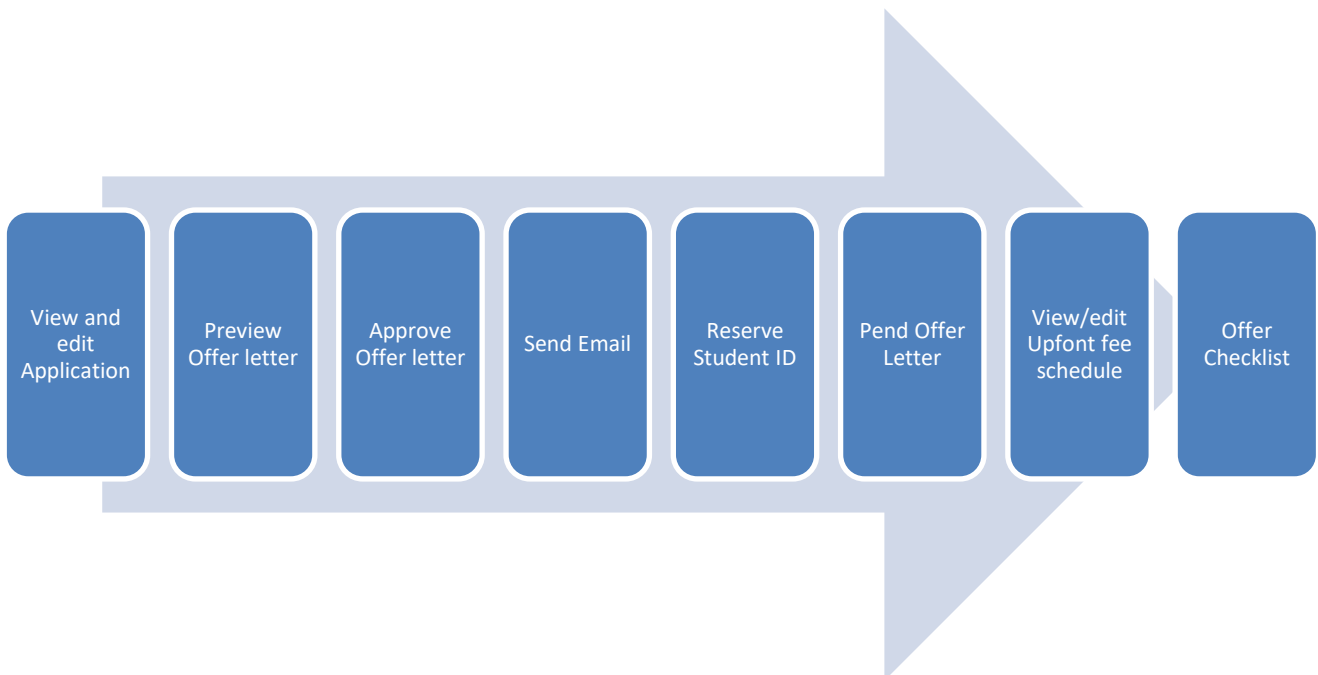
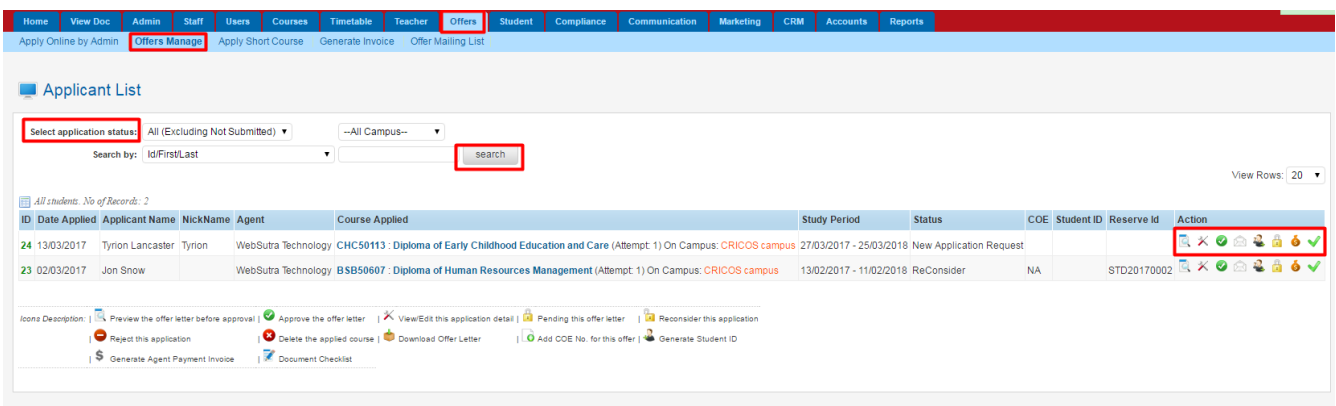


