



# Admission and Enrolment Procedure

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## Contents

1. Associated Policy .....	2
2. Scope .....	2
3. Procedure .....	2
3.1 Admission to a course of study.....	2
3.1.1 Domestic Students.....	3
3.1.2 Australian Apprentices (apprentices and trainees).....	3
3.2 Enrolment in units/subjects.....	4
3.3 New Student – Identification .....	5
3.4 Continuing Student – Identification.....	6
3.5 USI Exemption to enrol in Nationally Accredited Training .....	7
4. Documentation .....	7
4.1 Legislation/Regulation .....	7
4.2 Policy and Procedures.....	7
4.3 Documents.....	8
5. Definitions.....	8
6. Appendices.....	8
6.1 100 points for identification .....	8
6.2 Holds on Student Accounts.....	9

## 1. Associated Policy

These Admission and Enrolment Procedures have been developed in conjunction with the ***Admission and Enrolment Policy***.

## 2. Scope

Where this policy refers to CIT, it includes CIT Solutions.

This policy applies to

- all prospective and current CIT students over the age of 17 years old seeking to be admitted into and enrol in CIT courses of study, including transfer enrolment between courses or subjects
- all staff involved in admission, enrolment and fee-paying processes.

The scope of the policy is impacted by legislative, regulatory and internal business process considerations, and these determine who and how CIT admits and enrolls students.

This policy does not apply to applications, admissions and enrolments:

- by persons on diplomatic visas
- by international persons studying in Australia on student visas or existing international students wishing to transfer enrolment; these persons must seek admission and enrolment through CIT International. A list of eligible visas is maintained by the Department of Home Affairs Immigration and citizenship at <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/overview>.

Refer: ***CIT International Students Administration and Fees Policy & Procedure***

Refer: ***Applications for Admission of Young People Under 17 Policy and Procedure***

## 3. Procedure

### 3.1 Admission to a course of study

Applications for admission at CIT can be made by:

- domestic students, Australian or New Zealand citizens, permanent Australian residents, or holders of an Australian permanent resident humanitarian visa (domestic prospective students)
- non-domestic prospective students on an eligible visa or an eligible temporary visa holder, including those on a visa bridging towards a permanent visa can enrol as an eligible non-domestic student. A list of eligible visas (maintained by Skills Canberra) can be found [here](#)
- asylum seekers on temporary visas. Applications by asylum seekers will be considered on a case-by-case basis. Several visa types including asylum seekers on Bridging Visas may access CIT courses as domestic students
- offshore students studying outside of Australia (only for selected fully online courses)
- Australian Apprentices, once CIT accepts their Australian Apprenticeship Training Contract which informs their chosen qualification.

CIT recognises that some potential students may not, in some instances, have the requisite capacity to understand their student obligations to undertake training at CIT. It is the role of front-line staff using their experience and knowledge of course requirements against the student's behaviour and attributes to determine if the potential student should be referred to a CIT careers advisor for further evaluation. In some instances, it may be suitable for a parent or guardian to be requested to attend the evaluation with the CIT careers advisor.

### 3.1.1 Domestic Students

Step	Action	Responsibility
1	Seek information about courses from CIT website or CIT campus staff.	Applicant for admission
2	Applicants 17 years of age or older apply online. Applicants under the age of 17 years of age apply in person to CIT. (Refer: <b><i>Applications for admission by children under 17 policy</i></b> ).	Applicant for admission
3	Confirm Admission.	CIT Self-Service or College Support Staff
4	Address requirements to enrol (where applicable). <i>Note: Admission may be dependent on meeting the course entry requirements, such as:</i> <ul style="list-style-type: none"> <li>• <i>age requirements</i></li> <li>• <i>providing a portfolio</i></li> <li>• <i>meeting pre-requisite or, co-requisite requirements</i></li> <li>• <i>the student type, e.g., domestic, international, apprentice/trainee</i></li> <li>• <i>providing required identification documents</i></li> <li>• <i>having existing qualifications</i></li> <li>• <i>having specific experience.</i></li> </ul>	Applicant for admission

### 3.1.2 Australian Apprentices (apprentices and trainees)

Step	Action	Responsibility
1	Choose a profession and gain employment with a business who agrees to support training through an apprenticeship or traineeship pathway.	Student

Step	Action	Responsibility
2	Sign an Australian Apprenticeship Training Contract selecting CIT as the training provider.	Student, Employer & Apprenticeship Network Provider
3	Approve the Australian Apprenticeship Training Contract.	State Training Authority
4	Assess the suitability of the Australian Apprenticeship Training Contract and if necessary, discuss any issues with the employer and student.	CIT Apprenticeships and Traineeships
5	Accept to deliver training for the approved Australian Apprenticeship Training Contract and notify the student and employer.	CIT Apprenticeships and Traineeships
6	Admit the student into the Student Management System (SMS).	CIT Apprenticeships and Traineeships
7	Advise CIT teaching department that the student is approved and ready to enrol.	CIT Apprenticeships and Traineeships

### 3.2 Enrolment in units/subjects

Enrolment may occur:

- online
- online via an enrolment session.

