

STUDENT ADMISSION PROCEDURES FOR VSL APPROVED COURSES

Demi International | RTO 32542

Definitions

Organisation:

Demi International Beauty Academy Pty Ltd trades as Demi International Beauty Academy.

The Act: Refers to the *VET Student Loans Act 2016*

Student: refers to an eligible student who uses a VET student loan to pay all or part of their tuition fees.

Course: refers to an VSL Approved Course that has been approved for eligible Students to use a VET student loan to pay for all or part of their tuition fees.

Tuition Fees: refers to fees paid for an VSL Approved Course.

Potential Student: refers to all persons seeking to enrol in an VSL Approved Course.

Census Day: refers to a published date set by an approved course provider for each fee period that is at least 20% of the way through the fee period.

The Department: refers to the Commonwealth of Australia represented by the department which has the responsibility for administering the *VET Student Loans Act 2016*.

Regulations and Standards:

VET Student Loan Rules (2016)

National Standards for RTOs (2015)

Overview

Demi International Beauty Academy supports equal opportunity and is committed to providing all applicants equity of access to its courses. This policy is designed to clearly set out the selection and admission requirements for approved courses offered by Demi International Beauty Academy.

Fair Treatment and Equal Benefits and Opportunity

Demi International Beauty Academy will treat fairly all Students and Potential Students.

Demi International Beauty Academy has open, fair and transparent procedures, based on merit for making decisions about:

- a) the selection, from among Potential Students; and
- b) the treatment of Students.

Potential Students seeking to enrol in an Course with Demi International Beauty Academy, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.

The above undertakings do not prevent Demi International Beauty Academy taking into account that Students may be enrolled in an Course through an arrangement that was entered into between Demi International Beauty Academy and an employer or industry body and limits or restricts enrolments in some or all of the places in the Course.

Student Selection

Entry Requirements for Courses

To be eligible for entry into a Course a Potential Student must meet the academic suitability requirements set out in section 2.2.

How to Prepare for an Application and Meet Eligibility

- Contact Demi International to make an appointment to enrol
- Read the VET Student Loan - Student Information Booklet
<https://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet>
- Display competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy through a CSPA (Core Skills Profile for Adults), LLN (Language, Literacy and Numeracy) assessment. This can be achieved by providing a copy of your Year 12 Senior Certificate of completing an approved Literacy and Numeracy Assessment
- Bring the original and a photocopy of your citizenship evidence and photo identification to enrolment. This may be your Birth Certificate and Driver's License or Australian Passport
- Pay a (non-refundable) \$250 incidental fee for your Uniform and Textbook. This is in addition and separate to your tuition fees.
- Bring your bank details for the completion of a direct debit contract for the difference between what will be covered by a VSL and the full tuition fees or your Centrepay details should you wish to use Centrepay.
- Bring your Tax File Number, or apply for one prior to application
- Complete, accept and submit an online Electronic Commonwealth Assistance Form (eCAF)

Academic Suitability Requirements

To undertake a Course a Student must be academically suited.

A Student is academically suited when:

- the Student has met Demi International Beauty Academy's entry requirements for the Course (set out above); and
- Demi International Beauty Academy believes on reasonable grounds that the Student is academically suited to undertake the Course; and
- the Student satisfies one of the following requirements:
 - Demi International Beauty Academy obtains a copy of a Senior Secondary Certificate of Education that has been awarded to the Student by an agency or authority of a State or Territory for the student's completion of Year 12; or
 - the Student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy using an approved assessment tool, and Demi International Beauty Academy reasonably believes that the Student displays that competence; or

- Demi International Beauty Academy obtains a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the Student, and the course for the qualification was delivered in English.

If a Student does not have a Senior Secondary Certificate of Education or certificate of a qualification at level 4 or above (delivered in English) then Demi International Beauty Academy will assess the Student's competence at or above Exit Level 3 in the ACSF reading and numeracy using the Core Skills Profile for Adults (CSPA). This process will be conducted with honesty and integrity.

The results of this test will be reported to the Student as soon as practicable after the assessment and to the Secretary of the Department on request. Demi International Beauty Academy will retain the results of a Student's academic suitability for at least 5 years.

Communicating to Potential Students Prior to Enrolment

Demi International Beauty Academy will ensure that Potential Students are fully informed of the Tuition Fees and any other fees that apply to the Course; and are clear about their responsibilities, obligations and rights if they enrol in an Course; and are clear about their responsibilities, obligations and rights if they apply for a VET student loan.

