**Higher Education - 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

## 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:

* 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

## *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.

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| **100 Points Identification Check**  Documents supplied must include at least one **primary** document, a **photo ID** and identification showing a **date of birth**. | **Points** |
| **Primary documents – must provide at least one**  Birth Certificate Citizenship Certificate  Current Australian Passport  Expired Australian Passport which has not been cancelled and was current within the preceding two years  Current passport from another country, ImmiCard, resident status or diplomatic documents (include visa documents noting Bridging documents are not accepted) | **70** |
| **Secondary documents – must have a photograph and a name.**  Current Drivers Licence issued by an Australian state or territory  Government employee ID (Australian Federal/State/Territory) | **40** |
| Proof of Identity Card  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  Identification card issued to a student at a tertiary education institution e.g. CITCard | **25** |
| **Document – must have name and address**  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 | **35** |
| **Document – must have name**  CIT Yurauna Letter  Medicare card/Centrelink Card  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 | **25** |

## *International Students*

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| **International Students cannot apply and/or enrol online. Their identity is checked on application by ISU so only need to provide one form of photo ID when enrolling:** |
| Current passport or  CITCard |

## Step 3: If enrolling into an eligible HELP Loan program, check if the student is eligible for a HELP loan

HELP Loans are available in eligible HELP Loan programs for Australian citizens and those on Permanent Humanitarian Visas. Regardless of whether the student intends to apply for a HELP Loan or not, CIT must report the student’s eligibility to the Department of Education.

## 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.

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| **Students applying and re-enrolling into any course online using CIT Self Service**  • 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) |
| **Students re-enrolling into a course on paper**   * Provide 1 form of photo ID listed under suggested forms of photo ID - current CITCard preferable * If not already confirmed, confirm citizenship status |
| **International Students require one form of Photo ID**   * 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 - Enrolment via the Application

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## Procedure 3 - Enrolment via an Enrolment Session or Online

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## Procedure 4 - Holds

A student can receive a hold for many reasons including overdue fees, changed address, unacceptable behaviour and overdue library books to name a few. Holds can also be used when a student must talk to CIT Student Support Staff/College 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

AR Accounts Receivable Hold

BD Bad debt – Write Off

CA Collection Agency Hold

CS CIT Solutions Hold

FD FRMS Debt Hold

ID Identity Hold

RM Returned Mail

IS International Student hold

LH Library Hold

OC OLSAS Conversion

PU Record tagged for deletion

FA Centre Hold

RP Enrolment Pathway needed (see procedure below)

SM Hold, refer to Systems Manager

FE Fee Exempt – Refer to SOQHOLD for reason

XP Fee exempt –invoice is forwarded to Office of the Chief Executive

UH Unique Student Identifier Hold

XD Deregistration Exempt

DR Deregistration Hold (student has been deregistered)

**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/College Directors/Senior Managers/Executive Directors and/or Chief Executive. It is used when a student must talk to a CIT Student Support Staff/College Directors/Senior Managers/Executive Directors and Chief Executive before proceeding with further study at CIT. This type of Hold prevents enrolment.

In order for staff to place this Hold on a Student Banner Account, they must –

* Ensure they have the Delegation to place the Hold on the Account or seek the approval from their Delegate.
* Create an Institute File or CRM to store any relevant information regarding the Hold being placed on a Student Banner Account. To access an Institute File staff need to contact the Records Management Unit. The files may be kept in the relevant areas of the Institute and access can then be provided to the files to relevant Delegates for these types of Holds as required.
* Contact Banner Assist to implement the Banner Hold. The Banner Hold description needs to contain the Title of a Position (not your name), the acronyms for this are provided by the Banner Assist Team, for example, Student Support Staff (SSS) and the number of the Institute File which has been created to provide background as to why a Hold has been placed on the Student Banner Account.
* 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.
* If formal complaints are made, the process should be for staff to check if an Institute File exists for the student and whether or not a RP Hold has been placed on the Student Banner Account.
* 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 on the relevant Institute File.

**Refer to Banner 8 Quick Guides:**

* Students with Holds Report (All Colleges)
* Students with Holds Report (Single College)

## Procedure 5 - Applying for a HELP Loan

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## Procedure 6 - USI Exemptions

1. Higher Education students are not included in the USI scheme.