



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Enrolment
Purpose Describe policy intent	To outline expectations of staff in relation to interacting with potential and actual participants
Scope List who this policy and procedure applies to	All staff who come into contact with the Public (ie potential and actual Participants)
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Privacy Act 1988
Definitions	Enrolment the act of collecting and registering data including personal details of a person or group for a course/cluster or module.
Policy	<ol style="list-style-type: none"> 1. An enrolment will be accepted from any member of the public. Payment cannot exceed \$1500 prior to the commencement of the course. Fees cannot exceed the total of \$1500 of payments held in advance for tuition or other services in relation to their course. 2. Collection of personal details and relevant AVETMISS data collection questions will be requested and securely recorded in 4D system 3. Payment must be made at the time of enrolment. Payment can be made: <ol style="list-style-type: none"> a) In Person – at Main Office, with cash, cheque, money order or credit card. b) By Phone – at Main Office with Bankcard, Mastercard or Visa c) By Fax – at main Office with a completed enrolment form and, Mastercard or Visa details. d) Online – participant is required to enter all relevant enrolment details and pay with Mastercard Visa e) By Mail – to Main Office, with a completed enrolment form and a cheque, money order Mastercard or Visa details. 4. Payment may be deferred or waived at the discretion of the Principal or delegated staff under the following circumstances: <ol style="list-style-type: none"> a) Undue hardship having been established. b) If the enrolment is to be paid for upon presentation of an invoice to a company, community group or government department. c) If circumstances exist where the College has a need to rectify a 'wrong' which may have been of the College doing. 5. In all circumstances where a fee is invoiced, deferred or discounted a record of the reason will be made in 4D Student Master file. 6. Enrolments will be processed directly into the 4D system as soon as practicable on or after receipt by the College unless circumstances do not allow. eg The Module nominated is full.



Macarthur Community College Inc
RTO ID 6860

	7. All enrolments are confirmed by the printing and mailing (electronic or hard copy if no email address) of the College's confirmation/receipt within 3 working days. Online enrolments will received automatic College confirmation.			
Relevant documentation	Enrolment form Confirmation Brochure Fee protection Policy AVETMISS Policy Code of Conduct Privacy			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure	Enrolment			
Review date	March 2016			
Mapping to Standards for RTOs	7.3, 7.5, 8.1,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

Printed copies of this document are not controlled