

Admission and Enrolment Procedures

Associated Policy

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

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Procedure 1 – Identification Documents (ID) Checking

A. NEW STUDENTS TO CIT

Step 1: Determine whether the student is “Domestic” or “International”

A student is considered domestic if they can provide one of the following:

- notification of business (Australian Apprentices only) – student will still be required to show ID for actual citizenship.
- any one of the citizenship or residency documents listed in the table below under Primary documents. *This also includes current passport from another country.

Students unable to provide evidence that confirms them as a domestic student should be referred to CIT International. International students cannot be enrolled without first applying through CIT International, where their identity will be checked. Refer to Step 2 Section B for details of identity check requirement for International Students. Exceptions to this are full-fee courses of two days or less duration.

Step 2: Confirm the identity of the enrolling student

A) Domestic Students

All new domestic students must confirm their identity and eligibility by providing 100 points of ID (which can include ID already provided in Step 1 above) including:

- At least one form of photo ID,
- At least one form showing a date of birth,
- At least one form of ID proving citizenship.

Only original documents, or certified copies, will be accepted for proving identity.

Enrolling officers must ensure the students’ legal name has been entered into the Student Management System-Banner.

B) International Students

International Students cannot apply online. Their identity is checked on application by CIT International so only need to provide one form of photo ID when enrolling:

Current passport or
CITCard

VET Student Loans and FEE-HELP Loans are available in eligible VET Student Loans and FEE-HELP Loan courses for Australian citizens and those on Permanent Humanitarian Visas. Some New Zealand citizens may also be eligible to access these loans.

Temporary Visa holders of the following visa types, are eligible, for enrolment in Skilled Capital, Australian Apprenticeships and have access to all standard courses:

- 102 - Adoption
- 103 - Parent
- 114 - Aged dependent relative
- 117 - Orphan relative
- 124 - Distinguished talent
- 132 - Business talent
- 143 - Contributory aged parent
- 155, 157 - Resident return visa
- 186 - Employer nomination scheme
- 187 - Regional sponsored migration scheme
- 189 - Skilled independent
- 190 - Skilled nominated
- 309 - Partner (provisional)
- 445 - Dependent child
- 449 - Temporary humanitarian concern
- 491 - Skilled work regional (provisional)
- 494 - Skilled employer sponsored (provisional)
- 785 - Temporary protection
- 786 - Temporary humanitarian stay
- 790 - Safe haven enterprise
- 802 - Child
- 820 - Partner (temporary)
- 866 - Protection (XA)
- 887 - Skilled regional
- 888 - Business innovation and investment (permanent)
- 890 - Business owner
- 891 - Investor
- 892 - Sponsored business owner
- 893 - Sponsored investor
- Criminal justice stay (subclass ZB 951) visa holders who are victims of human trafficking and slavery
- A bridging visa where the substantive visa appears on the eligible visa type list (evidence of both the bridging and substantive visa must be collected)
- Refugees and asylum seekers who hold a bridging visa A, B, C or E (a current ACT Services Access Card provides acceptable evidence that an individual is an asylum seeker).

However, students on the visas listed above are not eligible for the following:

- Fee Assistance
- VET Student Loans
- FEE-HELP
- Any direct Commonwealth Funding initiative which would exclude them as per eligibility requirements.

Students on any of the visas listed below are eligible for enrolment in Skilled Capital, Australian Apprenticeships and have access to all standard courses and can access Fee Assistance or other assistance.

- 100 Partner (Migrant - this is permanent) visa - can only access Fee Assistance
- 115 - Remaining relative (permanent) - can only access Fee Assistance
- 116 - Carer (permanent) - can only access Fee Assistance
- 864 - Contributory aged parent (permanent) - can only access Fee Assistance
- 200, 201, 202, 203, 204, 866 Permanent Humanitarian visas - can access HELP Loans (for Diploma and above) and Fee Assistance (fees and course material support up to Certificate IV; and course materials only Diploma/Adv Diploma)
- 801 Partner (Permanent) visa - can only access Fee Assistance.

