


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 1.1.1 / 1.1.2 / 1.1.3 / 1.2.1 / 1.2.2 / 1.3.1 / 1.3.2 / 1.3.3 / 2.4.1 / 7.2.1 / 7.2.2 / 7.2.3 / 7.2.4</p> <p>SRTO2015: Standard 3.6 / 4.1 / 5.1 / 5.2 / 5.3</p> <p>National Code 2007: Standard 1.1-1.3 / 2.1-2.2 / 4.1-4.5</p>	Pre-enrolment Information	
Version: 1.0	Approved by: Board of Directors	Issued on: 28/4/2017 Review by: 28/4/2020

Revision History

Current Version	Description of Change	Owner	Effective Date
1.0	N/A (New)	Chief Executive Officer	28/4/2017

PURPOSE

Academies Australasia Polytechnic (AAPoly) aims to provide prospective students in Australia and overseas with accurate, relevant and timely information about the courses conducted by AAPoly, in order to enable the prospective students to make informed decisions.

POLICY STATEMENT

Information about AAPoly's educational offerings is available and accessible for public through AAPoly website, and printed marketing, promotional and course information materials. Prospective students are directed to this information prior to acceptance of an offer from AAPoly. It includes advice for international students holding or applying for Australian student visas. The pre-enrolment information is written in plain English as much as practicable. Explanations of technical or specialised terms are provided as necessary.

SCOPE

This policy applies to the Marketing activities of AAPoly whether online, in print or event-based and the Student Handbook.

POLICY

The pre-enrolment information has to be made available and accessible to the students prior to admission, enrolment and payment of any fees. Admission and other contractual arrangements with students are to be made in writing and include any conditions of enrolment and participation for undertaking particular courses of study such as:

- health requirements
- requirements for security checks
- particular language requirements
- specific requirements of work placements.

The pre-enrolment information also includes admissions policies, requirements and procedures. This is to ensure that prospective students understand the level of academic preparation and English language proficiency needed to succeed in the course(s) of their choice. Prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- a. All charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies
- b. Policies, arrangements and potential eligibility for credit for prior learning, and
- c. Policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refund of charges.

This policy should be read in conjunction with the accompanying Procedure and the policies on:

- Marketing Information and Practices

- Student Selection and Admission
- Academic Credit and Recognition of Prior Learning
- Internal Articulation Arrangements
- Withdrawal and Refund
- Student Complaints and Appeals

RESPONSIBILITIES

- The CEO is responsible for the development and overseeing the implementation of this set of Policy and Procedure. The responsibility for reviewing the effectiveness of this Policy and the related Procedure also sits with the CEO.
- The Marketing Managers and staff are responsible for understanding this set of Policy and Procedure and implementing them in the development, dissemination and review of marketing and promotional materials.
- The Head of Student Services and staff are responsible for understanding this Policy and Procedure and implementing them in the development, dissemination and review of the Student Handbook
- Feedback from the Marketing and Student Services team form a part of continuous improvement on this set of Policy and Procedure.

FEEDBACK

Please email the CEO through suggestionstotheceo@aapoly.edu.au if you have any question or feedback about this policy. The CEO will respond to your written question or feedback within two weeks after the receipt, unless extenuating circumstances require an urgent action. The query or feedback will be recorded in the Continuous Improvement or Corrective Action register for quality assurance purposes.

References

Source	Document Title	Version/Date
Internal	AAPoly Academic Credit and RPL Policy and Procedure	v. 4.2/03042017
	AAPoly Complaint and Appeals Policy	v. 4.0/28042017
	AAPoly Internal Articulation Arrangements Policy and Procedure	v. 3.1/28102016
	AAPoly Marketing Information and Practices Policy and Procedure	v. 2.2/01032016
	AAPoly Student Selection and Admission Policy and Procedure	v. 3.1/01032016
	AAPoly Withdrawal and Refund Policy	v.8.1/06062015
External	Australian Government's National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students	2007
	Higher Education Standards Framework	2015
	TEQSA Guidance Note: Academic Governance	N/A (accessed 29 April 2016)
	TEQSA Guidance Note: Third Party Arrangement	N/A (accessed 29 April 2016)
	ASQA Standards for Registered Training Organisations	2015