

## Sequential Enrolment Steps – SCSB staff

### STEP-1

The Student will:

- ✓ Read the marketing information carefully. Students are also encouraged to undertake independent research on living and studying in Australia prior to initiating enrolment process.
- ✓ Check if the qualification is in line with his/her professional development needs.
- ✓ Ensure that he/she is happy with the College fees, elective units, location of the College, hours of operation, available student support, and meet admission and visa requirements.

**Note:** International students already in Australia must satisfy the conditions tapping transfer between registered providers (see next section and read International Student Prospectus).

### STEP-2

The student's pre-enrolment documents would be checked. This is to ensure the course a student is applying for is suitable. Furthermore, the analysis will probe students' motivations, previous learning, RPL, CT, aptitude, expectations from the course, study obligations and special support requirements. The College will review all the information you submit and communicate the outcome of the review with you. The review may include you talking with our admission officer over the phone or via Skype.

### STEP-3

The Student is required to:

- ✓ Fill out an enrolment application form with supporting documents as required with the enrolment form. Students must complete the enrolment form and send the completed form to the Institute along with the required documentation (i.e., passport, English language proficiency test, previous qualifications). Completed student enrolment forms will be processed by the Institute and the application will be assessed based on the information supplied. Student recruitment will be guided by access and equity principles.
- ✓ Read the International Student Prospectus in detail by agreeing to the conditions outlined by way of declaration provided at the end of the International Student Prospectus.

### STEP 4

- ✓ Successful applicants will be sent a student offer and a course acceptance written agreement and a request for payment by the Institute. Written agreements must be completed in full, signed by the applicant, dated and returned to the Institute.
- ✓ Pay the relevant fees after signing the agreement. This could happen during the same day provided the written agreement is signed by the student and accepted by SCSB prior to accepting the course fees.

### STEP-5

- ✓ Once the completed written agreement and the fee is received (and cleared by the bank) an Electronic Confirmation of enrolment (eCOE) will be generated by the College and sent to the student via email.
- ✓ The student will require eCOE to apply for a student visa along with other necessary documentation required by the visa authority.

### STEP-6

- ✓ If a student's visa is refused, the student will initiate fees refund procedure by filling out a written refund application available on the website: [www.scsb.nsw.edu.au](http://www.scsb.nsw.edu.au)
- ✓ If a student's Visa is granted, the student will travel to Australia prior to the course Orientation date, and:
  - ☐ Get in touch with the College if he/ she requires any help regarding living arrangements, airport pick-up, public transportation, and other information (read International student prospectus in detail).
  - ☐ Attend the College Orientation and start studying.