines all policies and procedures of the ESOS National Code and includes entry requirements, levels of English requirements, refund policies and more. The

website and course handbooks also provide information in relation to courses, grounds to defer, suspend or cancel an enrolment and information about living in Australia.

These documents, handbooks, policies and links provide all of the requirements of Standard 2 of the National Code.

The Hutchins School will endeavour to ensure student qualifications, experience and English language proficiency are appropriate for all of courses. The Hutchins School will check all documented student qualifications (including English proficiency) for authenticity, being original copies of documentation or suitably certified original copies.

The Hutchins School will assess each course application against the approved course entry requirements including English Language requirements. The Hutchins School will assess every application to ensure whether or not students have the appropriate qualifications, experience and English Language proficiency for each course into which the student is applying to enrol.

Students who do not meet the requirements will not be enrolled or if it is found later they do not meet the English Language requirements, a conditional eCoE may be issued based on the student completing an English test onshore.

Any changes to students' enrolments will be advised to students/ parents/ guardians in writing and students/parents/ guardians will sign a document as evidence of being advised, understanding and accepting or not accepting the changes.

The International Student Handbook, The Hutchins School website and Staff Handbook and induction procedures are designed to provide students and staff with all requirements of the legislation.

The Hutchins School will only make a formal written offer to students once all criteria as stated in our Student Engagement before Enrolment document have been met. Students/parents/guardians can be given an Offer of Place (Letter of Offer) after they have read and understood the pre enrolment information.

The agreement will be made before or at the same time as receipt of course money. The first receipt of details of the same will be attached to the Formalisation of Enrolment document and kept on the student file.

Students must complete any required and recommended weeks of English bridging or support programs as offered by The Hutchins School or a provided tutor program – (which in some instances may incur additional costs) if they are provided a conditional enrolment based on English proficiency not yet reaching the required standard of course level requirement – as outlined by Entry Level requirements of The Hutchins School and which are provided to the student and agents for counselling prior to enrolment application. This is also published on the school's website:

<http://www.hutchins.tas.edu.au/international-compliance/>

All student applications are to be checked again and approved by the Enrolments Assistant in liaison with the Registrar.

All relevant staff are provided with an electronic copy of the International Student Handbook and the Staff Handbook and directed to all ESOS National Code policies relating to International Students which are published on the School's website as per the link above.

The Hutchins School policy is that students do not pay any course money until they have signed and lodged a formal written agreement. However if students pay by direct payment into our bank account or another means (e.g. cheque by mail) prior to signing a formal written agreement, we will not use the course money received and we will immediately contact the student or agent to inform the student that the payment cannot be processed (and the enrolment cannot progress) until the signed agreement is received. The Hutchins School will keep such evidence on the student file.

Procedure is as above and as follows:

The Information below must be provided to potential students PRIOR to acceptance -

- a) the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or prior learning required and whether course credit may be applicable
- b) the course content and duration, qualification offered if applicable, modes of study and assessment methods
- c) campus locations and a general description of facilities, equipment, and learning and library resources available to students
- d) details of any arrangements with another registered provider, person or business to provide the course or part of the course
- e) indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- f) information about the grounds on which the student's enrolment may be deferred, suspended or cancelled (Deferring, Suspending and Cancelling Student's Enrolment Policy to be included).
- g) A description of the ESOS framework made available electronically by DoE,
a n d
- h) Relevant information on living in Australia, including:
 - 1. indicative costs of living
 - 2. ii. accommodation options; and
 - 3. iii. where relevant, schooling obligations and options for school-aged dependents of intending students, including that school fees may be incurred.

NOTE: An electronic or faxed copy of the signed acceptance will be requested if students / parents / guardians wish to transfer money early. Students/parents/guardians can sign a form or indicate their acceptance online. If students accept online they will be ALSO required to provide a hard copy acceptance form for verification as soon as practicable.

6. Supporting/Related Documents

(none)

7. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

8. Policy Owner

Headmaster