



Enrolment Policy

Standard 3 of the National Code of Practice 2007 ensures the obligations and rights of Sheffield College and the students are clearly set out.

1. Selection criteria and Pre-enrolment Information

Sheffield College's Selection policy outlines the selection criteria for local and international students. Students must read the Student Selection Policy and Pre-enrolment information Guide carefully. If a student is an international student, the student must also read the Refund Policy; Suspension, Cancellation and Deferral Policy, and ESOS Framework available on www.sheffield.edu.au before completing the application form to enrol at Sheffield College. Sheffield College will also supply and provide information to the student about the availability of course credit and RPL.

2. Complete and Forward Application Form

Students can complete the Application form via online at www.sheffield.edu.au or forward the application with supporting documents directly to Sheffield College by:

- Email – info@sheffield.edu.au
- Post – PO Box 3517, Rundle Mall, Adelaide South Australia 5000
- Fax: +61 8 8231 6914

Students are required to pay the application fee of AUD\$250 (non-refundable) for their application to be processed. Payment can be made through a bank draft. Application fee can also be paid by Telegraphic Transfer (TT) or Bank Transfer or direct deposit to the following account:

Account Name: Sheffield College of Technology
Commonwealth Bank of Australia
Swift Code: CTBAAU2S
BSB No: 065 005
Account No: 101 914 93

Please use the student's full name and date of birth as a reference.

Students can also make payments by Visa/Master Credit Card between 09:00am to 05:00pm at

Sheffield College
Level 1, 7 James Place
Adelaide South Australia 5000

Applications can also be made through our authorised education agents. Sheffield College's list of agents are provided on www.sheffield.edu.au

3. Letter of Offer and Confirmation of Enrolment

Sheffield College will process the student's application within 48 hours of receipt of the same. If the student meets the selection criteria, the Offer Letter will be issued to the student. The Letter of Offer will:

- Identify the course or courses in which the student is to be enrolled and any conditions of his or her entitlement
- Provide an itemised list of course money payable by student
- Provide information in relation to refunds of course money.
- Set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition
- Advise the student of his or her obligation to notify the registered provider of a change of address and contact details while enrolled in the course
- Sheffield will not accept course money from the student until the student (or the student's parent or legal guardian if the student is under 18) has signed or otherwise accepted the agreement. Sheffield may accept course money received at the same time as the verification of acceptance (for example, if a student sends a signed acceptance with an accompanying payment evidence or brings the payment along with the accepted agreement into the office).
- Provide explanation of what happens in the event of a course not being delivered.



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- A statement that this “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”. The student must indicate that he/she accepts the offer by signing on the Offer Letter and returning it to Sheffield College together with the deposit fee.

Upon receipt of the payment, Sheffield College will generate the Electronic Confirmation of Enrolment (e-COE) and send the same to the student and/or education agent by e-mail.

4. Visa Approval and Arrival in Adelaide

Once the student’s visa is approved the student can make travel arrangements to Adelaide. Upon arrival in Adelaide, students must finalise their enrolment in Sheffield by attending the scheduled Orientation session at campus that will be conducted before the commencement of their e-CoE. Students must bring their passport and certified true copies or original academic transcripts to be sighted and photocopied for our records.

5. Effect of failure to Commence Course

If a student does not commence studies in the course for which the eCoE is issued within 14 days from the commencement date indicated on the eCoE, Sheffield College will cancel the student’s eCOE as required by law.

6. Notification of Change of Address and Education Provider

Students must notify Sheffield College of any change of address or contact details within 7 days of the change.

Student must notify Sheffield College of a change of education provider within 7 days after the student receives:-

- A certificate of enrolment from the new education provider
- If no certificate of enrolment is required to be sent, or if a failure of electronic transmission has prevented an education provider from sending a certificate of enrolment, evidence that the Student has been enrolled by the new education provider.

Students failing to do so would be in breach of Student Visa condition 8533.