

PROCEDURE	RECRUITMENT AND ASSESSMENT OF INTERNATIONAL STUDENT APPLICANTS
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P-7-4	VERSION	3	ISSUE DATE	30 MARCH 2010
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	APPROVED	PRINCIPAL		

<i>Statement / Action</i>		<i>Responsibility</i>
1.	Aim	
1.1	The aim of this document is to outline the School's policy on the recruitment and assessment of full fee-paying overseas students (FFPOS)	
1.2	This is a general policy which affects all areas of Pittwater House and should be read in conjunction with marketing strategies and detailed pre-course requirements and pre-requisites.	
2.	Recruitment of FFPOS	
2.1	Responsibility for the marketing and dissemination of material about courses rests with the Principal. All recruitment is to be conducted in an ethical and responsible manner (as required by the ESOS Act, National Code Standard 3.	Principal
2.2	Offers will be based on an assessment of the extent to which the student's qualifications and proficiencies are appropriate to their selected course.	Admissions Board
3.	Assessment of Applicants	
3.1	All applicants are assessed for entry by the School's Admission Board.	Admissions Board
3.2	English assessment is to be in accordance with ESOS Act National Code para 28 and relevant Migration Regulations (this is particularly important for students from China and Vietnam – AL4 countries).	Admissions Board
4.	Offers	
4.1	Offers will be made in the prescribed manner and on the formal Letter of Offer (LOO) which is to be signed by the Business Manager (or delegate) after assessment has been made.	Business Manager / Admissions Officer
4.2	Information about the course offered and requirement for English language proficiency will be included in the LOO.	Admissions Officer
4.3	Students will be reminded of their attendance and study requirements in accordance with the ESOS Act National Code paras 29 and 30.	Admissions Officer
5.	Deferment of Enrolment	
5.1	Refer to Procedure P-7-8	Admissions Board
6.	Suspension of Enrolment	
6.1	Refer to Procedure P-7-8	Admissions Board

NOTES

- The Pittwater House Schools Ltd delivers the Foundation Year Certificate (PTW) programme under licence agreement from the University of New South Wales.
 - The Pittwater House Schools Ltd CRICOS Provider No. 00897J
 - The University of New South Wales CRICOS Provider No. 00098G