Once admitted into the course the applicant proceeds to enrolment.

Step	Action	Responsibility
1	Follow the self-service prompts to enrol: <ul style="list-style-type: none"> <li>• <i>review timetable</i></li> <li>• <i>select subjects/units to enrol</i></li> <li>• <i>identify CRN (Course Reference Number) or Block Code (group of CRNs)</i></li> <li>• <i>provide Unique Student Identifier (USI)</i></li> <li>• <i>complete enrolment into selected classes.</i></li> </ul>	Applicant
2	Submit online enrolment. Contact College Support Staff to ensure the chosen subjects align to the training pathway (course offerings, timetables and pathway progression). Contact Student Services for personal assistance to finalise enrolment and show evidence of identification.	Applicant for admission

Step	Action	Responsibility
	<i>Note: If a current student has a Restrictive Hold on their record, they will be unable to continue and will need to contact CIT Student Services to address the Restrictive Hold.</i>	
3	Issue invoice and timetable of classes.	CIT online
4	<p>Finalise fee-paying arrangements:</p> <ul style="list-style-type: none"> <li>• <i>apply for concession and fee assistance if applicable</i></li> <li>• <i>pay fees</i></li> <li>• <i>arrange VET Student Loan</i></li> <li>• <i>arrange Payment Plan</i></li> <li>• <i>arrange invoice to third party.</i></li> </ul> <p><i>Note: For students whose employers pay their fees;</i></p> <ul style="list-style-type: none"> <li>• <i>A student can pay their invoice and opt to be reimbursed by their employer for their fees or</i></li> <li>• <i>Employers can pay a student's invoice on behalf of a student.</i> - <i>Student will need to authorise an access via CIT Self Service for employer to pay invoices on their behalf. Contact CIT Student Services for further assistance on how to set up a third party access via CIT Self Service</i></li> </ul> <p><i>For a previously sponsored student, it is student's responsibility to provide confirmation from employer for CIT to transfer fee liability from student account to employer account and invoice employer for payment.</i></p>	Applicant for admission

### 3.3 New Student – Identification

Step	Action	Responsibility
1	<p>Review evidence of status and determine whether the student is:</p> <ul style="list-style-type: none"> <li>• domestic</li> <li>• international</li> <li>• eligible non-domestic.</li> </ul> <p><i>Note:</i> <i>A student is considered domestic if they can provide one of the following:</i></p> <ul style="list-style-type: none"> <li>• <i>notification of business (Australian Apprentices only) – student will still be required to show identity</i></li> </ul>	<p>Student Services Staff</p> <p>Or</p> <p>College/Department Support Staff</p>

Step	Action	Responsibility
	<ul style="list-style-type: none"> <li>• <i>any one of the Primary documents:</i> <ul style="list-style-type: none"> <li>○ <i>Birth Certificate</i></li> <li>○ <i>Citizenship Certificate</i></li> <li>○ <i>Current Australian Passport</i></li> <li>○ <i>Current New Zealand Passport</i></li> <li>○ <i>Current passport from another country, resident's status or diplomatic documents (include visa documents).</i></li> </ul> </li> </ul> <p><i>Students unable to provide evidence that confirms their status as a domestic student are to be referred to CIT International, with the exception of international students enrolling in full-fee courses of two days' duration or less .</i></p> <p><i>A student is an 'eligible non-domestic' where they are on an eligible visa/bridging visa listed on the Skills Canberra website at <a href="https://www.act.gov.au/skills/students/australianapprenticeships/eligible-visa-holders">https://www.act.gov.au/skills/students/australianapprenticeships/eligible-visa-holders</a>.</i></p>	
2	<p>Confirm the enrolling new domestic student has 100 points of identification.</p> <p><i>Note: This may include ID provided as evidence of status. Only original documents, or certified copies of the following, will be accepted for proving identity:</i></p> <ul style="list-style-type: none"> <li>• <i>at least one form of photo ID</i></li> <li>• <i>at least one form showing a date of birth</i></li> <li>• <i>at least one form of ID proving citizenship.</i></li> </ul> <p>Ensure the student's legal name has been entered into the Student Management System.</p>	Student Services Staff
3	<p>Confirm the eligibility of applicants for VET Student Loans and FEE-HELP Loans for Australian citizens and approved visa classes.</p>	Student Services Staff
4	<p>Confirm eligibility of certain Temporary Visa classes to access specific ACT Government initiatives, Australian Apprenticeships, Fee Assistance and standard courses and save sub-class visa details in TRIM.</p>	Student Services Staff

### 3.4 Continuing Student – Identification

Students who are unable to meet the identification requirements will need to contact CIT Student Services. CIT Student Services Managers, Client Service Coordinators, Assistant Client Service Coordinators or Student Experience Officers will determine what evidence will be sufficient to prove identity.

