

Alexandra Community Hub

Enrolment Policy

Policy No: 7

Policy:

Alexandra Community Hub (ACH) will ensure that all students are fully informed about the training and assessment and support services to be provided, their rights and obligations, opportunities for Recognition of Prior Learning Credit transfer, fees, charges and refunds prior to enrolment. ACH will also ensure all students meet funding eligibility requirements.

Procedure:

1. Ensure students are provided with Pre-enrolment information:
 - a. Course Flyer
 - b. Pre-Enrolment Information
2. Conduct Pre-Training Review for all students considering enrolling in Certificate courses including LLN and Digital assessment in order to determine individual's suitability for the course.
3. Ensure Certificate course enrolments meet the objectives of the VET Funding Contract
4. Ensure eligibility requirements are assessed according to the VET Funding Contract
5. Ensure digital assessment is conducted for blended delivery or online courses
6. Ensure eligibility and fee exemptions and exceptions are taken into account
7. Sight and obtain copies of evidence of eligibility documentation
8. Advise students of the impact of enrolment on the individual's entitlement to funded training in accordance with VET Funding Contract
9. Ensure that incentives are not offered to individuals to induce them to undertake training
10. Ensure students who self-identify as Aboriginal or Torres Strait Islanders are only charged the concession fee.
11. Advise students of fee payable according to Eligibility and Concessions held and how that fee is broken down. Issue a Statement of Fees.
12. Advise students that all fees up to \$1500 are payable prior to course commencement or arrange a payment plan using the Instalment Agreement. For fees over \$1500 balance of payment will be invoiced when due.
13. Determine any possible Recognition of Prior Learning
14. Obtain and authenticate transcripts to determine any possible Credit Transfers

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15. Ensure all relevant documents are completed as follows:

- a. Pre Enrolment questionnaire
- b. Digital Assessment
- c. Evidence of Eligibility and Student Declaration
- d. Instalment Agreement (if applicable)
- e. Enrolment Form

Related Standards for RTO's 2015:

Standard 5

Related Documents:

VET Funding Contract

Guidelines about fees

Guidelines about determining student eligibility and supporting evidence

Evidence of Student Eligibility and Student Declaration

Course Flyers

Pre enrolment information

Pre enrolment questionnaire

Digital Assessment

Enrolment Form

Statement of Fees

Instalment Agreement

Related Policies:

Fee and Charges Policy

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