Admission Process

Admission process starts when the college receive a Student Application request. Applications can be made by Students (via public portal) and by College Administrator (via Offer manage tab). Once application is received, Admin can commence the Admission process by going to **RTO Manager > Offers > Offers Manage**.

Admission Process in RTOManager has an easy step by step process as shown below:

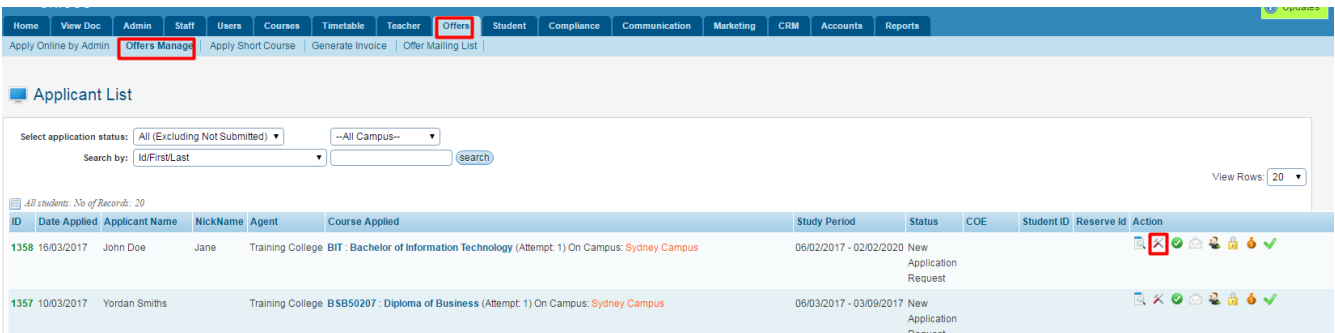
ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
24	13/03/2017	Tyion Lancaster	Tyion	WebSutra Technology	CHC50113 : Diploma of Early Childhood Education and Care (Attempt: 1) On Campus: CRICOS campus	27/03/2017 - 25/03/2018	New Application Request				[Icons]
23	02/03/2017	Jon Snow		WebSutra Technology	BSB50607 : Diploma of Human Resources Management (Attempt: 1) On Campus: CRICOS campus	13/02/2017 - 11/02/2018	ReConsider	NA		STD20170002	[Icons]

- Search Application status by using filters and click **Search**.
- Check the applicants with **New Application request** status.

- to start with the Admission process, click on the following actions:

1. View and Edit Application

This function allows admin to view and edit new application requests received via the online portal. Here, you will see the list of new application requests and allows you to manage the application process. Users may be able to search applicants using the search button. To perform this function, follow the instructions below:



1. On your RTO Manager, Click **Offers > Offer Manage**.

2. The page will show list of all applicants and application submitted. You may filter your search using the **Search** button.

