



ELICOS Enrolment Policy

Enrolling Students (ELICOS Courses)

1. All new students enrolling in Southern Cross School of Business (SCSB) English language courses, regardless of an English language certificate that they might have provided with the application, must undertake SCSB Placement Test prior to course commencement. This applies to students enrolled both on and offshore.
2. On-shore students may complete the SCSB Placement Test before submitting an application. The Test can only be undertaken at the SCSB campus at Level 2, 1-3 Fitzwilliam Street, Parramatta NSW 2150 or Level 3, George Street, Sydney NSW 2000.
3. The SCSB English Placement Test will assess students' Grammar, Writing and Speaking ability.
4. The results of the SCSB English Placement Test will be used to place students in a course appropriate to their current English language proficiency.
5. If the result of the SCSB English Placement Test differs from that indicated on any English language certificate provided to SCSB by a student as proof of English language ability, then the SCSB English Placement Test results will be used to place the student in an appropriate course. There are no exceptions to this policy.
6. Students have the right to appeal SCSB assessment decisions by accessing the SCSB Complaints and Appeals Policy and Procedure.
7. On receiving enrolment enquiries, pre-enrolment information pack including an Enrolment Form and a copy of the Student Handbook is supplied to each student. The Student Handbook outlines the enrolment procedure including details on the requirement for all students to complete an SCSB English Placement Test prior to the course starting to decide which course the student is placed in.
8. All pre-enrolment information is supplied to each student prior to enrolment being completed in accordance with the Student support policy and procedure.
9. On receiving an application, the Administration Manager will check if a place is available in the course and if not when the next place is available.
10. All ELICOS courses have a maximum of 18 places per class. 1 teacher will deliver a course to a maximum of 18 students in each class.
11. On receiving applications either directly from students or through education agents SCSB assesses the student's application as follows:

- Applications for enrolment are received by the Administration Manager
- The Administration Manager (with assistance from the ELICOS Academic Manager) reviews the Enrolment form and supporting documentation and comes to a decision of whether the course applied for is appropriate in addressing the student's learning needs.
- The Enrolment form requires students to indicate why they want to undertake the course.
- The Enrolment form asks students to indicate if they have specific learning needs or any condition/ issue that may impact them successfully completing the course. Students are also requested to provide details if they have any specific learning needs/ condition or issue.
- If specific learner needs are identified during the Enrolment process an assessment of whether SCSB can address these is made and if appropriate learning support mechanisms are researched, sourced and implemented in accordance with the Student support policy and procedure.
- Once enrolled, students are provided support as per the Student Support Policy.
- To gain entry to ELICOS courses, students should have successfully completed year 12 or secondary studies in applicant's home country equivalent to an Australian Year 11* or 12 qualifications. (*Subject to the country Assessment Level and course).
- Applicants are required to provide documentary proof of English language proficiency level
- The Administration Manager in collaboration with the ELICOS Academic Manager establishes whether student's English language proficiency is appropriate for entry into the chosen course.
- The certificates must be certified by the ELICOS school and/ or agent as true copies of the original
- Tests results/ certificates and other evidence demonstrating English proficiency older than two years are not accepted.
- Students must provide a certified copy of their passport as evidence that they are/ will be 18 at the commencement of their course. The original passport is checked at orientation.
- Students transferring from another provider must provide evidence and comply with the requirements of the SCSB Transferring between providers' policy and procedure.
- Application forms must be complete, signed and dated by the student.
- Incomplete application forms are returned to the student for completion.
- Supplementary information is requested from students who submit incomplete applications.
- The 'official use' section of the application form is completed by the enrolment officer once all information is considered and received.

12. If a student's application is incomplete, or the outcome of assessing the application is that the course is not appropriate for addressing the student's learning needs, or the student does not meet the entry requirements a letter stating the application has been declined along with reasons and options for the student is forwarded.

13. If a student meets the entry requirements and the outcome of assessing the application is that the course is appropriate for addressing the student's learning needs, an offer letter is sent to the student along with the written agreement and instructions on how to confirm acceptance of the offer.
14. The Letter of Offer will include course details, duration, total course fees and course fees due to be paid now, enrolment fee, materials fee (if any) and OSHC fees, course start time and date.
15. The letter of Offer is sent directly to the student or education agent (if application was forwarded by one) and written agreement.
16. The student accepts the written agreement by signing and returning it to the College.
17. Once SCSB acknowledges receipt of the written agreement the student is asked to forward payment of agreed fees.
18. Acceptance of the offer is confirmed by returning the completed written agreement and confirmation of payment of the required fees.
19. Student payments are processed in accordance with SCSB Financial management policy.
20. Student tuition fees are not accessed until the written agreement has been received from the student and until the student has commenced their studies.
21. On receiving the written agreement and confirming receipt of funds the Administration Manager generates a CoE via PRISMS and forwards this to the student (or education agent) along with pre-departure information.
22. A CoE is generated for each course in which the student is enrolled.
23. A file is created for each student and all documentation are placed in the file.
24. Each student is placed on the relevant course list.
25. All applications and subsequent process will be responded to/ completed within 5 working days of receipt.