

The domestic entry procedures for courses offered by Design Schools Australia Pty Ltd trading as Sydney Design School are listed below. Sydney Design School will assess each applicant in an equal and fair manner and have open, fair and transparent procedures that will be followed.

We highly recommend that before completing an enrolment application, a prospective student attend either an 'online' or 'on-campus' Information Session or Open Day. These free events are designed to inform a prospective student on our courses, content, prices, payment options, assessments, general information, and other services that Sydney Design School offers once you become part of the SDS Student Community. It is also an opportunity to chat with a Course Advisor before proceeding to the next step. Dates for these events are visible and open to registrations on the website [www.sydneydesignschool.com.au](http://www.sydneydesignschool.com.au)

Once you have determined the appropriate course for yourself having either spoken with a Course Advisor or attended an Information Session or Open Day you can complete an electronic enrolment application and submit through the website [www.sydneydesignschool.com.au](http://www.sydneydesignschool.com.au)

Please note if you are under the age of 18 then you must have a parent or guardian sign the enrolment application form prior to submitting.

### **Diploma of Interior Design (MSF50218) and Advanced Diploma of Interior Design (MSF60118)**

This procedure ensures that we assess genuine students, academic suitability, and eligibility requirements for applicants considering VET Student Loans.

When an electronic application for enrolment in either of the above courses is received, a Course Advisor will contact the applicant within 5 business days to arrange a one-on-one informal interview either via Zoom or on-campus. Applicants under the age of 18 will be required to attend with a parent or guardian. No deposit is required for these two accredited courses.

At the interview the Course Advisor will ensure the following:

- (a) That the student understands that they will need to be reasonably engaged in the course
- (b) That the student has knowledge of the course requirements, cost and duration
- (c) That the student understands the course assessment activities that must be satisfied to meet ongoing course progression requirements and successful completion of the course
- (d) That the student has provided up-to-date contact details and understands that these may be shared with the Department of Education if VET Student Loans is applied for
- (e) That if the student is enrolled in another course at the same time, that the study loads can be achieved in both courses
- (f) That a student understands the eligibility requirements for a VET Student Loan including academic suitability and will be able to supply the required evidence
- (g) That a student will not be able to apply for VET Student Loans if eligible, until 2 business days after enrolment
- (h) That the application for VET Student Loans must be made before the census date
- (i) That if you are under the age of 18, the VET Student Loan application will require a parent or guardian signature
- (j) That if eligible for VET Student Loans, a prospective student will be required to read the VET Student Loans Information Booklet for Students before applying
- (k) That a student understands the process of applying for a VET Student Loan through the eCAF system

- (l) That a student understands the eligibility requirements for VET Student Loans including the meaning of Census Date, Covered Fees, Non-Covered Fees, Loan Fee, Annual Cap Limit and Lifetime Limit
- (m) That a student understands that a VET Student Loan will give rise to a VETSL debt that continues to be a debt to the Commonwealth until it is repaid
- (n) That a student understands that a VETSL debt will be repaid through the tax system at the current rates for that financial year and will be indexed annually
- (o) That a student understands the VSL documentation provided by Sydney Design School in accordance with the VSL Provider requirements such as VET Fee Schedule, VET Student Loan Fee Notice, Commonwealth Assistance Notice (CAN) and Statement of Covered Fees
- (p) That a student understands the ongoing program requirements under VET Student Loans including the procedures for withdrawal, deferral and grievances or complaints
- (q) That a student is aware of the procedures relating to handling of personal information and Re-Crediting HELP balances
- (r) That a student is aware of the Tuition Protection Scheme that Sydney Design School participates in to ensure tuition fees are protected in the event we are unable to or cease to provide a VET course of study enrolled by the student

**Academic Suitability for VET Student Loan Applicants**

To meet Academic Suitability a student must:

- (a) provide a copy of a Senior Secondary Certificate of Education that has been awarded to the student by an agency or authority of a State or Territory for the student's completion of year 12; or
- (b) provide a copy of a diploma that has been awarded to the student for the student's completion of the International Baccalaureate Diploma Programme; or
- (c) assess the student as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy using an assessment tool (we use CSPA LLN assessment tools) or
- (d) the student provides a copy of a certificate (however described) that the student has been awarded a qualification, either:
  - i. at level 4 or above in the Australian Qualifications Framework or at a level in a framework that preceded the Australian Qualifications Framework that is equivalent to level 4 or above in the Australian Qualifications Framework; or
  - ii. that has been assessed by a Federal, State or Territory government agency which assesses overseas qualifications (or an organisation contracted by such an agency to undertake such assessments) as equivalent or comparable to a qualification
  - iii. the course for the qualification was delivered in English.

If a student is required to prove competence in reading and numeracy, then Sydney Design School will notify the student as soon as practicable of the results of the LLN assessment and notify the secretary in accordance with Section 81 of the VSL Rules. Reading and numeracy assessments will be conducted at the premises of Sydney Design School and will be conducted with honesty and integrity in accordance with Section 82 of the VSL Rules.

**Citizenship/Residency Suitability for VET Student Loan Applicants**

To meet citizenship/residency suitability, a student must provide documentation to prove their status as:

- An Australian citizen; or
- A permanent humanitarian visa holder, who is usually resident in Australia; or
- A qualifying New Zealand citizen.

