

Enrolment Admission Policy

POLICY NAME	Enrolment Admission Policy
POLICY MANAGER	Academic Manager, Group Quality, Accreditation & Compliance
APPROVAL AUTHORITY	CEO
RELEASE DATE	1 st July 2025
VERSION REFERENCE	Version 2.0

Contents

1. Introduction.....	3
1.1. Purpose.....	3
1.2. Scope	3
2. Policy.....	3
2.1. General Admission Principles	3
2.2. Application Process	3
2.3. Assessment for Entry and Suitability	3
2.4. Information Provision to Prospective Students	4
3. Reference and Supporting Information.....	5
3.1. Supporting Documentation	5
3.2. Change History	5

1. Introduction

1.1. Purpose

To ensure all students and student representatives of Greenwich College Pty Ltd are provided with clear and accurate information and appropriate processes for admission to all courses offered by Greenwich College Pty Ltd are followed.

1.2. Scope

To cover all staff involved in the admissions procedure for students wishing to study with Greenwich College Pty Ltd.

2. Policy

2.1. General Admission Principles

Greenwich College Pty Ltd has an open admissions policy, accepting applicants on the basis that they wish to enrol in either an award or non-award course. The College is committed to ensuring fair and equitable access to services and providing support to encourage equal educational opportunity.

2.2. Application Process

All applications must be made in writing and via completion of the official Greenwich College Pty Ltd application forms – either the paper form or the online form. On this form, the applicant must supply all the required information and must indicate that they have read and understood the terms and conditions of enrolment.

2.3. Assessment for Entry and Suitability

All applicants will be assessed for entry, ensuring they meet the entry requirements of the college and of the course before a letter of offer is produced. This assessment is designed to ensure each student enrolls in courses that are appropriate to them and that will match their ability to participate, learn, and benefit from its curricula. In circumstances where requirements are in the process of being completed, a Conditional Letter of Offer can be issued. As appropriate to each application, this may require the student to be tested, interviewed, and that they produce evidence of certain claims they make.

Greenwich College Pty Ltd recognises mature-age entry pathways, which are designed to assist those who have been away from study enter vocational education. Adults who are at least 20 years old can apply into Greenwich College's courses as a mature-age entry if they have not met the academic entry requirement to have successfully completed Australian Year 10 or overseas equivalent. The Academic Manager may require the mature-age applicant to attend an interview or submit a personal statement or resume outlining their motivations, relevant experiences, and career goals. Throughout this process, no guarantee will be given that entry or completion of a course at Greenwich College Pty Ltd provides a guaranteed automatic entry to a course offered by another provider, nor will any guarantees be given with respect to possible migration outcomes.

2.4. Information Provision to Prospective Students

To ensure suitability and informed enrolment, Greenwich College Pty Ltd ensures that prior to enrolment, through its marketing and advertising process and that used by its contracted student recruitment agents, each student is made aware of:

- The requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and whether course credit may be applicable.
- The CRICOS course code, course content, qualification offered if applicable, modes of study including any online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods.
- Course duration and holiday breaks, course qualification, award or other outcomes.
- Campus locations and a general description of facilities, equipment, and learning and library resources available to students.
- Details of any arrangements with another registered provider, person or business to provide the course or part of the course.
- Tuition and non-tuition fees including advice on the potential for fees to change during the student's course and applicable refund policies.
- Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled.
- A link to an official explanation of the ESOS framework, including official Australian Government material or links to materials online.
- The policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students, where relevant.
- Relevant information on living in Australia, including indicative costs of living and accommodation options.

Greenwich College Pty Ltd ensures that all aspects of its admissions processes meet all legislative and regulatory requirements as set out in the ESOS Act, National Code, National ELICOS Standards, and Standards for RTOs 2025

3. Reference and Supporting Information

3.1. Supporting Documentation

Document name	Document type	Location
ASQA Standards for RTO's 2025	Regulatory Standards	External
The Education Services for Overseas Students (ESOS) Act 2000	Legislation	External
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018	Regulatory Standards	External
National Vocational Education and Training Regulator Act 2011	Legislation	External
Student Application Form	Form	Internal
Student Letter of Offer	Offer Letter	Internal
Student Invoice	Invoice	Internal
Online Registration Form	Form	Internal
Greenwich College enrolment terms and conditions	Terms and Conditions	Internal

3.2. Change History

Version	Approval date	Department Approved by	Change
v1.0	26 October 2015	Executive General Manager - Group Quality, Accreditation & Compliance Admissions Manager Academic Manager	Enrolment Admission Policy created
v1.1	14 April 2016		Annual review
v1.2	1 January 2018		
v1.3	4 March 2019		
v1.4	7 April 2020		
v1.5	1 September 2022		
v1.6	5 April 2023		
v1.7	10 October 2023		
V1.8	2 January 2024		
V2.0	1 July 2025	Group Quality, Accreditation & Compliance General Manager National Academic Manager	Update Group Logo, Greenwich headers and footers, and align to Standards RTO 2025.