

1.0 **Purpose**

- 1.1 To ensure a consistent and timely procedure for the enrolment of new domestic and international students at MGS

2.0 **Responsibility**

- 2.1 The Admissions Officer manages the student enrolment process supported by the Enrolment Officer
- 2.2 The Admissions and Enrolments Officers facilitate the Orientation Program and the Admissions Officer processes the Confirmation of Appropriate Accommodation and Welfare (CAAW) arrangements
- 2.3 The Director of Curriculum and Compliance provides course details and facilitates English language placement testing during the orientation program

3.0 **Requirements**

- 3.1 The enrolment process follows on from the Student Recruitment and Application process
- 3.2 The Parent must sign the Acceptance Letter (included within the **239-FM-MGS Letter of Offer**) which constitutes a formal written agreement with MGS to undertake their course
- 3.3 The enrolment process requires the collaborative efforts of International Relations, Finance, Agents, the Admissions Officer and the Student Services Officers in collaboration with Department of Home Affairs and other state and Commonwealth authorities as appropriate
- 3.4 The enrolment process must:
 - 3.4.1 comply with the appropriate National Code and NVR standards requirements
 - 3.4.2 be undertaken by the Admissions Officer or other authorised staff member
- 3.5 The enrolment process includes:
 - 3.5.1 ensuring eligibility of applications (completion of details, passport details, IELTS results, transcripts / certificates of previous studies)
 - 3.5.2 issuing a **239-FM-MGS Letter of Offer** (Conditional or Unconditional) as a result of Student Application within 24 hours
 - 3.5.3 evidence of payment received by the Admissions Officer / Finance of student payment of course fees from the Agent or student
 - 3.5.4 entry of student details on Denbigh by the Admissions Officer or Student Services Officer
 - 3.5.5 issuing a Confirmation of Enrolment (eCoE) through PRISMS within 24 hours of confirmation of course fee payment by the Admissions Officer (or delegate)
 - 3.5.6 development of a Student File to maintain records for each student enrolled during a period of approval, in the student's file of a written agreement with the student or guardian's signature
 - 3.5.7 development of a Starters List prior to each Orientation program

- 3.5.8 the provision of student services as required (Homestay, Bupa Australia, Guardianship and Airport Pickup)
- 3.5.9 Student Orientation, completion of **238-FM-MGS Registration Enrolment Form**, **240-FM-MGS Guarantee of Indemnity Form** and class placement
- 3.6 International students are required to meet the minimum English entry requirements of the course for which they are applying and include:
 - 3.6.1 sufficient marks in the Macquarie Placement Test or successful HSP assessment through Macquarie English, or
 - 3.6.2 satisfactory completion of the Upper-Intermediate General English programme or EAP 1 Certificate at Macquarie English, or
 - 3.6.3 an Upper-Intermediate General English or EAP 1 Certificate from another ELICOS education provider
- 3.7 Students who apply to enter MGS must provide evidence that they have achieved at least one of the following requirements:
 - 3.7.1 Successful completion of an approved English Preparation for High School course at Macquarie English or a selected government school or private college, or
 - 3.7.2 An IELTS score of:
 - a. 5.0 or higher for entry into Year 10
 - b. 5.5 or higher for entry into year 11
 - c. 5.5 or higher for entry into year 12
 - 3.7.3 Satisfactory results in another approved English language course (e.g. AEAS, AICE or TOEFL completed within the last 2 years), or
 - 3.7.4 Evidence that previous secondary studies undertaken for at least the previous 2 years have been conducted in English
 - 3.7.5 Evidence that any pre-requisite secondary studies have been completed (e.g. evidence of completion of Year 9 before enrolment in Year 10)
 - 3.7.6 Reports/transcripts from previous schools attended by the student that enable the Director of Curriculum and Compliance to form a judgment that the student's English language skills are commensurate with the requirements of the High School year in which the student is being placed

Note: In circumstances where the above requirements are not fully met at the point of application, a Conditional **239-FM-MGS Letter of Offer** may be issued and / or an interview convened by the PEO/Headmaster or Director of Curriculum and Compliance with the student (and parent / guardian if appropriate) to assess the students' eligibility for enrolment.

4.0 Enrolment Procedure

The Admissions Officer will:

- 4.1 check the completeness of each **240-FM-MGS 2013 MGS International Student Application Form** or **490-FM-MGS Domestic Student Application Form** and the applicant's eligibility to enrol

- 4.2 issue a conditional or unconditional Letter of Offer to the student on condition that the Student Application Form is valid and complete, and if a place is available in the nominated course
- 4.3 receive evidence of course fee payment from the Agent, student or guardian and confirm payment with the Business Manager
- 4.4 enter student details into Denbigh (i.e. student number, student name, DOB, passport number, nationality, course details, course start/end date, type of visa, agent, date of enrolment)
- 4.5 log into the PRISMS website to issue an eCoE to the student (i.e. family name, given name, DOB, nationality, gender, title, citizenship, visa type, course, start and end date, total tuition fee, amount pre-paid for course fee)
- 4.6 save an e-copy of the student enrolment details in the student's folder in the ADMIN: Drive including copies of emails sent to and received by students
- 4.7 develop a hard copy Student Folder for the student (after the issue of the eCoE) that includes the Student Application Form, Folder checklist, copy of VISA details, payment confirmation and hard copy of eCoE
- 4.8 inform Student Services of:
 - 4.8.1 any accommodation requirements
 - 4.8.2 guardianship requirements
 - 4.8.3 any health advice.
- 4.9 place the folder in the "Future Students" category in the secure cabinet.
- 4.10 send a copy of the CoE to the Agent which includes orientation arrangements and a requirement that each student brings to the orientation session:
 - 4.10.1 the eCoE issued
 - 4.10.2 IELTS results
 - 4.10.3 their legal guardian (in the case where the student is under the age of 18 years)

