



## **Student entry requirements, selection, enrolment and orientation policy**

### **Policy**

The Student Entry Requirements, Selection, Enrolment and Orientation policy is in place to ensure potential students are provided with detailed information on Unique International College courses, facilities and services, prior to enrolment and an agreement taking place. In addition, this policy is in place to ensure individuals that gain entry into Nationally Accredited Programs, have the required skills and abilities to successfully complete their studies.

This is in line with National Code of Practice 2007 and AQTF requirements.

### **1.0 Entry Requirements**

#### **1.1 Local Students**

- 1.1.1 Local students must be 15 years or older
- 1.1.2 Fulfil any specific course requirements as listed in the course information sheets (See course information sheets)

#### **1.2 International Students**

- 1.2.1 International students must be 18 years or older
- 1.2.2 Fulfil any specific course requirements as listed in the course information sheets (See course information sheets)
- 1.2.3 IELTS band score of 5.5 (academic test version) or equivalent internationally recognised exam result, in line with DIAC regulations;
- 1.2.4 UIC can assist overseas students with 5.0 IELTS score or equivalent to complete their ELICOS in Sydney before their studies begin with UIC.

### **2.0 Student Selection**

In order for Unique International College to assess an application to admissions into a course, applicants must complete the following:

#### **2.1 Local Students**

- 2.1.1 Send the completed and signed Unique International College Enrolment Application Form to Unique International College Admissions staff;
- 2.1.2 Interview with the Institute's Administration Officer. In the course of the interview the applicant is assessed on aptitude and suitability to the course and the industry;
- 2.1.3 During the interview, applicants are provided with information on the following;
  - (i) Course details (contact hours per week, recommended textbooks);
  - (ii) Teaching and assessment methods;
  - (iii) Fee structures;
  - (iv) Recognition of other AQF qualifications, Recognition of Prior Learning & Credit Transfer information if applicable;
  - (v) Student welfare and counselling services within the Institute;
  - (vi) Legislative and regulatory education guidelines and requirements.
- 2.1.4 Successful applicants will receive a Letter of Offer and Agreement
- 2.1.5 Unsuccessful applicants will be provided with the specific reason(s) they were not accepted and will be referred to the Head of Studies



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## 2.2 International Students

- 2.2.1 Send the completed and signed Unique International College Enrolment Application Form to Unique International College Admissions staff;
- 2.2.2 Proof of English proficiency of an IELTS score of 5.5 or equivalent;
- 2.2.3 Interview with the Institute's Administration Officer. The applicant will be assessed on suitability to the course and the industry. The Administration Officer will also provide the student with the following information prior to the student signing any agreement with Unique International College
  - (i) Acceptance requirements, including minimum level of English, educational qualifications, work experience, course credit
  - (ii) Course content and duration, qualifications offered (if applicable) modes of study and assessment methods
  - (iii) Campus locations and a general description of facilities, equipment and learning and library resources available to students
  - (iv) Details of any arrangements with another registered provider, person or business to provide the course or part of the course
  - (v) Indicative course related fees including advice on the potential for fees to change during the student's course, UIC late payment fees, repeating units or assessment task fees and applicable refund policies
  - (vi) Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled
  - (vii) Information about the grounds on which student's may be granted a transfer between registered providers, including release letters
  - (viii) Information about Unique International College's complaints and appeals policy and procedure
  - (ix) Information about Unique International College's attendance and course progress requirements
  - (x) Description of the ESOS framework made electronically by DEEWR
  - (xi) Relevant information on living in Australia, including: indicative costs, accommodation options and where relevant schooling obligations and options for school aged dependants of intending students, including that school fees may be incurred
- 2.2.4 Successful applicants will receive a Letter of Offer and Agreement.
- 2.2.5 Unsuccessful applicants will provided with the specific reason(s) they were not accepted and will be referred to the Head of Studies

## 3.0 Enrolment Procedure

- 3.1 To secure the offer made by Unique International College, applicants must send the signed Unique International College Acceptance Agreement along with relevant fees as outlined in the letter of offer to a Unique International College admissions officer.
- 3.2 Payment should be forwarded by bank cheque, T.T., direct deposit or bank transfer:

**Account Name: Unique International College**  
**BSB Number: 032071 Account Number: 352974**  
**Bank Name: WESTPAC**



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- 3.3 Upon receiving tuition fees and a signed Agreement Unique International College will then issue a Confirmation of Enrolment (CoE) for international students. Students are able to then use the CoE to apply for a student visa to study in Australia. More information on visa requirements can be found at <http://www.immi.gov.au/students> (Department of Immigration and Citizenship (DIAC) Website)
- 3.4 International students or their representative (Authorised Agent) are sent an Orientation Notification and COE via email.
- 3.5 Local student's Orientation details are sent directly to students via post or email.

## 4.0 Orientation

All students are required to attend an orientation programme prior to commencing studies with Unique International College.

The orientation programme includes:

- (i) Student support services available to students in the transition to life and study in a new environment
- (ii) Legal services
- (iii) Emergency and health services
- (iv) Facilities and resources
- (v) Operating hours
- (vi) Reporting non compliant students to DIAC, internal and external appeals.
- (vii) Occupational health and safety
- (viii) Emergency evacuation procedures and meeting point
- (ix) UIC code of practice and student life at Unique International College
- (x) Tour of the college
- (xi) Emergency evacuation procedures and meeting points
- (xii) Address of the local library
- (xiii) Made aware of student support services including contact details of relevant staff
- (xiv) Overseas student health cover
- (xv) Training and assessment procedures
- (xvi) Student visa conditions
- (xvii) Student counselling
- (xviii) Organisation flow chart
- (xix) Notification of change of address
- (xx) Students study books
- (xxi) Unique International College's policies and procedures, including:
  - Complaints and appeals processes
  - Attendance and Course Progress Policies
  - Refund Policy
  - Complaints and Appeals Policy and Procedures
  - Student Misconduct Policy and Disciplinary
  - Internet Use Policy
  - Transfer between providers policy
  - Deferring, Suspending and Cancellation Policy
  - Fees and Charges Policy
  - Repeating assessment tasks or units of work policy