

ESOS Act Compliance Framework Policy

1. Purpose

The purpose of this policy is to outline how the Institute complies with the Commonwealth legislative regulatory framework for delivery of quality educational programs delivered to onshore international students under the:

- *ESOS Act 2000*;
- the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (“National Code”);
- the *ESOS Regulations 2001*;
- the *ESOS (Registration Charges) Act 1997*; and
- the *Education Services for Overseas Students (TPS Levies) Act 2012*.

2. Scope

The *ESOS Act 2000* and this policy apply to all onshore international students holding a student visa and studying at the Institute, but does not apply to DFAT student visa holders.

3. Definitions

Term	Definition
ESOS Act 2000	Education Services for Overseas Students Act 2000
onshore international student	A person holding an Australian student visa and is defined as an “Overseas Student” in the ESOS Act.

4. Policy Statement

The Institute has developed policies and procedures under this policy framework to provide direction to assist compliance by the Institute with its legislative requirements under the ESOS Act 2000, in accordance with the National Code and its standards-

Standard 1 – Marketing Information and Practices

Marketing Policy and Procedure
Industry Internship Policy and Procedure

Standard 2- Recruitment of an overseas student

Admissions Policy and Procedure

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05 March 2020
12 March 2020
27 March 2020
27 March 2020
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Credit Point Policy
Credit Transfer and Recognition of Prior Learning Policy and Procedure
Course Entry Requirements Guidelines by Country
Sample Letter of Offer (International)
International Student Offer Acceptance Form
Terms and Conditions of Enrolment
International Student Refund Policy and Procedure

Standard 3- Formalisation of enrolment and written agreements

International Student Refund Policy and Procedure
Terms and Conditions of Enrolment
Overseas Student Agreement including Letter of Offer and Acceptance Agreement
(Overseas Student)
International Student Offer Acceptance Form
Privacy Policy and Statement MIT Students
Statement of Financial Standing

Standard 4- Education Agents

Agents Appointment Monitoring Management and Termination Policy and Procedure
Sample Agents Agreement

Standard 5- Younger overseas students

Not applicable

Standard 6- Student Support Services

Critical Incident Policy and Procedure
Trimester 1, 2018 International Orientation Program for MIT Melbourne campus
Trimester 1, 2018 International Orientation Program for MIT Sydney campus
MIT Student Complaints and Grievances Policy and Procedure
Student Handbook
Records Management Policy and Procedure

Standard 7- Overseas student transfer

Student Transfer Policy and Procedure
Enrolment Policy and Procedure
InSPIRE (Improving Student Performance thru Intervention and Risk Evaluation) Program.

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Academic Progress Policy and Procedure

Standard 8 – Overseas student visa requirements

ELICOS Policy and Procedure (Attendance)

Academic Progress Policy and Procedure

Academic Appeal Policy and Procedure

Enrolment Policy and Procedure

InSPIRE (Improving Student Performance thru Intervention and Risk Evaluation) Program.

Standard 9- Deferring, suspending or cancelling of a Student’s Enrolment (ESOS Specific)

Enrolment Policy and Procedure

International Student Refund Policy and Procedure

Terms and Conditions of Enrolment

Student General Misconduct Policy and Procedure

ELICOS Policy and Procedure (Attendance)

Academic Progress Policy and Procedure

Sample exclusion letter

Flowchart of Academic Progress procedure

MIT Student Complaints and Grievances Policy and Procedure

Plagiarism and Academic Misconduct Policy and Procedure

Standard 10- Complaints and Appeals

Academic Appeals Policy and Procedure

Student Complaints and Grievances Policy and Procedure

Standard 11- Additional requirements

Not applicable

6. Responsibilities

6.1 The Institute is responsible for ESOS compliance.

6.2 The Academic Registrar is responsible for the oversight of this policy.

7. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

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- Announcement on the Institute’s website.

Supporting documents and References

Government legislation:

- ESOS ACT 2000.
- ESOS Regulations 2001.
- The ESOS (Registration Charges) Act 1997.
- The ESOS (TPS Levies) Act 2012
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code).

MIT Policies and Procedures

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