NAZARETH COLLEGE

CRICOS PROVIDER NO. 01097M

STUDENT ENGAGEMENT BEFORE ENROLMENT

IN ACCORDANCE AND COMPLIANCE WITH THE NATIONAL CODE OF PRACTICE FOR REGISTRATION AUTHORITIES AND PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2007

STANDARD 2
Standard 2 – Student Engagement before Enrolment

Nazareth College will recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with Nazareth College in Australia.

Nazareth College will ensure that the students’ qualifications, experience and English Language proficiency are appropriate for the course which enrolment is sought.

2.1 Prior to accepting a student, or an intending student, for enrolment in a course, Nazareth College will provide in print or through referral to an electronic copy, current and accurate information regarding the following:

a. 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.

b. the course content & duration, qualification offered, if applicable, modes of study and assessment methods.

c. campus locations and a general description of facilities, equipment and learning and library resources available to students.

d. details of any arrangements with another registered provider, person or business to provide the course or part of the course.

e. indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable refund policies.

f. information about the grounds on which the student’s enrolment may be deferred, suspended or cancelled.

g. a description of the ESOS (Education Services for Overseas Students Act 2000) framework made available electronically by DEST (Department of Education Science & Training) and

h. relevant information on living in Australia, including:
   
i. indicative costs of living;

   ii. accommodation options, and

   iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

2.2 Nazareth College has documented procedures in place, and implements these procedures to assess whether the student’s qualifications, experience and English language proficiency are appropriate to the course which enrolment is sought.