Continuing students enrolling outside of CIT Self-Service might need to confirm citizenship status.

Step	Action	Responsibility
1	Confirm identity of the student using: <ul style="list-style-type: none"> <li>a CIT student card or</li> <li>one form of photo ID.</li> </ul> <p><i>Note: if the course is an eligible VET Student Loan/FEE-HELP course, the student will be required to provide citizenship evidence as above if it is not already recorded in the Student Management System Banner.</i></p>	Student Services Staff

### 3.5 USI Exemption to enrol in Nationally Accredited Training

Non-accredited courses do not require a USI to issue certification.

Step	Action	Responsibility
1	Request an exemption for a USI from <a href="http://www.usi.gov.au/exemptions">www.usi.gov.au/exemptions</a> .	Student
2	Provide Student Services with a copy of the USI Exemption notice by: <ul style="list-style-type: none"> <li>delivering to a campus location</li> <li>emailing to <a href="mailto:infoline@cit.edu.au">infoline@cit.edu.au</a></li> </ul>	Student
3	Advise Skilling Australia Information line (133873) of the exemption and obtain a special code for us instead of the USI in AVETMISS reporting.  Update SMS Banner noting the reason for the USI exemption	Student Services Manager

## 4. Documentation

### 4.1 Legislation/Regulation

- CIT Act 1987*
- ACT Standards Compliance Guide for Australian Apprentices*
- NSW Smart and Skilled Operating Guidelines*
- Standards for Registered Training Organisations 2015*

### 4.2 Policy and Procedures

- Advertising, Marketing and Course Information Policy*
- 3.1 *Applications for admission by young people under 17 policy*
- Australian Apprenticeships Policy*
  - CIT International Students Administration and Fees Policy & Procedure*
  - Fees and Refunds Policy*
  - Student and Community Members Complaint Policy*

### 4.3 Documents

- VET Administrative Information for Providers
- VET Student Loan Information for Providers
- VET Guidelines
- CIT Enrolment Form

## 5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. The following definitions are provided in the context of this policy.

<b>Admission</b>	Admission means acceptance into a CIT course of study.
<b>Enrolment</b>	Enrolment means acceptance into CIT subjects and payment completed.

## 6. Appendices

### 6.1 100 points for identification

<b>100 Point Identification Check</b>	<b>Points</b>
Documents supplied must include at least one primary document proving citizenship, a photo ID and identification showing a date of birth.	
<b>Primary documents – must provide at least one</b> CIT Yurauna Letter (Confirmation of Aboriginality) Birth Certificate Citizenship Certificate Australian Passport (current or expired up to 2 years) New Zealand Passport (current or expired up to 2 years) Overseas Passport (expired by up to 2 years if accompanied by a current Australian visa), ImmiCard, resident status or diplomatic documents (include visa documents noting Bridging documents are not accepted) Visa Subclass/ImmiCard Number	<b>70</b>
<b>Secondary documents – must have a photograph and a name.</b> Driver Licence issued in Australia (current or expired up to 2 years) Government employee ID (Australian Federal/State/Territory)	<b>40</b>
Australian Proof of Age Card, including a New South Wales Photo Card (current or expired up to 2 years) High School or College ID Card Working with Vulnerable People Card Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit	<b>25</b>



Identification card issued to a student at a tertiary education institution e.g. CITCard	
<b>Document – must have name and address</b> Notification of Business Document held by a cash dealer giving security over property A mortgage or other instrument of security held by a financial body Council rates notice Document from current employer or previous employer within the last two years Land Titles Office record Document form the Credit Reference Association of Australia	<b>35</b>
<b>Document – must have name</b> Australian Marriage Certificate Medicare Card/Centrelink Card Change of Name Certificate Current credit card or account card from a bank, building society or credit union Current telephone, water, gas or electricity bill Foreign driver’s licence Electoral roll compiled by the Australian Electoral Commission Lease / rent agreement Current rent receipt from a licensed real estate agent Records of a primary, secondary or tertiary education institution attended by the applicant within the last 10 years Records of a professional or trade association of which the applicant is a member	<b>25</b>

## 6.2 Holds on Student Accounts

A student can receive a hold for many reasons including, but not limited to overdue fees, changed address, unacceptable behaviour and overdue library books. Holds can also be used when a student must talk to CIT Student Support Staff/Directors/Senior Managers/Executive Directors or the Chief Executive before proceeding with further study at CIT or when confirmation of details is required.

