

VSL1.4: Enrolment and Admission Policy and Procedure

POLICY STATEMENT

As an approved training provider for the VET Student Loans (VETSL) program, Casey College of Beauty Therapy ensures that student Enrolment and Admission processes are fair, equitable and transparent on the basis of clearly defined entry criteria to be used for student selection.

PURPOSE AND SCOPE

The purpose of this policy is to provide a framework for the Admission and Enrolment of domestic students for approved courses and units of study, including students seeking Commonwealth assistance through the VET Student Loans (VETSL) program.

This policy is in accordance with:

VET Student Loans Act 2016

VET Student Loans Rules 2016

VET Student Loans (VSL Tuition Protection Levy) Act

VET Student Loans (Charges) Act 2016

DEFINITION

Domestic student – a person enrolling in course of study who is an Australian citizen, an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visa)

Full Fee Paying Student – a student enrolled in a course of study for which the provider does not receive any funding or loan from a State, Territory or the Commonwealth in relation to the student's enrolment in that course.

VET Student Loans - VET Student Loans is a loan program that helps eligible domestic students pay their tuition fees for higher-level VET qualifications undertaken through an approved training provider

KEY POLICY POINTS

- Once Casey College has undertaken the recruitment and Application process the student will be informed to progress to the Enrolment and Admissions process.
- Minimum qualification entry requirements will be applied as specified in the relevant Training Package or specified as part of the VET Student Loans approved course.
- In setting other additional requirements for courses, Casey College of Beauty Therapy will identify the minimum skills, knowledge, resources, work environment and work experience necessary for student success in their chosen approved course of study. This will include determination of minimum English language, literacy and numeracy skills required for the course level.
- The entry requirements and specific criteria for all VET Student Loans approved

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courses will be published in the Casey College of Beauty Therapy website and will be provided to applicants during the Pre-Admission process. These admission requirements do not present unreasonable barriers to access.

- Applicants with previously completed study in other courses or significant work experience may apply for exemptions through the Recognition of Prior Learning process (RPL).
- In cases where the applicant is assessed as not being eligible to enter the approved course of choice, the applicant will be advised that they are not eligible to enrol and may have alternative options offered for their consideration.; including not enrolling with Casey College of Beauty Therapy
- Casey College of Beauty Therapy will recognize and remove systemic barriers to learner access and participation and ensure admission procedures promote inclusion and are free from unlawful discrimination.

Provision of information to student

Upon conclusion of the Recruitment and Application stage to undertake an approved course of study accessing the VET Student Loan program, Casey College of Beauty Therapy will commence the Enrolment and Admissions stage.

All potential students have been provided with current and accurate information (below) at the Recruitment and Application stage that enables the learner to make informed decisions about progressing to the Enrolment and Admissions stage and undertaking training with Casey College of Beauty Therapy.

- Course outline, duration and schedule of fees, mode of delivery, and vocational outcomes
- Eligibility requirements and associated information for the VET Student Loans (VETSL) program
- Access and equity policy and procedure
- Privacy policy and procedure
- Recognition of Prior Learning information
- Academic Student Grievance Policy and Procedure
- Non Academic Student Grievance Policy and Procedure
- Fees and Charges Policy and Procedure
- Re-Credit policy and procedure
- Student Handbook

VET Student Loans information below is provided in the Recruitment and Application stage and prior to the Enrolment and Admission stage

All potential students wishing to enrol in an approved course with Casey College of Beauty Therapy and wishing to access a VET Student Loan (VETSL) are provided the following pre- enrolment information.

- VET Student Loan (VETSL) is a loan from the Commonwealth and will remain a

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- personal debt until it is repaid to the Commonwealth
- VET Student Loan (VETSL) 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
- A student may seek independent financial advice before applying for the loan
- Tuition fees for the approved course and other fees that are payable for the approved course, including payment options and other charges if applicable
- Eligibility criteria for a student to access the VET Student Loans (VETSL) program
- Application process for a VET Student Loan (VETSL)
- VET Student Loans Information Booklet (link on the website) and forms
- Student Withdrawal and deferral policy and procedure
- Cancellation of enrolment policy and procedure
- Re-crediting FEE-HELP Balances policy and procedure

Agreed services

The students will be informed of any changes to services, third party arrangements that may be made, and change in ownership that will affect the agreed services to be provided by Casey College of Beauty Therapy Pty Ltd

Information

For further information please contact the office with any enquiries regarding admission.

