Department	Vocational Education & Training – Education Services for Overseas Students (ESOS)		Author	RTO Manager	
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MARRIOTT ACADEMY OVERSEAS STUDENT ENROLMENT PROCESS

Stage 1 The prospective student will:

(a) review course information and relevant policies and procedures accessible on the RTO's website;

(b) meet with an education agent, who will assist with completion of an enrolment application; OR

(c) complete an enrolment application, and submits the application to the RTO, including all required supporting documentation, such as a letter addressing the Genuine Temporary Entrant (GTE) Requirements; and,

(d) be notified of the outcome of their enrolment application within 10 working days of having submitted the application.

Stage 2 The student will, upon being notified that their enrolment application has been successful:

(a) Apply for a student visa.

(b) complete and submit a copy of the Marriott Academy Enrolment Offer and Acceptance Agreement;

(c) pay the required administrative and the course tuition and materials fees;

(d) at least two weeks prior to commencement of their course, arrange an interview with the RTO Student Support and Careers Manager (SSCM);

(e) complete the RTO's ACSF LLN assessments if evidence of meeting course academic entry criteria is not sufficient;

(f) be provided with an academic calendar, course timetable, and any pre-course reading materials; and,

(g) attend the Student Orientation Day for Overseas Students.

Stage 2 The RTO will:

(a) provide the student with a copy of the Marriott Academy Enrolment Offer and Acceptance Agreement;

(b) create a student administrative file and enter student details in the RTO Student Management System (SMS);

(c) process student administration and course and materials fee payment(s);

(d) on the RTO SMS, enrol the student in the nominated course and allocate the student to a class;

(e) enter required data into the Provider Registration and International Student Management System (PRISMS); and,

(f) provide the student's trainer(s) with a copy of the student's course enrolment details.

Stage 3 Where a student's ACSF LLN assessment outcomes identify area(s) where the student will require support, the SSCM shall notify the RTO Manager who will:

(a) review the student's enrolment application and supporting documents to ensure that enrolment application had been properly assessed and conditions/criteria for enrolment had been met.

(b) in consultation with the RTO SSCM, and the course trainer, determine the level and type of support the student will require, and

- a support plan shall be developed and provided to the student and all course trainers;
- the SSCM will meet with the student and inform them of the support arrangements;
- the student's progress shall be monitored and reviewed monthly by the SSCM; and,
- records of support provided shall be kept in the student's administrative file.