3. On the right hand side, you will see different actions you can use to manage applications. To click this icon



to view and edit application details. This page includes

View Mr. John Doe Application Details

Applicant Profile

Personal Information

Application ID: 1358
 Full name: Mr. John Doe
 Applicant type: Overseas Student in Australia
 Date of birth: Saturday, 16 March 1996
 Email: manna.manlago@meshedgroup.com.au
 Birthplace, Country of birth: Alexandria, Australia
 Passport No: TBA12345
 Visa type: Graduate 485
 Visa Expiry Date: Not Provided

Nickname: Jane
 Gender: M
 Date applied: 16/03/2017
 College email:
 Nationality: Australian
 Expiry date: Thursday, 16 March 2017
 Visa Number:
 Account Manager:

Which BEST describes your current employment status? @@ - Not Specified ⚠
 Industry of Employment - Not specified
 Occupation Identifier - Not specified

Cultural Diversity
 Are you of Australian Aboriginal or Torres Strait Islander origin? No, Neither Aboriginal nor Torres Strait Islander

Schooling
 What is your highest COMPLETED school level? @@ -Not Specified
 In which YEAR did you complete that school level? No
 Are you still attending secondary school? No

Language Proficiency
 First language: English
 How well do you speak English? @ -Not stated
 English was the language of instruction in previous secondary or tertiary studies? No
 English Language Proficiency Test:
 When:
 Score: Overall:



USI: Unique Student Identifier

Student USI number: [What is USI?](#) [Record](#)
It's RTD responsibility to ensure only valid USI being entered to each particular student.

Student Address List

Mailing/Residential contact address
 Type: **Current Street Address**

Address: 184 Bourke
 Alexandria NSW
 Australia, 2015
 Phone/Work/Phone: -/
 Fax:
 Mobile:

Previous Education Qualification Achieved

Action	Qualification Level	Qualification Recognition	Name of Qualification	School/Institution	State/Country	Year Completed
<input type="checkbox"/>	Bachelor Degree or Higher Degree Level	A - Australian qualification				

Employment History

Action	Employer	Occupation	Start Date	Finish Date	Duties
<input type="checkbox"/>			16/03/2017	16/03/2017	

Enrolment Details

Study At RTO/College: Training College
 Course: BIT: Bachelor of Information Technology (Attempt 1)
 Agent: Training College
 Placement manager: Not specified
 Intake Date: 06 February 2017
 Start Date: 06 February 2017
 Tuition standard fee: \$48,000.00
 Upfront Fee: \$10,000.00
 Enroll Fee: \$0.00
 Offer Issued Date: -
 Application Request:
 Credit Transfer Request: -
 Special Condition: -

Campus: Sydney Campus
 Status: New Application Request
 COE No:
 Course manager: Not specified
 Course Duration: 156 week(s)
 Finish Date: 02 February 2020
 Tuition charged fee: \$48,000.00
 Study Reason: @@ -Not specified
 Material Fee: \$0.00

Custom Field Details:

Course Details: Additional Fee: <input type="text" value="500.00"/> Study Mode: <input type="text" value="-- Select Item --"/>	Personal Details: ARN: <input type="text" value="Enter value"/> Concession: <input type="text" value="Yes"/> consultant name: <input type="text"/> Driving License#: <input type="text"/> Security License: <input type="text"/>	Offer Details: No other details found
---	--	---

Additional Service Request:


No service data found

Offer ID: 1358





OSHC: Not Requested
 Disability: No
 Contact Details: Contact Type: Emergency
 Contact Name: TBA
 Relationship: TBA
 Address: TBA
 Phone: TBA
 Email:
 How did you first hear about us? (Lead Source): Website
 Please provide more details (Know From): friend

VET Fee Help Information:

VET course of study: BIT: Bachelor of Information Technology
 Citizenship Code:
 Student Status Code:
 Do you have, or have you had, a VET FEE-HELP and/or a FEE-HELP debt?
 TFN:

4. Users can also add a course clicking the course icon . This page contains information that needs to be filled in which includes name of course to apply, intake year, start dates and other payment information.

