

## Local Student Enrolment Procedure

In order to enroll at Abbey College Australia, you need to follow a number of steps:

### **STEP ONE:**

#### ***Select a course***

Information on our courses is displayed on our website. If you require additional information regarding a particular course, please email or call Abbey College Australia with your request. We will send you the information (via email) within five working days.

### **STEP TWO:**

#### ***Download the Local Student Enrolment Kit***

Once you have chosen the course in which you would like to enroll, download the "Local Student Enrolment kit" from our website [www.abbeycollege.com.au](http://www.abbeycollege.com.au)

It is very important that you supply all required information. This will ensure that your application is not delayed by requests for further information, at a later stage in the application process.

Local student enrolment kit contains:

- QFRM05\_Training Enrolment Form
- QDOC04\_Participant Hand book
- QPR013\_Procedure for RPL, RCC & Other RTO Qualifications .doc
- QFRM79 – Student Appeal Form
- QFRM101 – Letter of Withdraw
- QFRM31 – Student Grievance Reporting and Action Form
- QFRM75 – Student Request for Refund of Fees

Please review the information contained within the information pack carefully. If you feel that you are eligible for Recognition of Prior Learning (RPL), you may apply for it at this stage. Information regarding the procedure for applying for RPL, and the forms for doing so, is contained within the information pack.

### **STEP THREE:**

#### ***Send us your application***

Please remember to provide the following:

- Enrolment Form
- Details of previous qualifications (If any)
- Administration Fee information: You may be eligible for exemption, please contact us check fee requirement stated in the course description for the course you want to enrol)
  - i. Date of payment
  - ii. Method of payment and copy of transaction



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**STEP FOUR:**  
***Letter of Offer***

Upon receiving your application, Abbey College Australia will send you a Letter of Offer, along with a receipt of payment for your administration fee.

**STEP FIVE:**  
***Acceptance of Offer***

You must now reply to the Letter of Offer.

**STEP SIX:**  
**Attend the orientation session and payment of administration fee**

- Please bring
  - Your letter of offer and attend the orientation session and
  - Receipt of payment for Course Enrolment or evidence of exemption

Reference:

[QCK011 – Student Induction Checklist](#)

[QPR019 – On Site Student Induction](#)