

STUDENT ENROLMENT PROCESS

Student enquiry via
phone, email or walk
ins

contact details are
recorded by Admin
officer

Course information,
entry requirements,
course fees and
refund Policy
Information are
provided to
prospective students

GTE assessment form
and Enrolment forms
are either handed in
person or emailed to
prospective students
for completion

Student completes
GTE Assessment &
enrolment form and
provides all
supporting
Documentation
required

GTE Assessment form
verified and approved

Course enrolment
approved after
verification.
Letter of offer issued
and forwarded to
student

Student returns
signed letter of offer
and proof of payment
fees 1s forwarded to
ACMi

COE is issued

Student/ Agent
applies for visa.
OHSC0 CoE0 IELTS or
PTE is required at the
time of lodgement for
the visa.

Successful Applicants
need to inform ACM
of their arrival date

Student attends
Orientation and
Provide Updated
contact details and
obtain Log in Details
for the LMS

Before the
commencement of the
course:
Update SMS, LMS,
WhatsApp Group.
Vision 6
Receives Timetables
and get enrol in the
units