Students with the following visa types are ineligible to study under Standard, Skilled Capital or Australian Apprenticeships and therefore should be directed to International Services Unit:

- 173 - Contributory parent (temporary)
- 188 - Business innovation and investment (temporary)
- 300 - Prospective marriage
- 400 - Temporary work (short stay)
- 403 - Temporary work (international relations)
- 405 - Investor retirement
- 407 - Training
- 408 - Temporary activity
- 417 - Working holiday
- 445 - Dependent child (temporary)
- 457 - Temporary work (skilled)
- 461 - NZ citizen family relationship (temporary)
- 462 - Work and holiday
- 476 - Skilled recognised graduate
- 482 - Temporary skill shortage
- 485 - Temporary graduate
- 489 - Skilled regional (provisional)
- 500 - Student
- 571 - School sector
- 572 - Vocational education and training sector
- 573 - Higher education sector
- 574 - Postgraduate research sector
- 575 - Non-award sector
- 576 - Foreign affairs or defence sector
- 590 - Student guardian
- 600 - Visitor
- 601 - Electronic travel authority
- 602 - Medical treatment
- 651 - e Visitor
- 835 - Remaining relative (temporary)

- 836 - Carer (temporary)
- 838 - Aged dependent relative
- 870 - Sponsored parent (temporary)
- 884 - Contributory parent (temporary).

International students that hold the Subclass 500 visa are eligible to enrol in fee-free infection control Skill Sets under the Infection Control Training program.

These visa types are correct as at 7 April 2020. Visas are subject to change at any time by the Australian Government. Visit Skills Canberra: skills.act.gov.au/eligible_visa_holders

