



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES



International Student Admission Addendum

The Institute of International Studies Pty Ltd

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1. Purpose

This Addendum outlines additional responsibilities, procedures, and compliance measures specific to international student admissions at TIIS, ensuring alignment with the Education Services for Overseas Students (ESOS) Act 2000, National Code 2018, and Department of Home Affairs (DHA) visa requirements. It supplements the TIIS Admissions Policy and applies to all prospective and enrolled overseas students on a student visa.

2. Scope

This Addendum applies to:

- International student applicants
- TIIS admissions, compliance, and marketing staff
- Agents and third-party providers
- Staff responsible for PRISMS enrolment and reporting

3. Compliance Framework

Legislation/Standard	Relevant Area
ESOS Act 2000	Protection of international students
National Code 2018	Standards 1, 2, 8
Migration Regulations 1994	Visa subclass 500 compliance
PRISMS	Student enrolment, variation, and reporting

4. Key Principles and Compliance Requirements

4.1 Accurate Marketing and Recruitment (Standard 1)

TIIS ensures that all marketing to international students is:

- Accurate, transparent, and not misleading.
- Clearly states that TIIS is a CRICOS-registered provider and includes the CRICOS provider number.
- Discloses course duration, entry requirements, mode of delivery, fees, and campus locations.
- Avoids false promises of migration outcomes or guaranteed employment.

4.2 Recruitment and Genuine Temporary Entrant (GTE) Assessment (Standard 2)

Admissions staff must:

- Assess the applicant's GTE status according to Department of Home Affairs (DHA) guidance.
- Review all documentary evidence including academic transcripts, English proficiency results, and financial capacity.
- Record rationale for GTE assessment outcomes in the student's admission file.

Agents must:

- Follow TIIS guidelines and sign the Agent Agreement.
- Ensure student applications are complete and comply with all visa and GTE requirements.

Admission Conditions May Include:

- Minimum IELTS 6.0 or equivalent
- Completion of Year 12 or equivalent overseas qualification
- Successful GTE interview or written statement

4.3 Offer Letters and Student Agreements

TIIS provides each applicant with:

- A Letter of Offer including detailed fee structures and refund policies
- A Written Student Agreement, in accordance with National Code Standard 3, covering:
 - Course details and CRICOS code
 - Start date, duration, and delivery mode
 - Provider obligations
 - Tuition fees and refund policy
 - Student obligations and visa conditions

5. PRISMS Processing and Student Visa Compliance (Standard 8)

5.1 COE Issuance via PRISMS

TIIS will only issue a Confirmation of Enrolment (CoE) after:

- Verifying GTE and Genuine Student (GS) status
- Receiving signed student agreement and initial tuition fee payment
- Ensuring visa eligibility and accurate PRISMS data entry

5.2 Reporting Requirements via PRISMS

TIIS must report to PRISMS within **14 days** on the following:

- Student non-commencement
- Deferral, suspension, or withdrawal
- Breach of visa conditions (e.g., unsatisfactory course progress or attendance)
- Changes to course load, duration, or location

5.3 Visa Conditions

TIIS must monitor and ensure students comply with:

- Visa Condition **8202**: Maintain enrolment in a registered full-time course
- Visa Condition **8501**: Maintain adequate health insurance (OSHC)
- Visa Condition **8533**: Notify TIIS of address changes within 7 days

6. Records Management

All international student records must be securely stored for a minimum of 2 years after the student ceases to be enrolled at TIIS, including:

Admission forms, GTE documentation

- CoEs, eCOE amendments, and cancellations
- Communication logs
- Attendance and academic progress reports
- Complaints and appeals documentation

7. Roles and Responsibilities

Role	Responsibility
Admissions Office	GTE assessments, issuing CoEs, maintaining student records
PRISMS Compliance Officer	Data entry, updates, and notifications in PRISMS
International Student Support Officer	Monitoring student visa compliance and support
Marketing Team and Agents	Adhere to Standard 1 obligations in all marketing
Academic Staff	Monitor course progression and attendance as required by Standard 8

8. Training and Monitoring

- All relevant staff must undergo annual **ESOS/National Code/PRISMS training**.
- Quarterly audits will be conducted to verify:
 - Correct PRISMS data entry and reporting
 - Agent compliance
 - GTE recordkeeping quality
- TIIS will monitor agent performance and student visa outcomes to ensure ethical recruitment.

9. Related Policies and Procedures

- Admissions Policy
- Student Support and Wellbeing Policy
- Academic Progression Policy
- Refund Policy
- Complaints and Appeals Policy
- PRISMS User Guidelines
- Agent Management Procedure

10. Review and Amendment

This Addendum will be reviewed annually or following any significant updates to the National Code or migration legislation.

Version History

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Version	Approved by	Approval Date	Details
1.0	Board of Directors		

*****END OF POLICY and PROCEDURE*****

Approved