Admission and Enrolment Procedures

Associated Policy

These procedures have been developed in conjunction with the Admission and Enrolment Policy.

Contents

3 - Identification Documents (ID) Checking

A. NEW STUDENTS TO CIT

Step 1: Determine whether the student is “Domestic” or “International” or “Eligible non-domestic”

-(i) A student is considered domestic if they can provide one of the following:

- notification of business (Australian Apprentices only) – student will still be required to show ID for actual citizenship.
- any one of the citizenship or residency documents listed in the table below under Primary documents. *This also includes current passport from another country.

Students unable to provide evidence that confirms them as a domestic student should be referred to CIT International. International students cannot be enrolled without first applying through CIT International, where their identity will be checked. Refer to Step 2 Section B for details of identity check requirement for International Students. Exceptions to this are full-fee courses of two days or less duration.

A student is considered to be ‘eligible non-domestic’ where they are on an eligible visa/bridging visa listed on the Skills Canberra website at https://www.act.gov.au/skills/students/australian-apprenticeships/eligible-visa-holders

Step 2: Confirm the identity of the enrolling student

A) Domestic Students

All new domestic students must confirm their identity and eligibility by providing 100 points of ID (which can include ID already provided in Step 1 above) including:

- At least one form of photo ID,
- At least one form showing a date of birth,
- At least one form of ID proving citizenship.

Only original documents, or certified copies, will be accepted for proving identity.

Enrolling officers must ensure the students’ legal name has been entered into the Student Management System-Banner.

100 Points Identification Check – update to current listing

Documents supplied must include at least one **primary** up

Secondary documents – must have a photograph and a name.	
Current Drivers Licence issued by an Australian state or territory Government employee ID (Australian Federal/State/Territory) Proof of Identity Card High School or College ID Card Working with 650.18 0 Td[(wi)-5.3 0 0 10.56 114.96 669318 Tm[(W)0.8 (o)10.2 (r)0.6 (k)-1.7 (i)0.7 (50-10.6 (e)-12.7 (r)-29.5 (r	40

VET Student Loans and FEE-HELP Loans are available in eligible VET Student Loans and FEE-HELP Loan
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4 – Holds

A student can receive a hold for many reasons including overdue fees, changed address, unacceptable behaviour and overdue library books to name a few. Holds can also be used when a student must talk to CIT Student Support Staff/Directors/Senior Managers/Executive Directors or the Chief Executive before proceeding with further study at CIT or when confirmation of details is required.

Depending on the type of hold that is applied to a student's account, the hold can:

- Stop registration into a CRN
- Stop access to Transcripts
- Stop the student's participation in Graduation
- Stop any 'Additional' fees from being applied to the student's account
- Stop the viewing of grades by the student using CIT Self Service

The following Banner Holds can be placed on student records. Contact the Banner team for more information.

Code	Description
AC	Accommodation
AD	Application-Ident-i.2 (a)5Rppdm

[illegible]

Before staff can place this Hold on a Student Account in Banner or remove it, they must address the following –

1. **Delegation**
   Ensure they have the Delegation to place the Hold on the Account or remove it or seek approval from their Delegate.

2. **TRIM Record**
   Create an Institute File via TRIM to store any relevant information regarding the Hold being placed on a Student Account. The file must be created to ensure any relevant parties, such as, the Executive, Audit and Review, Director Student Services, Manager Student Support, Directors can access the information. Store any ongoing relevant documentation in this file.

3. **Enrolment**
   Contact Banner Assist to place the Hold on the student account. The Hold description needs to contain the Title of a Position (no names), the acronyms for this are provided by the Banner Assist Team, for example, Student Support Staff (SSS) and the number of the TRIM File which has been created to provide background as to why the Hold has been placed on the Student Account.

4. **eLearn**
   Contact eLearn help desk to advise of the Hold placement or removal.

5. **Reid Carpark**
   Contact Student Services to remove Reid Carpark access or reinstate it.

6. **Room/After Hours Access**
   Contact the Estate Office to remove room and after-hours access or replace it.

7. **CRM**
   Note placed in the Client Relationship Management (CRM) system to advise the RP Hold status on the Student Record in Banner, noting the TRIM container number for reference.

8. **Records**
   Save all relevant information in the Institute File via TRIM.

9. **Banner Reports**
   A report for these types of Holds needs to be run on a monthly basis to maintain an up to date register for areas such as CIT Student Services, Student Support areas and the Executive Staff Support.

10. **Complaints**
    If formal complaints are made, the process should be for staff to check if an Institute File exists in TRIM or a note in the CRM for the student and whether or not an RP Hold has been placed on the Student Account or removed.

11. **Remove Hold**
    Only staff with the relevant Delegation can authorise Banner Assist to remove an RP Hold. If the Hold is removed, an explanation as to why the Hold has been removed is to be recorded via the relevant systems above and within the relevant TRIM Institute File.

12. **Communication**

SMS.