Part of the VET Student Loan application process requires us to collect and verify the information provided in relation to your application. You will need to provide evidence of your identity and date of birth. This can be provided by supplying a certified copy of your passport or birth certificate. We have qualified team members on campus who are authorised to witness and certify original documents that you bring to the interview.

If you are under 18 years of age and unable to have a parent or guardian sign the VET Student Loan application, you may be able to meet the required criteria under Section 85 (2) (b) (ii) if you have received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that you are independent (within the meaning of Part 2.11 of that Act). If you have applied for, but not been issued with a tax file number, you may use a certificate from the Commissioner that shows you have applied for a tax file number.

**Steps after the interview**

1. Once the interview is completed and we have all the required documentation we will issue a “Letter of Offer” for your selected course via email.
2. You will have 14 days to sign and accept the offer and return to us by email. If a student is under the age of 18, the letter must be signed by both the student and a parent or guardian. A place in the course is held for you during this 14-day period, but should the signed letter not be returned during this timeframe then a place in the course cannot be guaranteed and will be based on availability at the time the signed acceptance letter is returned.
3. Following receipt of the signed acceptance we will email confirmation of your enrolment details and issue your instalment plan and Design Kit invoice. Your instalment payments commence after the course has started and the Design Kit invoice will be due approximately two weeks prior to the start of the course.
4. Your details and instalment payments will be entered into the Ezidebit system, and you will receive an email out of Ezidebit requesting you enter your chosen payment method (card or bank account details). Once entered, your instalments will be direct debited from your chosen payment method in accordance with your instalment plan issued or on the following business day if an instalment due date falls on a weekend.
5. If you selected VET Student Loans as a payment option, we would enter your details into the eCAF system which will generate the VSL application. You will receive an email where you will need to create an eCAF password and enter the remaining details required to process your request. An eCAF application can only be commenced a minimum of 2 days after the enrolment application is received.
6. One week prior to the start of your course, you will be given access to a pre-course induction prior to Orientation which takes place on the first day of the course. Instructions and login details will be sent to you by email, and you will be required to log in to the school portal, the eCampus.
7. After the course has commenced, your details will be entered into our marketing system, Active Campaign, with the status of a current student so that you receive future communication sent to the SDS Student Community.

**Certificate IV in Interior Decoration (MSF40118)**

When an electronic enrolment form for the above course is submitted, students will be directed to PayPal to make payment of the deposit or course fees. Please note there will be a 2% PayPal fee added to the tuition amount. If you do not have a PayPal account, you can continue as a “guest” and enter your credit card details. If an alternative payment method is required, the student can submit the enrolment form and contact the School to have an invoice issued and make payment by bank transfer. Credit/debit card payments can only be accepted over the phone if the student first emails a copy of a photo ID along with a photo of the credit/debit card (showing only the last 4 digits) to be used. The name on the card must match the photo ID and the student’s enrolment details. Please note there will be a 1% Credit Card fee incurred.

After the enrolment form and payment are received:

1. We will process your enrolment and send email confirmation of your course details within 5 business days.
2. We will email a receipt for your deposit/course payment and an instalment plan for the balance of course fees which will commence after the course has started.
3. We will email a Design Kit invoice and instructions for payment. The Design Kit invoice will be due approximately two weeks prior to the start of the course.
4. Your details and instalment payments will be entered into the Ezidebit system, and you will receive an email out of Ezidebit requesting you to enter your chosen payment method (card or bank account details). Once entered, your instalments will be direct debited from your chosen payment method in accordance with your instalment plan issued or on the following business day if an instalment due date falls on a weekend.
5. One week prior to the start of your course, you will be given access to a pre-course induction prior to Orientation which takes place on the first day of the course. Instructions and login details will be sent to you by email, and you will be required to log in to the school portal, the eCampus.
6. After the course has commenced, your details will be entered into our marketing system, Active Campaign, with the status of a current student so that you receive future communication sent to the SDS Student Community.

**Accredited Short Courses**

We offer the following accredited short courses:

- Interior Communication
- AutoCAD and Interior Construction
- SketchUp for Designers
- Revit for Designers

The student entry procedure is as per the Certificate IV in Interior Decoration (MSF40118) above, but as there is no Design Kit required there will be no Design Kit invoice.

**Non-accredited short courses/workshops**

When an electronic enrolment form for the above course is submitted, students will be directed to PayPal to make payment of the scheduled fee. If an alternative payment method is required, the student can submit the enrolment form and contact the School to have an invoice issued and then make payment by bank transfer.

Credit/debit card payments can only be accepted over the phone if the student first emails a copy of a photo ID along with a photo of the credit/debit card (showing only the last 4 digits) to be used. The name on the card must match the photo ID and the student's enrolment details. Please note there will be a 1% Credit Card fee incurred.

After the enrolment form and payment are received, we will process your enrolment and send email confirmation of your course details and include a receipt for your course payment.

### **Publication**

This policy and procedure is published on the Design Schools Australia Pty Ltd trading as Sydney Design School's website to ensure students have up-to-date and accurate information publicly available to them.

Version 1: 16 September 2011

Version 2: 25 February 2014

Version 3: 17 July 2019

Version 4: 3 November 2022