Add New Course for Mr. John Doe

Profile  Document  Comm Log  Close 


Add New Student Course Offer:


Offer ID: 1358
 Apply through agency: Training College
 Campus: Sydney Campus
 Placement manager: --Not specified--
 Course manager: --Not specified--
 Course type: ELICOS
 Course to apply: 91458NSW: Certificate IV in English For Academic Purposes
 Intake year: 2013
 Preferred intake date: 01/01/2013
 Start date: 01/01/2013
 No. of weeks: 10 weeks
 Study Reason: @@ --Not specified--
 Status: New Application Request
 Enrolment fee: \$
 Course normal fee: \$300.00/week
 Tuition charged fee: 3000.00
 Up front/initial fee: 3000.00
 Material fee: 0.00
 Offer Issued Date:
 Application Request:
 Special condition:
 Add New Reset

Other Details:

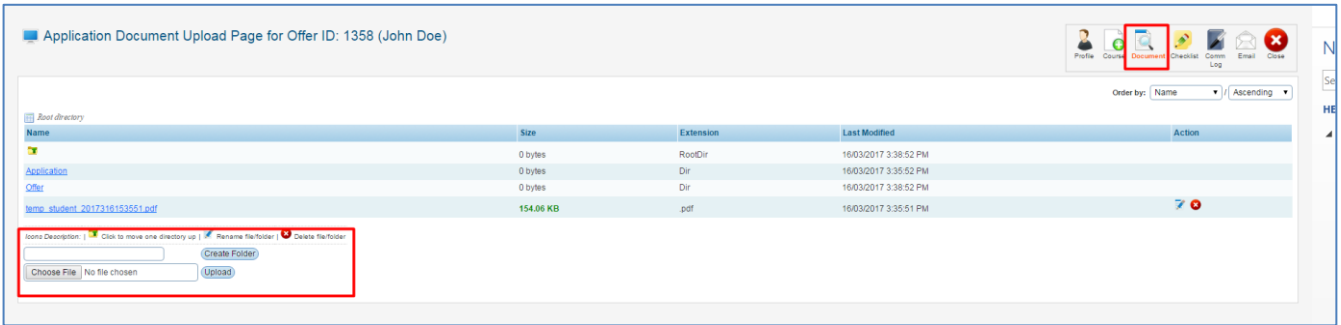
Additional Fee:
 mode of delivery:
 Study Mode:

List of courses applied for by student in this offer ID: 1358

Offer ID	Course	Attempt	Campus	Intake Date	Study Period	Course Length	Tuition Fee	Status	Action
1358	BIT: Bachelor of Information Technology	1	Sydney Campus	06 February 2017	06 February 2017-02 February 2020	156 week(s)	\$48,000.00	New Application Request	

5. Users can check documents that has been uploaded by applicant by clicking the document icon .

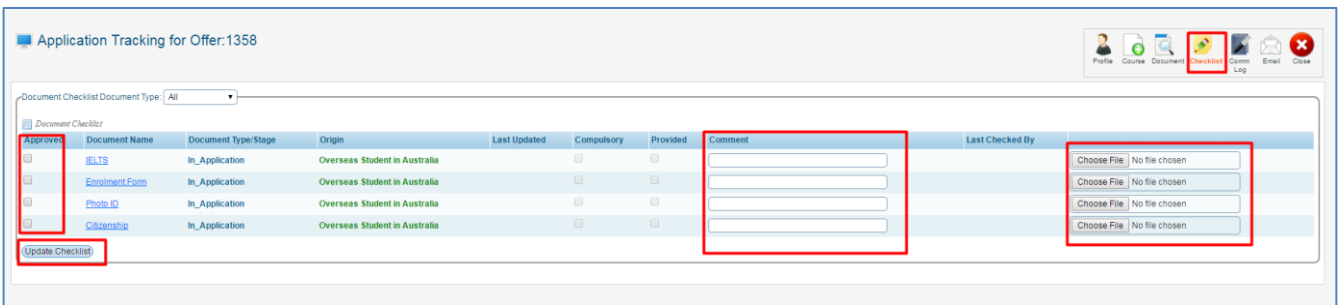
This lets the admin check the documents sent. If student sent the documents via email or post, admin can upload the document clicking the **Upload** button.



