



Admission and Enrolment Policy and Procedure

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to define Minerva College's (the College) policy and procedure of admission and enrolment of students into College courses. This policy and procedure also supports our Student Entry Procedure.

2.0 Responsibility

- 2.1 The Chief Executive Officer is responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application.

3.0 Requirements

- 3.1 Adhere to the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*
- 3.2 Adhere to the requirements of the College's Access and Equity Policy
- 3.3 Adhere to the requirements of the College's Student Entry Policy and Procedure, applied to students wishing to apply for a Commonwealth VET Student Loan.

4.0 Definitions

- 4.1 N/A

5.0 Policy

- 5.1 Admission and enrolment to the College is determined on the basis of individual course entry requirements as published on the College's website which may include, but is not limited to, academic merit and the capacity of the applicant to study at the appropriate tertiary study level.



- 5.2 The College will ensure that admission requirements do not present unreasonable barriers to access training and assessment services.
- 5.3 All applicants are assessed and admitted using fair, equitable and transparent procedures on the basis of clearly defined, consistent, and equitable criteria, and in accordance with the College Access and Equity Policy.
- 5.4 The College will ensure that all applicants have an adequate level of pre-existing knowledge and skills and personal attributes to successfully complete their studies prior to being enrolled into their course of choice.
- 5.5 The College will ensure that all applicants are offered the opportunity to apply for credit transfer (CT) and/or recognition of prior learning (RPL) as part of the application and enrolment process. All credentials supplied by an applicant for the purposes of RCC and/or RPL will be verified by the College.
- 5.6 The College will ensure that all applicants are offered the opportunity to apply for financial assistance, e.g. VET Student Loan.

6.0 Procedure

- 6.1 After determining their personal interest and ensuring that they satisfy the published entry requirements, a prospective student (applicant) must complete the College application form. This form can be accessed through the College website, or can be supplied to the applicant as a web link via email.
- 6.2 After submitting their application, applicants are supplied with a College Pre-enrolment Learner Information document applicable to their chosen course.

Applicants are also provided a copy of the College Student Handbook that includes information regarding:

- 6.2.1 the College's obligations to its learners;



- 6.2.2 learners' rights, including details of the College's Student Complaints and Appeals - Academic & Non-Academic Policy and Procedure;
- 6.2.3 learners' obligations;
- 6.2.4 learners' right to cooling off periods and the College's refund policy; and
- 6.2.5 the College's campus locations and general description of facilities.
- 6.3 As part of the application process, an applicant may be required to supply evidence to demonstrate they meet the entry requirements of the course they are applying to enrol in.
- 6.4 Applicants wishing to apply for financial assistance will also be required to submit the required documentation as outlined in our Student Entry Procedure.
- 6.5 If a student acknowledges during the application process that they are wish to apply for a VET Student Loan and can satisfy the requirements as outlined in the Student Entry Procedure, they will be supplied with a VET Student Loan information booklet prior to their application being reviewed.
- 6.6 The Director of Studies (DOS), or delegated Minerva College representative, will review and assess all applications to determine the academic suitability of an applicant. This process includes the completion of a Course Suitability and Sale Compliance call. The DOS may request an applicant to provide further information or attend an interview if needed after this call is completed.
- 6.7 Where an offer is to be made to an applicant, they will receive a Letter of Offer containing detailed and up-to-date information on the course of interest, including course content, duration of study, commencement dates, course fees and qualifications awarded upon successful completion.
- 6.8 Applicants are required to acknowledge receipt and understanding of the College terms and conditions of enrolment as outlined in the Pre-enrolment Learner Information, Student Handbook and Letter of Offer



before accepting their course offer. Applicants may complete this online or via paper form.

- 6.9 Successful applicants will then receive a confirmation of enrolment notification via email. Students accessing VET Student Loans will also be supplied with a VET Student Loan Invoice Notice attached to the same email.
- 6.10 All eligible students accessing VET Student Loans will be sent a link to the electronic request for Commonwealth Assistance Form (eCAF) no sooner than two business days after the eligible student enrolls into a unit of study and/or course that is eligible for VET Student Loans. The College must receive the completed form prior to the published census date for the student to be able to receive VET Student Loan assistance.
- 6.11 Within 28 days of passing through a census date, all students accessing VET Student Loans will be issued with a Commonwealth Assistance Notice (CAN).
- 6.12 If the application is unsuccessful due to not meeting the entry requirements, the DOS or delegated Minerva College representative will notify the applicant by email and will specify the reasons for the application not being approved.

If you have any suggestions as to how we can improve our performance with respect to our admission and enrolment practices, or if you would like further information on anything included in this policy, please contact the College Chief Executive Officer at info@minervacollege.edu.au.



Revision History

Revision	Date	Description of modifications
1.1	24 December 2014	Original
1.2	12 January 2016	Amendments made to support implementation of new Student Entry Procedure and VET FEE-HELP reforms
1.3	19 September 2016	Format changes and minor content edits
1.4	24 November 2016	Minor content edits
1.5	28 February 2017	Amendments in line with introduction of VET Student Loans

Approval

Revision	Date	Approved & Endorsed by
1.1	24 December 2014	Executive Management Committee
1.2	19 September 2016	Executive Management Committee
1.3	19 September 2016	Executive Management Committee
1.4	24 November 2016	Executive Management Committee
1.5	28 February 2017	Executive Management Committee