

## Acceptance of offer

The acceptance of offer described in this document relates to the process starting with the student's expression of interest and ending in the RTO's ability to update PRISMS and produce a CoE for the student.

1. **Step #1: Enrolment Application Form** is the first step of the process. Education Agents can assist students with completing the application form and submitting it. If you are an international student, make sure you have read our student handbook, policies and procedures and course brochure before you fill in an application form for a specific course.
2. **Step #2: Email confirmation** of receiving the Enrolment Application Form will be sent to you once your application is received. This will also trigger the processing of your application which typically takes up to one week, and where RPL / CT is required may take longer.
3. **Step #3:** Once your application is processed, and you are deemed a suitable applicant we will put together your offer. **The Letter of Offer** comprises of information about your course duration, start dates, fees, special requirements etc. It is important you take time to read it thoroughly and contact administration if anything is unclear. The letter of offer also has your personal details on it and if you identify any of it to be incorrect you should notify our staff ASAP as this information will be used to generate your (Confirmation of Enrolment) CoE.
4. **Step #4:** If you accept the letter of offer you should take the following steps:
  - a. Sign the letter of offer
  - b. Pay OSCH (that can be done through the College / Agency)
  - c. Pay course deposit
  - d. Provide all necessary documentation as requested by Mindroom Innovation to complete your enrolment.

If all four conditions are met, send the signed letter and receipts to our enrolment officer. We will then regard this step as **Acceptance of Offer**.

5. **Step #5:** With your consent to the offer provided in the previous step, we will update your enrolment details in PRISMS and generate your **CoE**. The **CoE** will be sent to you.

With the CoE you can now lodge your Student Visa Application (or the agency operating on your behalf).