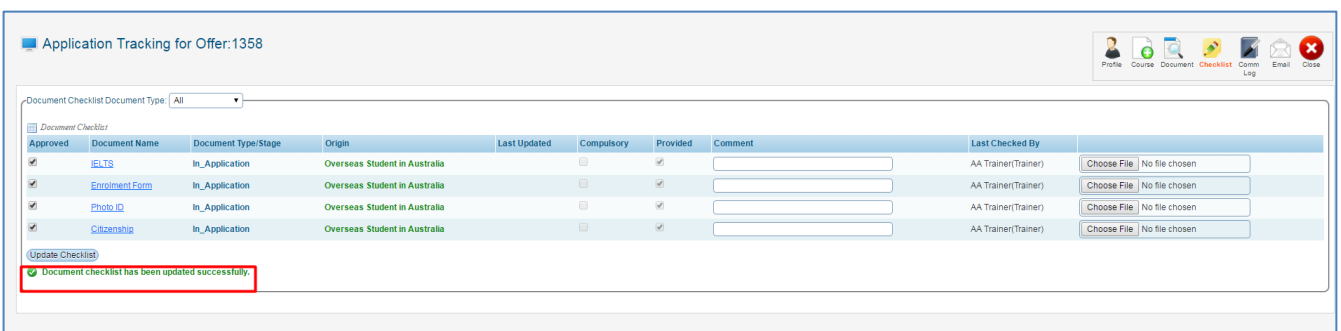
6. To ensure that all mandatory documents are received prior to offer approval, users can verify by clicking the



Checklist button. Once verified, Admin can tick the approved box located on the left hand side of the list and **type in comment** (if any). Admin can also upload the file by clicking **Choose File** tab located on the right hand the side of the list. Once all information is verified, tick **Update Checklist**.



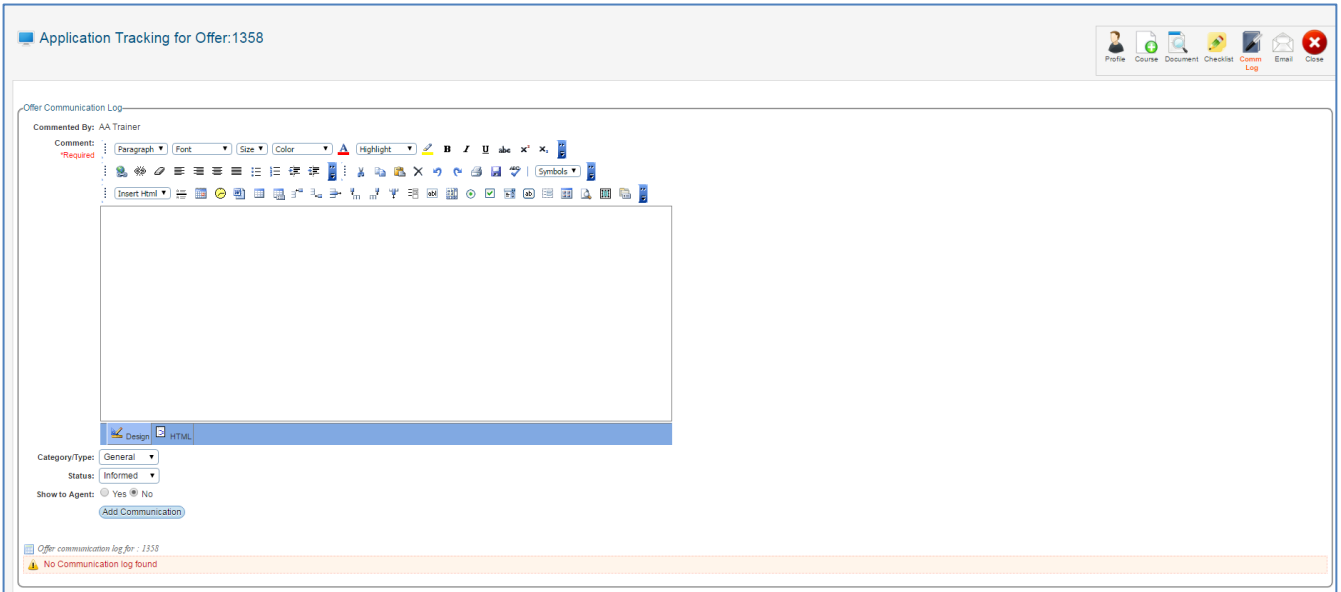
Once checklist is updated, system will advise that document checklist has been updated successfully (as shown below).




