

ESOS LEGISLATIVE FRAMEWORK

Policy number: 14.02

Authorised by: Director, Trison Business College

Introduction date: 3/6/08

Last revision date: 15/3/10

Policy Statement

As a provider of education services to International Students, Trison Business College is regulated by the Education Services for Overseas Students legislative framework. This framework protects Australia's reputation for delivering quality education services and the interests of overseas students, by setting minimum standards and providing tuition and financial assurance.

The ESOS legislative framework comprises:

- Education Services for Overseas Students (ESOS) Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code) 2007
- Education Services for Overseas Students (Registration Charges) Act 1997
- ESOS Assurance Fund Act

Policy Guidelines

1. Staff members who provide services to international students are required to have a knowledge and understanding of the ESOS legislative framework.
2. The Director is responsible for ensuring that all staff who deal with international students are aware of staff and student responsibilities under the ESOS legislative framework.
3. Potential students must be provided with current and accurate course information prior to enrolling. In addition, students must be provided with information regarding student support services, course credit, deferring/suspending or cancelling an enrolment, monitoring course progress and complaints and appeals processes.
4. Information about the ESOS legislative framework is to be made available to potential students via Trison Business College's website.
5. A written agreement is to be provided to students prior to course commencement and before or as course fees are paid. This written agreement must stipulate the services to be provided, fees payable and information about refunds of course money. A signed acknowledgement must be received from a student prior to commencing the course, acknowledging that they accept the terms outlined in the written agreement.
6. Trison Business College will not accept an enrolment from an international student who is already studying with another provider, unless the student has been studying with the provider for longer than 6 months, or the provider provides a Letter of Release to the student.