



## **019-PP-MGS Enrolment Non-Commencements Policy and Procedure**

### **1.0 Purpose**

- 1.1 The purpose of this procedure is to define the system used to monitor the enrolment process for Macquarie Grammar School Limited (MGS) as per the requirements of the National Code 2007 Stds 3, 5, 6 & 13 for students who could not participate in Orientation and non commencing students who did not attend enrolment.

### **2.0 Responsibility**

- 2.1 The Admissions Manager is responsible for the implementation of this policy/procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

### **3.0 Requirements**

- 3.1 Admissions Officer will ensure students are eligible to enrol
- 3.2 Admissions Manager is responsible for:
  - 3.2.1 providing the appropriate form
  - 3.2.2 informing students regarding their timetable
- 3.3 Student Services Officer will ensure students are provided with Textbook, Student ID Card and OSHC Card
- 3.4 MGS will ensure that students are provided with accurate and up-to-date information including a offer letter and a written agreement, to be signed or otherwise accepted by the student (or the student's parent or legal guardian if the student is under 18 years of age), concurrently with, or prior to, accepting course fees from the student. (Std 3.1)
- 3.5 MGS will assist students to adjust to study and life in Australia by providing an age and culturally appropriate orientation programme that contains information about (Std 6.1):
  - 3.5.1 student support services available to students in the transition to life and study in a new environment;
  - 3.5.2 legal services;
  - 3.5.3 emergency and health services;
  - 3.5.4 facilities and resources;
  - 3.5.5 complaints and appeals processes; and
  - 3.5.6 any student visa condition relating to course progress and/or attendance as appropriate.

### **4.0 Procedure for Application stage**

- 4.1 The Admissions Officer or Receptionist will check the course in which the student wants to enrol and ensure the appropriate application form is provided
- 4.2 The Admissions Officer will ensure that the following documents are attached with the signed application form;
  - 4.2.1 Passport/Country

## 019-PP-MGS Enrolment Non-Commencements Policy and Procedure

4.2.2 IELTS Results – for any students who have not completed HSP

4.2.3 Transcripts for all previous studies

4.3 The Admissions Officer will:

4.3.1 produce a Letter of Offer for student/agent once the above requirements are provided

4.3.2 issue CoE to student within 24 hours with details of course commencement and end date (after payment is received and confirmed by Bursar)

### 5.0 Procedure for day of Commencement Orientation Day

5.1 On the day of commencement student needs to provide:

5.1.1 COE (not conditional) for student visa holder

5.1.2 Evidence of Payment (Official ME Receipt)

IELTS Results (valid for 2 years) or Upper-Intermediate Certificate

5.2 The Student Service Officer will:

5.2.1 ensure that the Registration Form, Class Change Form and the Guarantee of Indemnity Form are completed correctly and will take a photocopy of the student's passport

5.2.2 supervise students while they undertake the 1 hour English Placement Test

5.2.3 introduce MGS to students with a power- point Orientation presentation on completion of the placement test

5.2.4 refer students to the Principal to check the test [If the student's English does not meet entry requirement, a Deferment form will be required for the principle course].

Note: If the student is under 18, the Guardian must come to the school to sign the Guardianship Responsibilities Form and speak with the Student Services Officer

5.3 Student Service Officer will provide:

5.3.1 a current English timetable and offer students to chose Elective Class as well

5.3.2 Textbook, Student Card and OSHC Card (If applicable)

5.4 The Admissions Officer will:

5.4.1 reconcile students who attended Orientation with the PRISMS report to find out the non-commencement students, and emails students/agent for possible cancellation of their CoE *as per the Class Rolls policy*

5.4.2 contact the student/agent to find out the reason for their absence. A deferment process as per ESOS Std 13 may be required if the student can produce genuine reasons for non commencement

Note: If students do not appear with the next 14 days following enrolment day, Admissions Officer will report students as non-commencement of studies on PRISMS



## 019-PP-MGS Enrolment Non-Commencements Policy and Procedure

### 6.0 Related documents

- 214-FM-MGS Student Application form
- 490-FM-MGS Domestic Student Application Form
- 238-FM-MGS Registration Enrolment Form
- 233-FM-MGS Student Class Change Form
- 240-FM-MGS Guarantee of Indemnity Form
- 400-FM-MGA Deferring, Suspending or Cancelling Student Enrolment Form
- 247-FM-MGS Under 18 Guardianship Form
- 129-FM-MGS Orientation Slide Presentation

### 7.0 Revision History

Revision	Date	Description of modifications
1.	25 May 2012	Original Policy
2	9 April 2015	Review