7. Users can also record all communication exchanges between applicant and college by clicking the Comm Log



icon



8. User may also choose to send the offer letter via email by clicking the email icon  .

Send Email

Course Applied List: BIT: Bachelor of Information Technology (Attempt: 1) ▼

Agent Name: Training College

From: Me : manna.maniago@meshedgroup.com.au ▼

Send To: Student Agent Both

To: manna.maniago@meshedgroup.com.au

CC:
Provide multiple emails separated by comma (email1,email2,...)

BCC:
Provide multiple emails separated by comma (email1,email2,...)

Template Type: Student ▼

Email Template: Select Template ▼

Subject:

Rich text editor toolbar with options: Paragraph, Font, Size, Color, Highlight, Bold, Italic, Underline, Undo, Redo, Symbols, Insert HTML, and various icons for text alignment, bulleted lists, numbered lists, links, and images.

Body:

Design | HTML

Attach Student Payment Invoice

Attach Offer Letter

Attach More File:

File 1: Choose File | No file chosen

File 2: Choose File | No file chosen

File 3: Choose File | No file chosen


File 4: Choose File | No file chosen

Add to Offer Communication Log

9. Once Offer letter has been **checked, verified** and **sent**, you may close this function by closing this window



2. Preview Offer Letter

- Click this  to **preview Offer Letter**. The letter will open in a new page and it includes information the college's offer letter with course information, schedule of fees which includes tuition fee and other miscellaneous charges, Payment schedule, college bank details and available modes of payment.

Note: The letter of offer is issued provisionally only and subject to student acceptance and payment of fees.



Letter of Offer

Offer Reference: 24

Date: 20/03/2017

Mr. Tyrion Lancaster
184 Bourke Alexandria
NSW, 2015

Dear Mr. Tyrion

Thank you for your application to study at WebSutra Technology. We are pleased to provide you an offer to study as an international student as per the course and fees details outlined below.

Sumame	Lancaster
Given name	Tyrion
Gender	Male
Date of birth	13/03/1997
Citizenship	Australian
Identification No	123GOT45

Course	Cricos Code	Study Period	Duration	Tuition Fee	First Instalment
CHC50113: Diploma of Early Childhood Education and Care	081612B	27/03/2017 - 25/03/2018	52 week(s)	\$10,000.00	\$1,500.00

The letter of offer is issued provisionally only; it is subject to student acceptance and payment of fees.