Email: ccbt@live.com.au or
Phone: 1300 711 072

Pre-Enrolment process.

During the Pre-Enrolment process, the Student Enrolment Officer has informed the applicant of the level of education as well as eligibility required and confirms the process of Enrolment and Admission into the course.

Informed decision regarding enrolment

The information provided to the applicant in the Recruitment and Application stage will assist the applicant to make informed decisions about progressing with their enrolment.

Applicants are advised to request RPL or credit transfer at the time of enrolment, if applicable.

Entry Requirements

The Enquiries Team and Enrolment Officers manage student enquiries in relation to application and enrolment. Enquiries may be received in different ways including via phone call, online, walk in, or email.

Information that will be provided to the student at this stage may include:

- Reference to the Casey College website for more information about the chosen course

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- Reference to documentation relating to studying with Casey College, including Student Handbooks and Guides and Policies and Procedures
- Payment options and related information
- Details of the application process, and
- Explanations Academic suitability and if applicable the LLN process and the completion of required documents / forms.

All applicants are required to complete an Enrolment Form, either online or in hard copy and will be provided with a copy or be with a link and a welcome email to complete the required information.

Applications should be submitted with the requested supporting evidence relating to the eligibility for enrolment.

- Certified copies (where appropriate) may be requested for but not necessarily be limited to Birth Certificates, Passports, Certificates of Citizenship, Marriage Certificate, pre-requisite qualifications, High School Completion Certificates, or Academic Transcripts.
- Casey College may determine that sighting original copies of the above documents is adequate. Notations will be made where originals have been sighted.

Once received, applications are initially assessed for suitability based on the published entry requirements and if required the student may be asked to complete additional steps such as the LLN Assessment process or provide additional information. Suitable candidates are progressed to the Pre-Enrolment stage.

General Entry Requirements

Unique Student Identifier

All applicants are required to obtain a Unique Student Identifier (USI) for their enrolment to be successful. The USI links to an online account which contains all records of training results that a person will have completed from 01 January 2015 onwards. Casey College of Beauty Therapy will not be able to issue formal documentation i.e., Statement of Attainment, Record of Results or Certificate, if the student does not have a USI and their enrolment can not be finalised.

Computer Literacy

All applicants should have basic computer skills and have access to the Internet and a personal email account. This will be confirmed during the pre-admission process.

Minimum age requirements

Prospective students under the age of 18 must have their enrolment paperwork, loan applications and agreements signed and witnessed by a parent or guardian.

VET Student Loans Academic suitability requirements

Applicants for approved courses must satisfy the following minimum entry criteria:

- The student satisfies the general entry requirements as set out in this procedure
- Hold an Australian Senior Secondary Certificate of Education (Year 12)

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- Certificate); or
- Certificate of completion of an AQF Certificate IV or higher qualification; or
- Successful completion of a Language, Literacy and Numeracy (LLN) test achieving Exit Level 3 in Reading and Numeracy

The results of a Student's academic suitability assessment will be reported to the student as soon as practicable. The results of the LLN assessment undertaken will be reported to the student by immediately upon completion. Results will be reported to the Secretary in the form, manner and time requested.

Documentation of Evidence to Support an Application

Where the application for entry into an approved course of study requires the submission of documentary evidence, such as transcripts and testamurs of educational achievement, the applicant must provide copies of this documentation which with the originals to be physically sighted by the staff member.

Where the application for entry into a course of study requires the submission of other supporting documentation (e.g. a written piece of work, a portfolio of the applicant's work), Casey College of Beauty Therapy must be satisfied with the authenticity of the supporting documentation.

Where the Student Enrolment Officer or CEO considers that documentary evidence provided to support the application is insufficient, the applicant can be requested to provide further evidence. The applicant will not be considered eligible for entry until they provide the further evidence requested.

Citizenship and residency requirements – VET Student Loans

To meet the citizenship and residency requirements, the applicant must be either:

- an Australian citizen, or
- a New Zealand Special Category Visa holder, who meets the long term residency requirements, or
- a permanent humanitarian visa holder who is usually residing in Australia

To verify proof of visa status, the student may provide permission and passport details to Casey College of Beauty Therapy to confirm the student's visa status.

