

# ENROLMENTS AND ADMISSIONS

POLICY

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The Green Academy Australia

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## **Purpose**

To ensure all students and student representatives of The Green Academy are provided with clear and accurate information and appropriate processes for admission to all courses offered by The Green Academy are followed.

## **Scope**

To cover all staff involved in the admissions procedure for students wishing to study with The Green Academy.

## **Policy**

The Green Academy has an open admissions policy; accepting applicants on the basis that they wish to enrol.

All courses at The Green Academy require payment of a deposit to confirm enrolment. In most circumstances, this deposit is non-refundable

All applications must be made in writing and via completion of the official The Green Academy Application Form – either the paper form or the online form. On this form, the applicant must supply all the required information.

After receiving the completed and signed Application Form with a certified passport photo page, The Green Academy issues a Letter of Offer and an invoice to the prospective student. If the prospective student wants to accept the Offer, they have to read and sign the Course Acceptance Agreement and pay the invoice. The applicant must indicate that they have read and understood all the terms and conditions of enrolment.

After that The Green Academy issues the Confirmation of Enrolment (CoE) and registers it in PRISMS.

All applicants will be assessed upon arrival by the Placement Test to ensure they start their course at the right level.

The Green Academy ensures that prior to enrolment, through the marketing and advertising process used by The Green Academy and 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;
- the CRICOS course code, course content, modes of study;
- course duration and holiday breaks, course outcomes;
- campus locations and a general description of facilities, equipment, and learning and library resources available to students;
  
- 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 canceled;
- a link to an official explanation of the ESOS framework;
- relevant information on living in Australia, including indicative costs of living and accommodation options.

The Green Academy 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.



**Green Academy Pty Ltd.**

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