

ENROLMENT

PURPOSE:

To ensure that enrolments are conducted and recorded to meet the needs of Montessori World Educational Institute (Australia) Inc. and accreditation requirements.

SCOPE:

This process applies to every application for enrolment in training offered by the Montessori World Educational Institute (Australia) Inc.

DEFINITIONS:

Montessori World Educational Institute (Australia) Inc (hereafter referred to as the Montessori Institute)

Student -fee paying client enrolled in a Montessori Institute course of training

RELATED DOCUMENTS:

Tertiary Education Quality and Standards Agency Act 2011
Threshold Standards 2015
Education Council
Freedom Information Act 2010
Age Discrimination Act 2004
Disability Discrimination Act 1992
Racial Discrimination Act 1975
Sex Discrimination Act 1984.

Montessori Institute Code of Practice P.001
Financial Management P.003
Academic Integrity P.008
Training and Record Management P.015
Conducting Assessment P.020
Administration Handbook
Montessori Institute Enrolment Form
Montessori Institute Strategic Plan

STEP

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PROCESS

1.

Enrolment Process

Information about training delivery and assessment will be provided to each student prior to enrolment.

All enrolments will be managed at the Montessori Institute offices (Perth) and all enquires and the registration in all courses will be conducted through this office.

Fee structure including refund policy, workshop and other costs will be fully explained prior to enrolment.

The Montessori Institute has a commitment to access and equity and will not discriminate on the basis of age, disability, religion, race, sex, intersex status, gender identity and sexual orientation.

Document Control Information

Page 1 of 4

<i>Type</i>	Process	<i>Subject</i>	Enrolment		
<i>Version</i>	6	<i>Revision Dates</i>	May 2002	26/08/2010	23/04/2018
<i>Location</i>	Policy and Procedures File		18/9/2005	24/9/2014	2/10/2019
				21/6/17	

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	<p>Selection to the Graduate Diploma program is dependent upon formal assessment of the following:</p> <ol style="list-style-type: none"> 1. Discipline-specific bachelor degree or equivalent qualification relevant to at least one year of full-time study of one or more learning areas of the Australian Curriculum or other recognised areas of schooling provision. (International Degrees must be assessed by the appropriate government 'Overseas Qualifications Unit' as equivalent to an Australian Degree) 2. Response to Interview Questions (see Application Form). 3. Completion of an IELTS Academic Test (within past 2 years) is required for applicants who have an overseas qualification from a country other than Australia, New Zealand, the UK, the USA, Canada and the Republic of Ireland. An average band score of 7.5 is required in listening, speaking, reading and writing – with no score below 7 in any of the four skills areas and a score of no less than 8 in speaking and listening. The IELTS test must be an Academic Test, General Training IELTS tests are not acceptable. <p>Selection to the Diploma program is dependent upon formal assessment of applicants will require:</p> <ul style="list-style-type: none"> • Evidence of satisfactory completion of Year 12 in Australia (inc General English minimum) or evidence of one-year tertiary study in an Australian Institution. • An overseas equivalent with evidence of an English Language assessment (IELTS)* * Completion of an IELTS Academic Test (within past 2 years) is required for applicants who have an overseas qualification and English as a Second Language. A score of seven (7.0) or more in reading and writing and a score of eight (8.0) or more in speaking and listening is a prerequisite for enrolment. The IELTS test must be an Academic Test, General Training IELTS tests are not acceptable. <p>Enrolment documents are sent to prospective student and details noted so that future information in relation to workshops can be mailed.</p>
2.	<p>Enrolment</p> <p>Upon receipt of enrolment application:</p> <ul style="list-style-type: none"> • Check that application form and other documents [e.g. Consent Form (Freedom of Information)] are fully completed, signed and dated • Verify acceptable 'level of education' and/or literacy assessment • Receipt Money • Enter student details on student register and record card • Establish a folder in 'Student' section of filing system for the student to house application form and supporting documentation, correspondence, records of completion of course requirements • Enter student details on the Student Management System • Assign student to tutor for marking assignments • Prepare appropriate course material and send to student • Add student to 'mail out' lists
4.	<p>Advise Tutor</p> <p>Send to tutor:</p> <ul style="list-style-type: none"> • Copy of student's application form • Student Study Plan/Record form • Tutor's claim form

Document Control Information

Page 2 of 4

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5	<p>Non Acceptance into a nominated course</p> <p>If a student does not meet the entry requirements or the response to interview questions is unsatisfactory to enrol in the nominated course:</p> <ul style="list-style-type: none"> ▪ Refer enrolment application to National Director ▪ If the Montessori Institute cannot accept the enrolment into the nominated course, offer student enrolment into one of the lesser courses as a pathway to future learning.
6	<p>Refunds</p> <p>Please see Refund policy</p>
7.	<p>Cancellation of Enrolment</p> <p>Students who are found to have breached the Academic Integrity Policy or Montessori Institute Code of Practice may have any one or a combination of the following penalties imposed against her/him.</p> <ul style="list-style-type: none"> • Cancellation or deprivation of credit for any examination or other academic work, which will entail a FAIL grade being assigned to a student's academic record; • Suspension of all or any of a student's rights and privileges including, <ul style="list-style-type: none"> ◦ suspension from attending lectures and workshops ◦ suspension from attendance at or exclusion from any examination; ◦ exclusion from Montessori Institute Courses for a specified period ◦ refusal of re-enrolment as a student <p>Students under investigation for academic misconduct or other breaches of discipline will not be eligible to graduate until the matter is resolved.</p> <p>Appeals against decisions can be made in accordance with 'Assessment Appeals'. Details of appeals will be recorded in the Appeals Register.</p>
9.	<p>Extension or Deferral of Course</p> <p>Students must be enrolled in at least ONE module per semester to maintain active enrolment in the course.</p> <p>Modules have end dates each Semester after which, if work is not completed, will be recorded as a fail. Students will need to re-enrol and pay the Module fee again. Any work completed to a satisfactory standard before this time, may be credited upon re-enrolment. A pass mark of 65% is required for all modules, assessments and examinations.</p> <p>In some circumstances, enrolled students are able to request in writing an extension or deferral of up to one (1) year of the course duration.</p> <p>If further extension of the course is required, fees will be charged per outstanding modules.</p> <p>* Note: Students will be required to re-attend any workshops not attended within the last four years.</p>

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Page 3 of 4

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AUTHORISED BY: Board of Management Chairman: Ineke Oliver 02/10/2019 <i>Ineke Oliver</i>	ISSUED BY: National Director <i>R. Stevens</i>
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Document Control Information

Page 4 of 4

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