The Admissions Officer will:

- 4.11 generate a Starters' list for the next orientation session and provide this to Student Services prior to the Enrolment session

Students Services will:

- 4.12 initiate Homestay arrangements if required as per the MGS Homestay Student Processing policy and procedure
- 4.13 confirm Airport pickup arrangements if required as per MGS Airport Pickup Policy
- 4.14 initiate health insurance requirements if required

5.0 Orientation procedure

Student Services (in collaboration with the Admissions Officer, Marketing Unit and Director of Curriculum and Compliance) will:

- 5.1 confirm at the commencement of the session that each student is on the Starters' List

- 5.2 ensure that each student completes the **238-FM-MGS Registration Enrolment Form**, **479-FM-MGS Guarantee of Indemnity Form** and (for guardians only) the **247-FM-MGS Under 18 Guardianship Form**.
- 5.3 Take a photocopy of the students passport
- 5.4 Facilitate the completion by each student of the English Placement Test (if appropriate) and provide any student having unsatisfactory results with:
 - 5.4.1 A tuition option to develop their English language to the appropriate IELTS level
 - 5.4.2 A **400-FM-MGS Deferring, Suspending or Cancelling Student Enrolment** form to enable an alternative course starting date
- 5.5 Provide culturally appropriate information about:
 - 5.5.1 MGS services, programs, facilities and resources
 - 5.5.2 health, safety and emergency issues
 - 5.5.3 legal services
 - 5.5.4 complaints and appeals procedures
 - 5.5.5 VISA requirements
 - 5.5.6 course progress and attendance requirements
- 5.6 Provide each student with:
 - 5.6.1 a current course timetable and elective choice (as appropriate)
 - 5.6.2 text books and diary (as appropriate)
 - 5.6.3 Health Insurance card (as appropriate)
 - 5.6.4 Student ID card with photo
 - 5.6.5 School Uniform (if appropriate)
- 5.7 The Admissions Officer (or delegate) will:
 - 5.7.1 reconcile the orientation attendance list with the PRISMS report to identify non-commencements
 - 5.7.2 contact any non-commencing student and/or Agent to seek an explanation for non-attendance and:
 - a. cancel the enrolment of non-attendees on Denbigh
 - b. liaise with the Bursar regarding refund arrangements
 - c. report any student on PRISMS who has not cancelled their enrolment and who does not complete the Orientation Program within 14 days following the enrolment day

or

 - d. facilitate a deferment in the case that the student can provide genuine reasons for non-attendance

6.0 **Definitions**

TERM	DEFINITION
PRISMS	Provider Registration and International Students Management System
Denbigh	Software package to enable the enrolment of students
CoE	Electronic document generated though PRISMS to confirm that a student has a place and is eligible for a student VISA
Agent	Person or organisation authorised by MGS to recruit potential students
IELTS result	Documents indicating a student's level of ability to communicate across four language skills
TESOL	Teachers of English for Speakers of Other Languages
AEAS	Australian Education Assessment services
TOEFL	Test of English as a Foreign Language

7.0 **Associated documents**

Record	Purpose
Student Application Form	Initial Form completed by a student or guardian seeking student details and providing the Terms & Conditions for enrolment
Registration Enrolment Form	Form completed during the orientation Session to confirm / amend student details initially gathered during the Application process
Letter of Offer	Letter provided to the applicants on receipt of their initial Student Application outlining the arrangements for enrolment
Conditional Letter of Offer	Letter provided to applicants who are requires to fulfil further language requirements or submit further documents to confirm eligibility for a course
Confirmation of Enrolment	Electronic document generated though PRISMS to confirm that a student has a place and is eligible for a student VISA
Deferring, Suspending or Cancelling Student Enrolment from	Form to be completed by students who seek to defer, suspend or cancel their enrolment, or intended enrolment, in a MGS course.
Cancellation Notification letter	Letter provide to a students to confirm the cancellation of their current or intended program
Application for Student ID card	Form used at the orientation Session to gather the required student details for the issuing of a Student ID card
MGS Homestay Student Processing Policy	Policy for students requiring accommodation to be organised through the Homestay program
MGS Airport Pickup Policy	Policy for students who wish to be transported for the airport on arrival to accommodation destination
Health Insurance Service	Policy to assist students wishing assistance with health insurance

Rev.	Date	Description of modifications
1.	01/04/2008	Initial Document
2.	05/08/2008	Review
3.	12/11/2009	Amendments to title, format and footer
4.	03/02/2010	Review of document and the inclusion of items from documents to be superseded including: <ul style="list-style-type: none"> - QMS Student services 4.5 Enrolment orientation Policy and procedures - QMS Student services 4.6 Student ID Cards - 2.2 Assessing English Language Proficiency procedures
5.	02/08/2010	Inclusion of information regarding conditional enrolment
6.	13/06/2012	Inclusion of reference to Denbigh; Document owner amended to Admissions Manager; Pre-enrolment tuition fee requirements amended; Timeframe for student default reporting amended.
7.	17/01/2013	Admissions Manager replaced to Admissions Officer for responsibilities. Inclusion of other English test type and forms for orientation.
8.	20/05/2013	Replace Academic Manager to Deputy Principal
9.	15/04/2014	Replaced DIAC with DIBP; eBECAS with Denbigh
10.	25/07/2014	3.6: add "to maintain records for each student enrolled during a period of approval, in the student's file of a written agreement with the student or guardian's signature".
11.	28/03/2016	Roles and Procedures revised
12.	18/03/2018	Updated Terminology, Titles, Roles and Procedures revised
13.	27/03/2023	Reviewed Policy