Policy Rationale
To ensure students are enrolled into their correct pre-accredited and accredited program together with its sequence of units and costs in accordance with managerial, regulatory and funding requirements.

Policy Aims
Although the Manager has overall responsibility for the enrolment of students into courses according to regulatory requirements and Student Eligibility Criteria for a Government subsidised place, the purpose of this document is to identify the roles and responsibilities of other staff in this compliance issue.

Procedure – Accredited Courses
• Students are to complete enrolment form at reception with reception enrolling students directly into VETtrak. All required fields are to be completed to meet Student Eligibility Criteria.
• Reception will create an invoice in VETtrak for all enrolments and process the payment made upon enrolment.
• Student is then referred by reception to an induction.
• For a 3rd party payment, reception will enrol the student once a Purchase Order is received, and raise an invoice in VETtrak. When payment is received, reception will receipt the payment in VETtrak.
• If student is unable, or in difficulty paying fees, at Manager’s discretion, a Fee Waiver or Part Payment may be negotiated. If Part Payment is made the student signs acknowledgment that they will not receive a qualification until all fees are paid.
• If there is a variation to an enrolment within VETtrak Occurrence, Enrolment Variation Form is completed by reception or Manager.
• Trainers are responsible for communicating fortnightly claims of student attendance and completion data for upload by the Statistical Officer.
• If a student withdraws, the Trainer is responsible for securing a Withdrawal Form specifying the number of hours delivered in the withdrawal unit prior to withdrawal and presenting this to the Statistical Officer.
• Statistical Officer will discuss student withdraws with the Manager and update VETtrak.

Procedure – Non-Accredited Courses
• Students are to complete enrolment form at reception with reception enrolling students directly into VETtrak.
• Reception will create an invoice in VETtrak for all enrolments and process the payment made upon enrolment.
• Reception supplies the student with the relevant requirement list, if applicable.
• Facilitators are responsible for ensuring that any information or requirements associated with their course are supplied to CCAE Manager and Receptionist so that students can be informed upon enrolment.
• Once enrolment and details are recorded in VETtrak, the Enrolment form goes to the Office Administrator for filing.

Evaluation
This policy will be reviewed bi-annually