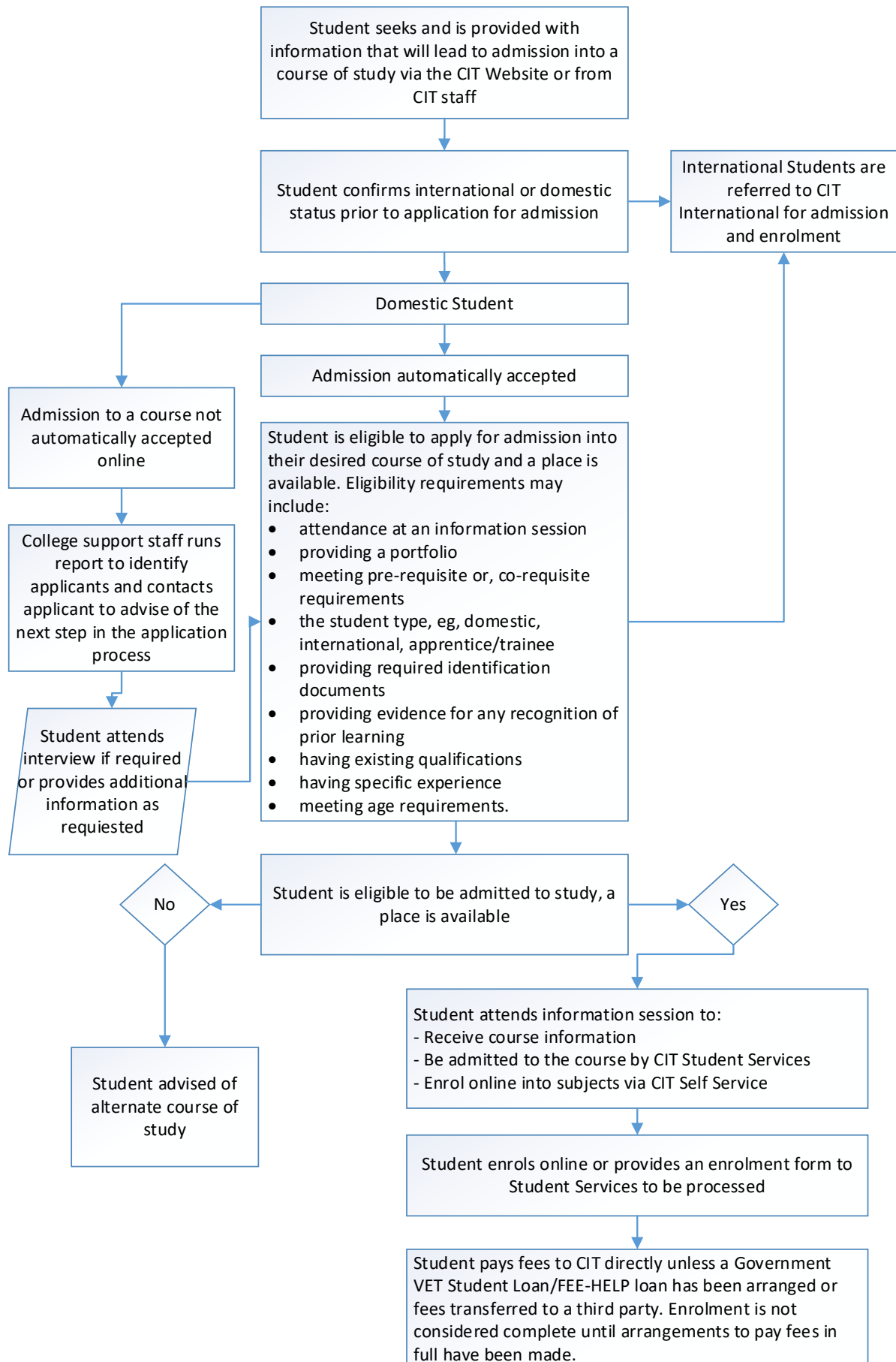
B. CONTINUING STUDENTS

A current student of CIT can be enrolled into any course by providing a current CITCard for identity purposes. However, if that 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.

