



ADMISSIONS LATE AND NON ARRIVALS PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Late arrivals	
Admissions Officer	1.1	Email received from agent/student requesting late arrival approval for visa officer to process visa.	✓
	1.2	Seek approval from CELUSA Academic Director for CELUSA programs.	✓
	1.2.1	No Academic Director approval is required for requests pre-Wednesday of the first week of the CELUSA Module.	
	1.3	If late arrival request is for SAIBT , proceed to issue SAIBT late arrival letter.	
	1.3.1	Seek approval from SAIBT Academic Director if the request relates to special circumstances.	
	1.4	Email late arrival letter approval/disapproval to agent/student.	✓
	2	Non arrivals	
Admissions Team	2.1	Print non arrival report.	✓
	2.2	For non arrival students who have requested deferred Offers and responded with their Acceptance and evidence of payment: <ul style="list-style-type: none"> • issue new revised CoEs and copy UniSA/LCB • email the agent/student for visa application • update MAZE 	
	2.3	for non arrival students from whom we have received no correspondence: <ul style="list-style-type: none"> • cancel CoEs in PRISMS/Create Default in PRISMS/Update MAZE 	✓
	2.4	Send the non arrival email to the agent/student and copy UniSA or LCB <ul style="list-style-type: none"> • includes links for refund/withdrawal forms and information about contacting the Department of Immigration and Border Protection (DIBP) 	

Responsible	Procedure Steps		W/I
Program Support	2.5	Email non arrival list to Student Services and Finance and file the list and notes.	
	2.6	Non arrivals due to visa refusal are managed by Student Support.	

D.2 Supporting Documentation

Related material	Location
Student Orientation Late and Non Arrivals Procedure	SAIBT Policy and Procedures webpage
Admissions Assessment and Letter of Offer Procedure	SAIBT Policy and Procedures webpage
Admissions Late and Non Arrivals Work Instructions	Share point

Form templates	Retention time	Location
None		

Records (including completed forms)	Retention time	Location
Confirmation of Enrolment		Student electronic file
Non arrivals report		
Non arrival list and notes		S:\Admissions\Regular Reporting\Non Arrival reports

D.3 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Privilege Level
v1.0	Initial procedure	Admissions Manager	10/2014	Public