Other eligibility requirements - VET Student Loans

To be eligible for a VET Student Loan, the applicant must:

- be enrolling in an approved course with an approved provider
- have not exceeded the FEE-HELP limit
- meet the Tax File Number (TFN) requirements
- an acknowledgement by the student that they have read the 2025 VET Student Loans Information Booklet 2025 available at <https://www.dese.gov.au/vet-student-loans/resources/vet-student-loans-information-booklet>

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If the student is under 18, information that:

- one of the signatories to the application is a responsible parent of the student (by submission of the signed VET Student Loans – Parental Consent Form, or
- the student has received youth allowance on the basis that the student is independent within the meaning of Part 2.11 of the Social Security Act 1991 (student evidence of this assessment in the form of their Centrelink Income Statement)

Application process - VET Student Loans

More information about applying for a VET Student Loan is available at www.education.gov.au/vet-student-loans or www.studyassist.gov.au

- To apply for a VET Student Loan, the applicant must complete the Request for a VET Student Loan eCAF prior to the first census day and at least 2 days after enrolment.
- The applicant must enrol with the Casey College of Beauty Therapy and indicate their wish to access a VET Student Loan.
- Casey College of Beauty Therapy will give the Department, the applicant's enrolment information including the nearest applicable census day, through the eCAF system.
- The applicant will receive an email from the Department allowing sign into the eCAF system. Once signed –in, the applicant will need to verify the pre-populated information and complete the mandatory fields.
- Once the eCAF is submitted, the system will generate a copy of the completed eCAF form which will be sent through email to the applicant.
- The applicant will give this form to Casey College of Beauty Therapy
- If the applicant does not complete the eCAF or permitted form by the required census date. The VET Student Loan will not be activated and your tuition fees will not be covered by the VSL program
- A census day is the final day you can apply for a VSL Loan for that Unit of Study (period), and is the student's responsibility to ensure you are aware of the Census Date and that all required paperwork is submitted.

Reviewing Eligibility and Entry Requirements

Any changes to course eligibility or entry requirements must be approved by the CEO.

Electronic communications between Students and Commonwealth

The Secretary will not treat an application by a student for a VET Student Loan made by electronic communication as having been signed by the student if the communication does not contain:

- the student's student identifier (USI under the Student Identifiers Act 2014); and
- the student's TFN (or certificate from the Commissioner stating that the student has applied for a TFN); and
- an acknowledgement by the student that they read and understood the application; and
- a confirmation by the student of the accuracy of the information in the application

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Roles and Responsibilities

Staff involved in student Enrolment and Admissions stage are responsible for the effective administration and implementation of these procedures.

The Enrolment officer has overall responsibility for overseeing the admissions process and making admissions decisions in relation to the course.

The Enrolment officer / CEO has responsibility for oversight of admissions procedures and for resolving admissions issues identified by the Enrolment officer.

Fees and charges / Payment Options

Tuition fees for all VET Student Loan approved courses offered by Casey College of Beauty Therapy are available on the Casey College website under Diploma of Beauty Therapy (Diploma Info Brochure Download File) and in the course outline that is provided to the students during the Recruitment and Application stage.

Casey College of Beauty Therapy will also confirm that the student understands the amounts of the tuition fees that will and will not be covered by the VET Student Loan (VETSL).