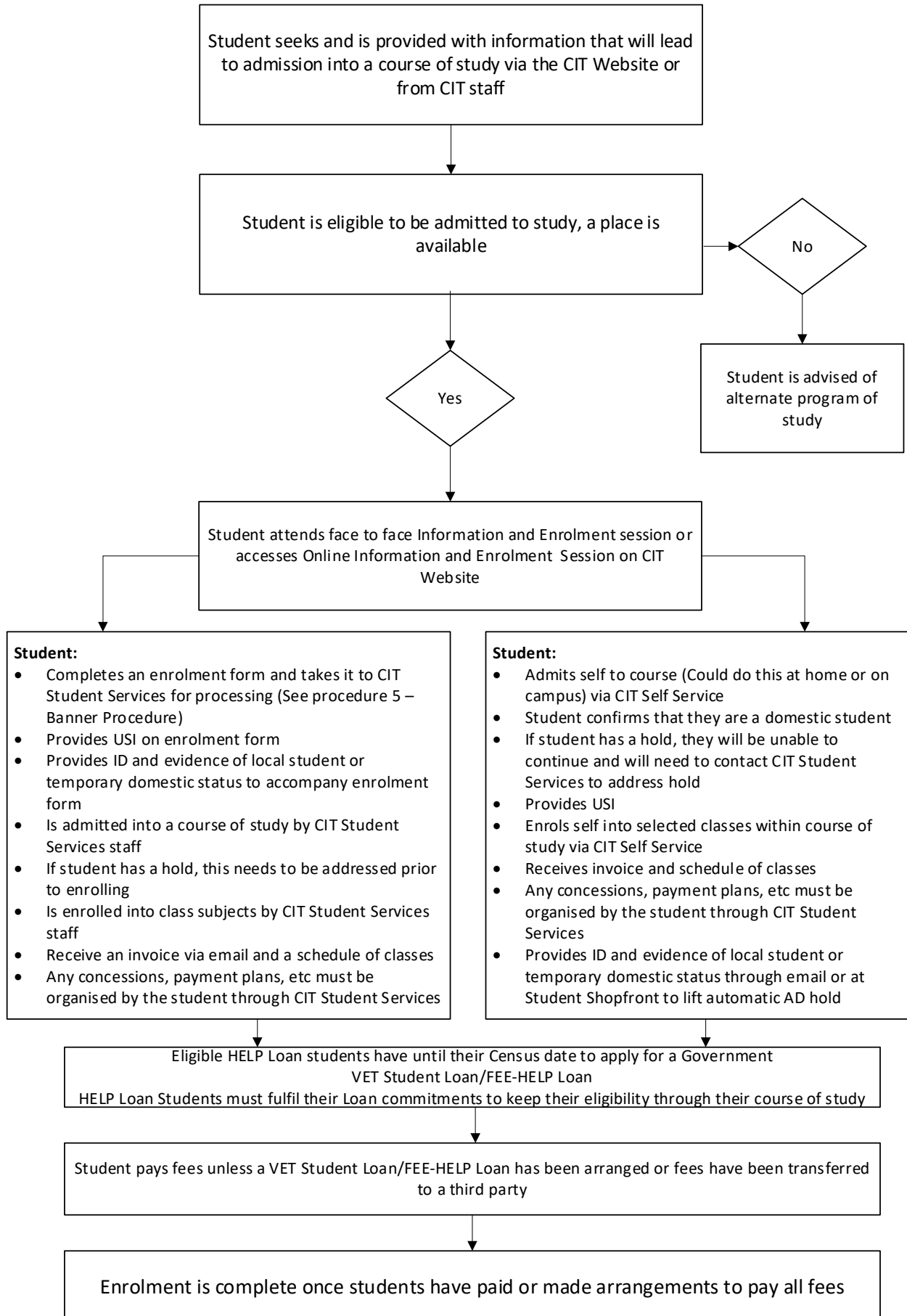
<p>Students applying and re-enrolling into any course online using CIT Self Service</p> <ul style="list-style-type: none"> • CIT ID and system PIN (A Hold may be placed on the student's account if citizenship is not confirmed in Banner for eligible HELP Loan course enrolments)
<p>Students re-enrolling into a course on paper</p> <ul style="list-style-type: none"> • Provide 1 form of photo ID listed under suggested forms of photo ID - current CITCard preferable • If not already confirmed, confirm citizenship status
<p>International Students require one form of Photo ID</p> <ul style="list-style-type: none"> • Current passport OR • Current CIT card

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

Procedure 2 – Admission to Course of Study



Procedure 3 - Enrolment via an Enrolment Session or Online



Procedure 4 - Holds

A student can receive a hold for many reasons including overdue fees, changed address, unsatisfactory student conduct and overdue library books to name a few. 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. **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 on a monthly basis 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.

Procedure 5 - USI Exemptions

1. Individuals may apply for an exemption by going to the government website at:
usi.gov.au/about/privacy-and-unique-student-identifier/individual-exemptions-students
2. Once an exemption notice is received, it should be brought in to Student Services or emailed to infoline@cit.edu.au
3. CIT must then phone the Skilling Australia Information line on 133873 to confirm exemption and to obtain a special code for use instead of the USI in AVETMISS reporting.
4. Banner is updated via GKAADIV indicating the reason for the USI exemption.
5. VET qualifications or Statements of Attainment may now be issued to the exempt individual.
6. Students who are enrolled into the following courses are not required to provide a USI
 - Non-accredited courses.

Procedure 6 – Transferring Between Qualifications

1. Transfer between qualifications should be considered on an individual basis.
2. The application to transfer should take place within 2 weeks of the commencement of classes.
3. There must be a place available in the qualification into which the student wishes to transfer and the student must meet the training qualification's entry requirements.
4. Students must have paid their qualification fees for their first qualification in full or be up to date with payment plans before a transfer can be actioned.
5. Upon completion of the qualification transfer, the student fees from the first training qualification will also be transferred.
6. International students wishing to transfer between Colleges must be referred to the International Services Unit of CIT Solutions who will take care of visa formalities and who will arrange the transfer of international student fees between Colleges.