



EYNESBURY
COLLEGE

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.	
		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 actual funds 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 Approve internally if able to do so, if not send for external approval.	
		2.3 If the student is a minor create a CAAW if a parent or suitable relative has not been nominated to provide for the welfare of the student.	
		2.4 If required, contact the applicant to request a release letter.	
Student	2.5	Send release letter if requested.	
Admissions Staff	2.6	Convert the CoE (and CAAW if applicable) to a PDF and save in the student's electronic file.	
		2.6.1 If other CoEs are required repeat steps 1.1 to 1.6.	
	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 to Accepted.	
	3.2	Send COEs with related documents to the applicant and cc any other person or institution 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	2.0
Date of Effect	5/2019
Privilege Level	Public