Before enrolling a Potential Student in a Course, Demi International Beauty Academy will provide each applicant with all information required to be provided under the *VET Student Loan Rules (2106)* that relates to ensuring that each Student is properly informed and protected, including:

- Tuition Fees for the Course and any fees other than Tuition Fees that are payable for the Course;
- Options for paying Tuition Fees, including payment as fees become due; and/or a VET student loan;
- VET student loans, including that it is a loan from the Commonwealth; and that the loan will remain a personal debt until it is repaid to the Commonwealth; and that the loan may, until the debt is repaid, reduce a Student's take-home (after-tax) wage or salary and may reduce the Student's borrowing capacity; and that a Student may wish to seek independent financial advice before applying for a loan.
- The criteria for being an eligible student for a VET student loan and the application process for a VET student loan.
- An explanation that the Student may be required during the Course to communicate their agreement to continue to use the VET student loan to pay Tuition Fees for the Course.
- The maximum amount of a VET student loan that may be available for the Course and an explanation that the amount of the loan cannot be greater than the Student's remaining FEE-HELP balance;
- The amount of HELP debt the Student would accrue if the Student received the maximum amount of VET student loan for the Course and that the debt could be up to 120% of the loan;
- An explanation that the Tuition Fees will be reasonably apportioned across a specified number of sequential fee periods and that each fee period will contain at least one census day;

- Census days, including the meaning of a census day; and that a Student may cancel their enrolment in the Course or part of the Course using Demi International Beauty Academy's procedure for withdrawal; and if a Student withdraws before the census day for an Course or part of a Course, the Student will not incur a VET student loan debt for the Course or part of the Course and will receive a refund for any tuition fees already paid for the Course or part of the Course;
- How to access on Demi International Beauty Academy's website the Tuition Fees for the Course; the census days for the Course; Demi International Beauty Academy procedures for withdrawal from the Course and cancellation of enrolment; and other procedures relevant to the Student.
- advice that it is important for an enrolled Student to notify on Demi International Beauty Academy of any change of contact details.

Demi International Beauty Academy will retain the information provided to a student before enrolment as specified above for a period of at least 5 years.

Application and Enrolment Process

Applications can be made in writing on the *Application Form* completed at an enrolment interview. Please contact Demi International Beauty Academy for a suitable appointment time.

The delegated Manager assesses the application against the course entry requirements and academic suitability requirements. Where the application is not complete or if further information is required to assess whether the Potential Student has met the course entry requirements and academic suitability requirements, the applicant will be given the opportunity to provide further information.

Potential Students who do not meet the course entry requirements and academic suitability requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

Potential Students who meet the course entry requirements and academic suitability requirements will be sent a confirmation of enrolment email, to the email provided at the time of enrolment. Students will also receive information about their enrolment explaining all aspects of the Course including start date, payment options and details of student orientation. Included will be a Statement of Fees, and Fee notice, as well as a payment plan option with full details of Tuition and other fees applicable to the Course. In the case of fees that are not Tuition Fees Demi International Beauty Academy will ensure that Students understand that the fees are not for tuition; the purpose of the fees; the student's total liability for the fees; and when and how the fees are to be paid. A schedule of fees is available on the website and is included in the student handbook and Welcome module. Fees will never be charged for assessments to determine whether a student is academically suited to undertake a Course or applying for enrolment, or enrolling in, a Course.

A record of the Student's enrolment, including the date and time of enrolment in the Course, will be maintained for a period of at least 5 years.

Application for VET student loan

An application for a VET student loan must not be made until at least 2 business days after a Student enrolls in an Approved Course and can be made up until the census day for the Course or part of the Course. Applications must be signed by the Student. Where the Student is under 18 years of age the application must be co-signed by a responsible parent (if the Student has a responsible parent and the Student has not received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the Student is independent.

If a Student applies for a VET student loan Demi International Beauty Academy will collect and verify the following information from applicants:

- information about the Student's identity and date of birth;
- if the Student is under 18, information that one of the signatories on the application is a responsible parent of the Student or the Student has received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the Student is independent;
- information and documents to establish that the Student meets the requirements of section 11 of the Act including:
 - details of citizenship and residency
 - details of academic suitability (as per this procedure);
- if the Student has applied for, but not been issued with, a tax file number, a certificate from the Commissioner that the student has applied for a tax file number.

Information and documents collected for the purposes of, or in relation to, an application by a Student for a VET student loan (including the date and time the application is received) will be kept for a period of at least 5 years.

Fee Communications

Demi International will issue the following documents to students:

VET Student Loans Statement of Covered Fees – must be issued before the 1st census date.

Demi International will provide students with an electronic copy of their statement of fees, to the email address provided at the time of enrolment, no later than 2 weeks prior to the 1st census date. Students provide authorisation for DIBA to issue electronic statements via email to the email address provided at the time of completing the enrolment contract. Where a student does not provide authorisation or requests a hard copy of the VET Student Loans Statement of Covered Fees, a hard copy will be provided to the student.

VET Student Loans Fee Notice - must be issued at least 14 days before each census date.

Demi International will provide students with an electronic copy of their Fee notice, to the email address provided at the time of enrolment, no later than 2 weeks prior to each census date per term of study. Students provide authorisation for DIBA to issue electronic statements via email to the email address provided at the time of completing the enrolment contract. Where a student does not provide authorisation or requests a hard copy of the VET Student Loans Fees Notice, a hard copy will be provided to the student.

Commonwealth Assistance Notice - must be issued within 28 days after each census date.

