

## Education Agents Check List

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Once the student has selected a study plan, they must fill out a college enrolment form. Please ensure that **all** requested information is provided, including their visa details.

After the student has filled out the enrolment form and is aware of the terms of their enrolment, they need to **sign their enrolment form**. Upon request, please ensure that the student has access to a copy of their enrolment form. The college will not be able to process enrolment forms unless the student has signed their form.

The original or a clear copy of the form should then be sent directly to our Student Services officer so the enrolment may be processed.

Once the college receives the form, we will enrol the student in the course of their choice and provide the Agency with an 'Agent Invoice', 'Student Invoice' and a 'Letter of Confirmation'. Please ensure that students are aware that some courses have a minimum entry requirement. This information can be found on our '**Courses**' page.

Should your client need to apply for a 'Student Visa' please ensure they are counselled on the regulations accompanying this type of visa. Student Visa students need to pay their course fees in full (or a minimum of 25% of their tuition fees) at time of enrolment, or prior to receiving their confirmation from the college, for immigration purposes.

For student visa students, the college will also include their **Health Cover** on their invoice, unless otherwise advised.

Students may apply for other services provided by the college such as **Airport pick up** and **Accommodation**. Please provide the college with as much information as possible; this will assist the college in meeting the student's requests.

All Students must pay all course fees prior to starting their course at the college, unless a payment plan has been worked out at time of enrolment. If a student's fees have not been received in full before the student graduates, the college reserves the right to withhold all academic statements and certificates etc.

**An Orientation Programme** will be included on the first day of the course. Students should bring their passport and a passport size photo for their student identification card.

### **CHECKLIST FOR ENROLMENTS:**

- ✓ Student is aware of all college terms and conditions.
- ✓ Student has provided all requested information on their enrolment form
- ✓ Student has stated their visa details
- ✓ Student has stated whether they require any other services provided by the college
- ✓ Student has signed the enrolment form
- ✓ Signed Enrolment form has been sent to the college
- ✓ Student has paid fees at time of enrolment or has arranged to pay prior to course commencement.