ADMISSIONS ACCEPTANCE AND CONFIRMATION OF ENROLMENT GENERATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1   Procedure

Responsible		Procedure Steps			W/I
	1	**Offer accepted**			
Admissions Staff		**1.1**	Receive acceptance and payment or financial guarantee and forward email to finance.		
			1.1.1	**Incomplete response**	
				1.1.1.1 If no proof of payment has been received, email the applicant requesting payment evidence.	
				1.1.1.2 If all conditions have not been met, email the applicant requesting proof.	
Admissions Staff		**1.2**	Change status in Studylink when payment evidence/financial guarantee (FG) is received to: Process Acceptance.		
Admissions Staff		**1.3**	Verify conditions in Studylink when conditions have been met.		
	2	**Confirmation of Enrolment (CoE) required**			
Admissions Staff		**2.1**	Check if the applicant has had a previous CoE.		
			2.1.1	If yes, add variation to existing CoE.	
			2.1.2	If no, create new CoE in PRISMS.	
		2.2	If the student is a minor, create a Confirmation of Appropriate Accommodation/Welfare (CAAW) if a parent or suitable relative has not been nominated to provide for the welfare of the student. (Any University program CAAW needs to be signed by the partner University).		
		2.3	If required, contact the applicant to request release approval		
Agent/Student		**2.4**	Send release approval if requested.		
Admissions Staff		**2.5**	Convert the CoE (and CAAW if applicable) to a PDF and save in the student's electronic file.		
			2.5.1	If other CoEs are required repeat steps 1.1 to 2.6.	
	3	**Issuing CoEs**			

Responsible	Procedure Steps			W/I
Admissions Staff		**3.1**	Update Studylink with CoE details and change status to Acceptance Successful pending visa. When student's visa is granted later, update Studylink status toReady to Enrol.	
		3.2	Send COEs with related documents to the agent/applicant and partner University as required.	

D.2   Supporting Documentation

Related material	Location
None	

Form templates	Location
None	

Records (including completed forms)	Location
Offer Acceptance	Student electronic file
Confirmation of Appropriate Accommodation and Welfare	Student electronic file
Confirmation of Enrolment	Student electronic file; PRISMS

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Current Version Number	3.1
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Privilege Level	Public