Demi International will provide students with an electronic copy of their Commonwealth Assistance Notice (CAN), to the email address provided at the time of enrolment, no later than 28 days post each census date per term of study. Students provide authorisation for DIBA to issue electronic statements via email to the email address provided at the time of completing the

enrolment contract. Where a student does not provide authorisation or requests a hard copy of the CAN, a hard copy will be provided to the student.

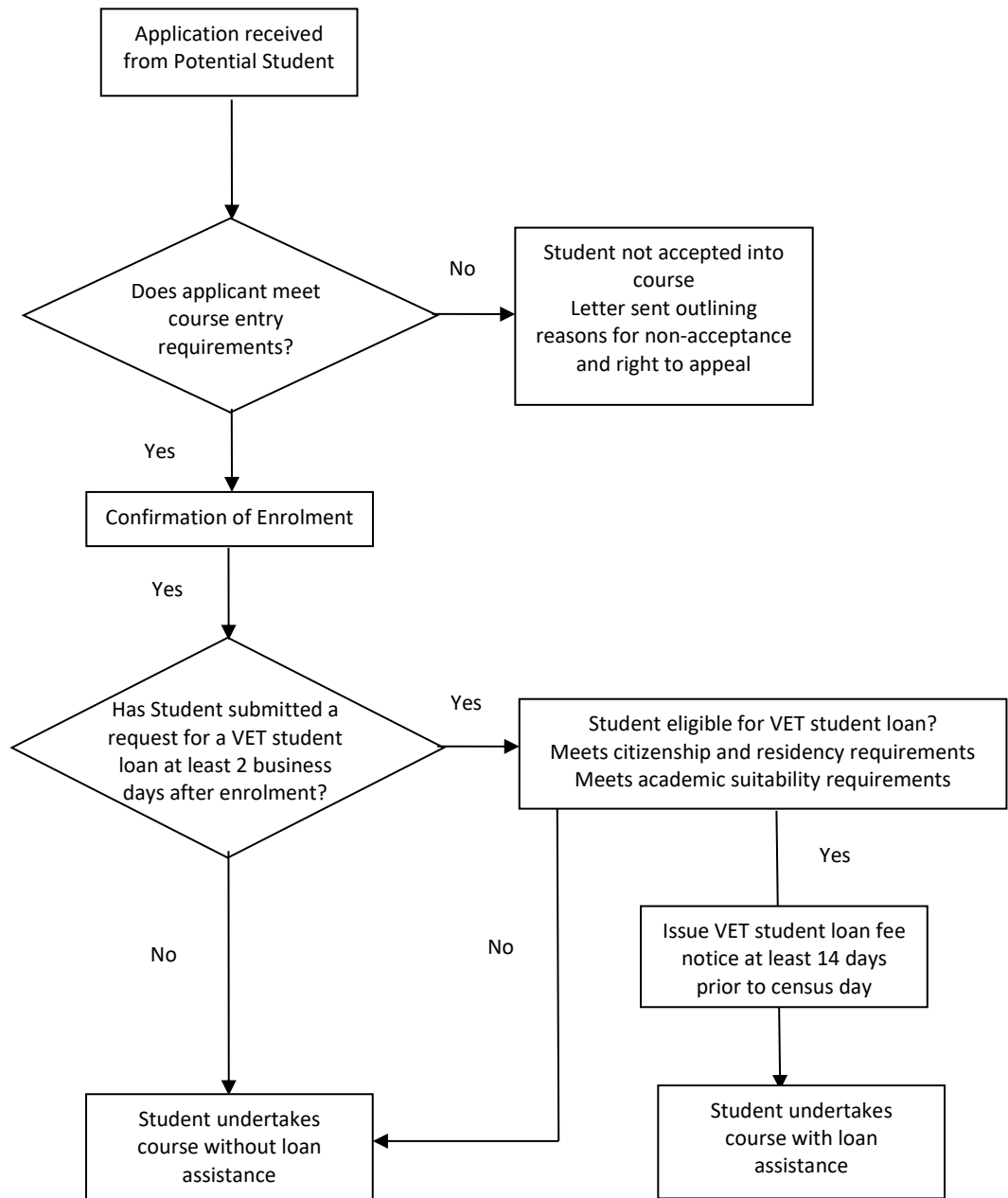
Students are responsible for maintaining up to date and accurate contact details and are advised through the Student Handbook and the Orientation process and module on the process for updating their contact details.

Issuing the CAN is essential to inform the student of the debt they have incurred for the appropriate Unit of Study. Alternately, the Campus Coordinator, for the appropriate location, will contact students if the student's loan has not been approved and/or the student's eligibility has changed, to advise the student of his/her payment and /or alternate study options if they are planning to continue with their course.

Publication

These *Student Admission Procedures for Approved Courses* will be made available to Students and Potential Students through publication on the website: www.demiinternational.edu.au

Enrolment Process Flow



Version Control	Date	Reason for Change	Author
V1 0419	04/2019	Initial Document	Seonaid Boyle
V2 0821	08/2021	Review of Policy – update to for consistency with VSL policies	Robyn Pinel
V3 0922	09/2022	Review of Policy –inclusion of Fees Communication section	Robyn Pinel