

Enrolment Policy

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1. Purpose

The purpose of this policy is to set out the principles underpinning enrolment at IELI.

2. Scope

This policy applies to any person seeking to study at IELI.

3. Policy

3.1 Access to IELI education

Only enrolled students of IELI are able to participate in formal English learning, have their assessment output assessed and be awarded a certificate of completion.

3.2 Enrolment process

To be an enrolled student at IELI a student needs to:

- a. agree to the Terms and Conditions of Enrolment specified by IELI.
- b. enrol in accordance with any supporting procedures.

3.3 Initiating enrolment

A student may only enrol at IELI following receipt and acceptance of an offer of admission.

3.4 Enrolment withdrawal

A student's enrolment may be withdrawn by either the student or IELI, in accordance with conditions specified by IELI in supporting procedures.

3.5 Reviews and appeals of enrolment -related decisions

A review of an enrolment-related decision by IELI may be requested in accordance with IELI's Complaints and Appeals Policy.

4. Supporting procedures

The following conditions and supporting procedures are part of this policy and provide additional detail to give practical effect to policy principles.

Terms and Conditions of Enrolment
Enrolment Procedures
Refund Procedures
International Student Transfer Procedures

5. Related policies

The following policies are relevant to students enrolled at IELI.

Behavioural Expectations Policy
Academic Honesty Policy
Attendance Policy
Management of Outstanding Debt Policy
Holiday Policy

Responsible Officer: Admissions and Compliance Coordinator

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