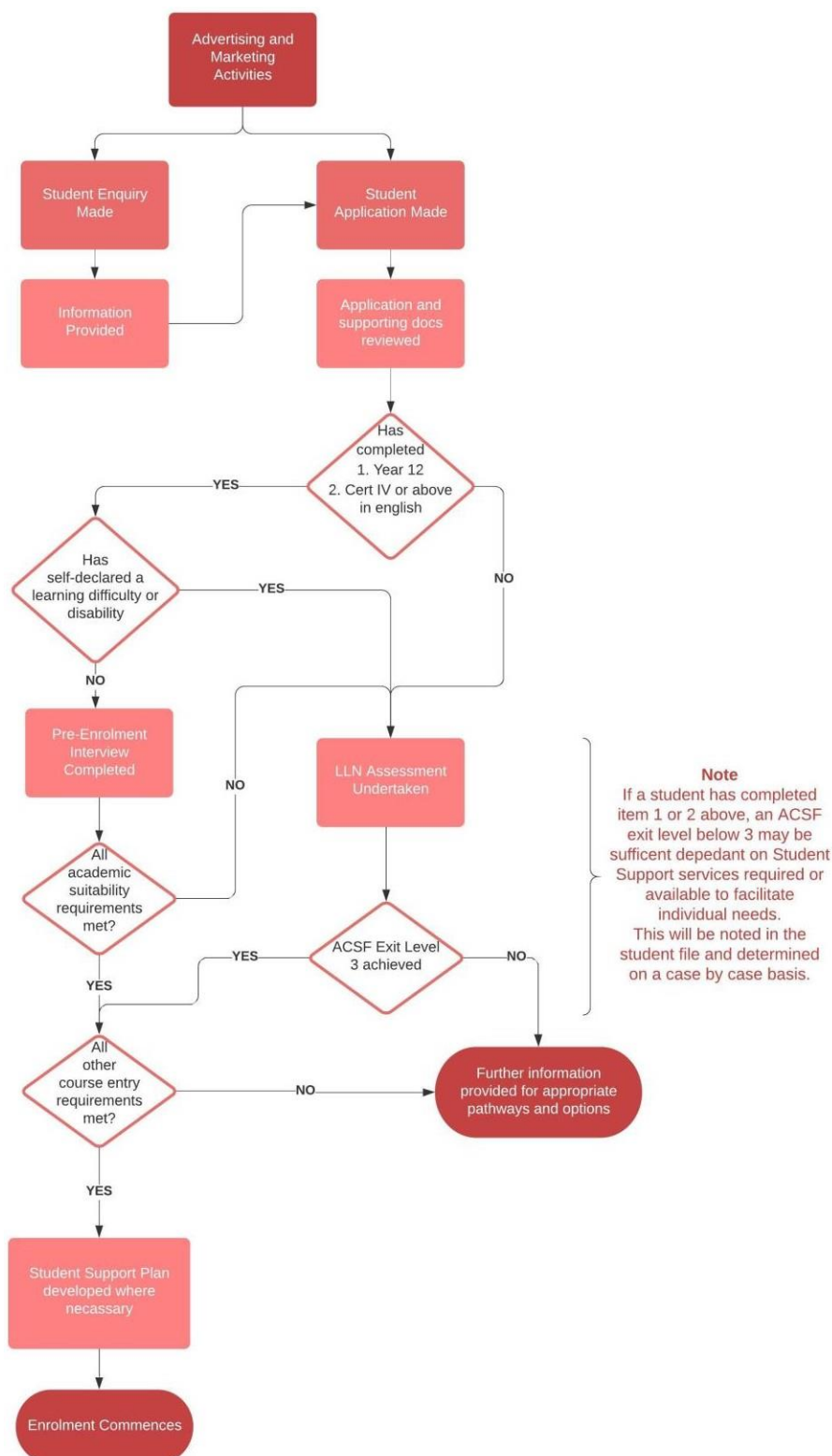
For the amounts of the tuition fees that will not be covered by the VET Student Loan (VETSL), the student will pay these fees according to the agreed payment options with Casey College of Beauty Therapy.

Casey College of Beauty Therapy will again confirm with the student their understanding of other incidental charges in relation to the enrolment which are not part of the tuition fees, if any.

The tuition fees will be apportioned into fee periods based sequentially on the Units of Study clusters the students are allocated as per their timetable and that each fee period will contain at least one census day.

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Recruitment, Enrolment and Admission Flow Chart



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REVIEW

The CEO has the overall responsibility for implementing and monitoring this policy, which will be reviewed every two years. However, if at any time the legislative, policy or funding environment is altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Related policies, procedures and documents

- VSL 1.1 Enrolment Form 2025 V5
- VSL1 – Recruitment and Application policy and procedure
- VSL 3 - Fair Treatment and Equal Benefits and Opportunity Policy
- VSL 5 - Access and Equity Policy and Procedure
- VSL 5.1- Privacy Policy and Procedure
- VSL2.2 - Application For Refund Form
- VSL2.3 - Remission of fees under special circumstances form
- VSL3.1 - Complaints Grievances and Appeals Form

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