Payment of fees and associated charges are as follows:

Enrolment fee	\$200.00
Total tuition fee	\$10,000.00
First instalment	\$1,500.00
Material fee	\$0.00
Overseas Student Health Cover	\$0.00
Miscellaneous fees	\$0.00
Total fee due	\$1,700.00
Special condition	

Payment Schedule

COURSE	FEE NAME	AMOUNT	DUE DATE
Total fee due to pay now	All upfront + enrolment + material + oshc + miscellaneous fees	\$1,700.00	NOW
CHC50113	Fee Instalment 1	\$354.17	27/03/2017
CHC50113	Fee Instalment 2	\$354.17	03/04/2017
CHC50113	Fee Instalment 3	\$354.17	03/04/2017
CHC50113	Fee Instalment 4	\$354.17	03/04/2017
CHC50113	Fee Instalment 5	\$354.17	03/04/2017
CHC50113	Fee Instalment 6	\$354.17	03/04/2017
CHC50113	Fee Instalment 7	\$354.17	03/04/2017
CHC50113	Fee Instalment 8	\$354.17	03/04/2017
CHC50113	Fee Instalment 9	\$354.17	03/04/2017
CHC50113	Fee Instalment 10	\$354.17	03/04/2017
CHC50113	Fee Instalment 11	\$354.17	03/04/2017
CHC50113	Fee Instalment 12	\$354.17	03/04/2017
CHC50113	Fee Instalment 13	\$354.17	03/04/2017
CHC50113	Fee Instalment 14	\$354.17	03/04/2017
CHC50113	Fee Instalment 15	\$354.17	03/04/2017
CHC50113	Fee Instalment 16	\$354.17	03/04/2017
CHC50113	Fee Instalment 17	\$354.17	03/04/2017
CHC50113	Fee Instalment 18	\$354.17	03/04/2017
CHC50113	Fee Instalment 19	\$354.17	03/04/2017
CHC50113	Fee Instalment 20	\$354.17	03/04/2017
CHC50113	Fee Instalment 21	\$354.17	03/04/2017
CHC50113	Fee Instalment 22	\$354.17	03/04/2017
CHC50113	Fee Instalment 23	\$354.17	03/04/2017
CHC50113	Fee Instalment 24	\$354.17	03/04/2017

Payment can be made by telegraphic transfer, cash, cheque or direct deposit into the College bank account.


The College bank details are as follows:


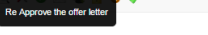
Account name:	TBA
Bank Name:	TBA
Bank address	
Branch Number (BSB):	TBA
Account Number:	TBA
SWIFT code:	

We are looking forward to welcoming you to Training College



Yours sincerely,

3. Approve Offer letter


Once student information has been reviewed and verified, click the green check icon  to approve offer letter. Note that student's status has been changed from **New Application Request** to **Offered** status.

ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
24	13/03/2017	Tyrion Lancaster	Tyrion	WebSutra Technology	CHC50113 - Diploma of Early Childhood Education and Care (Attempt: 1) On Campus: CRICOS campus	27/03/2017 - 25/03/2018	Offered				
23	02/03/2017	Jon Snow		WebSutra Technology	BSB50607 - Diploma of Human Resources Management (Attempt: 1) On Campus: CRICOS campus	13/02/2017 - 11/02/2018	ReConsider	NA		STD20170002	

ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
24	13/03/2017	Tyrion Lancaster	Tyrion	WebSutra Technology	CHC50113 - Diploma of Early Childhood Education and Care (Attempt: 1) On Campus: CRICOS campus	27/03/2017 - 25/03/2018	New Application Request				

ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
24	13/03/2017	Tyrion Lancaster	Tyrion	WebSutra Technology	CHC50113 - Diploma of Early Childhood Education and Care (Attempt: 1) On Campus: CRICOS campus	27/03/2017 - 25/03/2018	Offered				
23	02/03/2017	Jon Snow		WebSutra Technology	BSB50607 - Diploma of Human Resources Management (Attempt: 1) On Campus: CRICOS campus	13/02/2017 - 11/02/2018	ReConsider	NA		STD20170002	

4. Send Email

Once Offer letter has been approved, Administrator may send the email to the student, by clicking the send email icon .