Depending on the type of hold that is applied to a student’s account, the hold can:

- Stop registration into a CRN
- Stop access to Transcripts
- Stop the student’s participation in Graduation Stop any ‘Additional’ fees from being applied to the student’s account
- Stop the viewing of grades by the student using CIT Self Service

The following Banner Holds can be placed on student records. Contact the Banner team for more information.

### Code Description

AC	Accommodation
AD	Application-Identity Hold

AH	Academic Hold
AR	Accounts Receivable Hold
BD	Bad debt – Write Off
CA	Collection Agency Hold
CS	CIT Solutions Hold
DR	Deregistration Hold (student has been deregistered)
FA	Centre Hold
FD	FRMS Debt Hold
FE	Fee Exempt –Refer to SOQHOLD for reason
GC	Graduation Ceremony
ID	Identity Hold
IS	International Student hold
LH	Library Hold
PU	Record tagged for deletion
RM	Returned Mail
RP	Enrolment Pathway needed (see procedure below)
SM	Hold, refer to Systems Manager UH Unique Student Identifier Hold
VL	Exclude from VET Overnight Process
XD	Deregistration Exempt
XP	Fee exempt –forward invoice to Office of the Chief Executive

### Enrolment Pathway (RP) Hold

An Enrolment Pathway Hold (RP) is manually placed on a Student Banner Account by Banner Assist upon request from CIT Student Support Staff/Directors/Senior Managers/Executive Directors and/or the Chief Executive. It is used when a student must talk to a CIT Student Support Staff/ Directors/Senior Managers/Executive Directors and Chief Executive before proceeding with further study at CIT. This type of Hold prevents enrolment.

This hold will also remove CIT Card access to CIT resources and facilities. If there are subjects which remain ungraded eLearn access will also be removed, however, if there are subjects with grades, eLearn access will still be available until 3 semesters have passed and the eLearn account is refreshed.

Before staff can place this Hold on a Student Account in Banner or remove it, they must address the Following.

#### 1. Delegation

Ensure they have the Delegation to place the Hold on the Account or remove it or seek approval from their Delegate.

#### 2. TRIM Record

Create an Institute File via TRIM to store any relevant information regarding the Hold being placed on a Student Account. The file must be created to ensure any relevant parties, such as, the Executive, Audit and Review, Director Student Services, Manager Student Support, Directors can access the information. Store any ongoing relevant documentation in this file.

#### 3. Enrolment

Contact Banner Assist to place the Hold on the student account. The Hold description needs to contain the Title of a Position (no names), the acronyms for this are provided by the Banner Assist Team, for example, Student Support Staff (SSS) and the number of the TRIM File which has been created to provide background as to why the Hold has been placed on the Student Account.

#### **4. eLearn**

Contact eLearn help desk to advise of the Hold placement or removal.

#### **5. Reid Carpark**

Contact Student Services to remove Reid Carpark access or reinstate it.

#### **6. Room/After Hours Access**

Contact the Estate Office to remove room and after-hours access or replace it.

#### **7. Client Relationship Management (CRM)**

Note placed in the Client Relationship Management (CRM) system to advise the RP Hold status on the Student Record in Banner, noting the TRIM container number for reference.

#### **8. Records**

Save all relevant information in the Institute File via TRIM.

#### **9. Banner Reports**

A report for these types of Holds needs to be run monthly to maintain an up-to-date register for areas such as CIT Student Services, Student Support areas and the Executive Staff Support.

#### **10. Complaints**

If formal complaints are made, the process should be for staff to check if an Institute File exists in TRIM or a note in the CRM for the student and whether or not an RP Hold has been placed on the Student Account or removed.

#### **11. Remove Hold**

Only staff with the relevant Delegation can authorise Banner Assist to remove an RP Hold. If the Hold is removed, an explanation as to why the Hold has been removed is to be recorded via the relevant systems above and within the relevant TRIM Institute File.

#### **12. Communication**

CIT sends automated messaging to students throughout their study via email and sometimes SMS. Messaging to students will continue even if there is a Hold on the student account, this is so students can remain up-to-date with information relating to study at CIT until the end of the enrolment period.