Application Tracking for Offer:24

Send Email

Course Applied List: CHC50113: Diploma of Early Childhood Education and Care (Attempt: 1)

Agent Name: WebSutra Technology

From: Me : manna.maniago@meshedgroup.com.au

Send To: Student Agent Both

To: manna.maniago@meshedgroup.com.au

CC: Provide multiple emails separated by comma (email,email2,...)

BCC: Provide multiple emails separated by comma (email,email2,...)

Template Type: Student

Email Template: No Template Found

Subject:

Body:

Attach Student Payment Invoice

Attach Offer Letter

Attach More File:

File 1: Choose File No file chosen

File 2: Choose File No file chosen

File 3: Choose File No file chosen


File 4: Choose File No file chosen


Add to Offer Communication Log

Send

5. Reserve Student ID

This function allows you to reserve an ID for the student while waiting for offer process to be finalised – e.g. Payment has been made and compulsory documents has been verified and submitted. To perform this action, follow the instructions below:

- Click the **Reserve student ID** icon  a pop up box will appear to allow you to generate Reserve ID. You can also check the suggested reserve ID by clicking **Check Available** link.
- Click **Reserve Now** to generate Student ID.


ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
24	13/03/2017	Tyrion Lancaster	Tyrion	WebSutra Technology	CHC50113 - Diploma of Early Childhood Education and Care (Attempt: 1) On Campus: CRICOS campus	27/03/2017 - 25/03/2018	Offered				

Generate Reserve ID


Offer ID: 1358

Suggested Reserve ID: [Check Available?](#)

[Reserve Now](#)

 To clear/remove existing Reserve ID, please remove the value in TextBox and Click 'Reserve Now'.

Note: Reserve ID no will be shown on the Reserve ID column list.

ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
1358	16/03/2017	John Doe	Jane	Training College	BIT - Bachelor of Information Technology (Attempt: 1) On Campus: Sydney Campus	13/02/2017 - 02/02/2020	Offered			20170009	

6. Add CoE¹

This icon allows you to enter CoE number for the student once students have submitted compulsory documents and tuition fee payment has been made. CoE number can be generated from the Government's [PRISMS](#) system. To perform this action, follow the instructions below:

- Click this icon  to add CoE number to the offer letter.

ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
1358	16/03/2017	John Doe	Jane	Training College	BIT - Bachelor of Information Technology (Attempt: 1) On Campus: Sydney Campus	13/02/2017 - 02/02/2020	Offered			20170009	

Add Coe Number to Application: 1358 and Course: BIT (Attempt: 1)


Check if COE Not Applicable

Enter Coe No:

Select CoE: No file chosen

- Enter Coe No. on the field provided and upload the file.
- Click **Add CoE** to save.

Note: CoE number will be displayed on the CoE column.

ID	Date Applied	Applicant Name	NickName	Agent	Course Applied	Study Period	Status	COE	Student ID	Reserve Id	Action
1358	16/03/2017	John Doe	Jane	Training College	BIT - Bachelor of Information Technology (Attempt: 1) On Campus: Sydney Campus	13/02/2017 - 02/02/2020	Offered	COE777		20170009	

¹ CoE stands for Confirmation of Enrolment.

7. Generate Student ID


You can generate the student ID by clicking the Generate Student ID icon found on the action tab

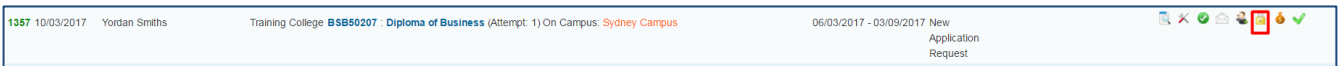




- Click the icon

8. Pend Offer Letter

This icon allows you to pend Offer Letter. Pending Offer letter can be due to different factors e.g. Students have not paid the relevant fees on due date, or students' inability to send compulsory documents necessary to complete admission process.

1. To pend Offer letter, click the lock icon 



2. The lock icon  will change to  which allow admin to reject the application if requirements are not met by the students.

