LEVERAGE ACADEMY

RTO 41017

International Student Policy and Procedures

Version 1.3 – May 2026

Version Control

Item	Summary of update	Version	Review date
1	New comprehensive Policy and Procedures document.	0.1	27/03/2026
2	Revised policy following compliance gap analysis.	1.0	27/03/2026
3	Fixed minor spelling and grammatical errors.	1.1	14/04/2026
4	Clarified situation where a prospective learner is already enrolled in a CRICOS course with another provider.	1.2	26/05/2026
5	Reclarified situation where a prospective learner seeks or holds a student visa.	1.3	28/05/2026

Quality area	Student Support; Governance
2025 RTO Standards Alignment	Outcome Standards 2.1, 2.2 Compliance Standards 8, 20
Author	Leverage Academy
Status	Approved
Approved by	Bailey Compton
Approval Date	1/06/2026

Purpose

This policy ensures that Leverage Academy (the Academy) complies with the requirements for international student visa holders and overseas-based learners in accordance with the *Education Services for Overseas Students Act 2000 (Cth)*, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)* and the Standards for RTOs 2025.

Scope

This policy applies to all prospective learners and Academy team members of the Academy and addresses the requirements related to the enrolment of overseas learners.

Policy

The Academy is dedicated to supporting learners in their training journey while adhering to regulatory standards and meeting reporting requirements. This policy outlines the conditions under which learners may enrol in a qualification or course if they are not an Australian citizen or residing in Australia.

The Academy is not registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), which is a prerequisite to enrolling learners who have obtained or who seek to obtain a student visa in Australia. Therefore, the Academy may only enrol international students who have different residency rights in Australia (for example, work visa), or who live overseas and have no intention to obtain a student visa related to the participation in the Academy's qualifications or courses.

The Academy ensures all marketing and information provided to prospective overseas-based learners is accurate, accessible and not misleading. This includes clear disclosure that the Academy is not CRICOS registered and cannot support student visa holders. In addition, the Academy must not:

- Imply migration outcomes such as "Australian qualification guarantees jobs"
- Suggest visa pathways
- Represent the course / qualification as "international student study in Australia"

The Academy will only enrol overseas-based learners in qualifications that can be fully delivered and assessed remotely without requiring Australian-specific work placements, licensing, or jurisdiction-specific knowledge. Currently, the Academy can enrol overseas-based learners in all of its qualifications.

Principles

The Academy commits to the following:

- **Transparency:** the Academy will be transparent and provide relevant information to prospective learners prior to enrolment or acceptance of any fees.
- **Consumer protection:** the Academy will represent its services fairly and accurately, ensuring that it does not make false guarantees or inducements.

Procedures

1. The Student Liaison team will check the residency status of prospective learners prior to enrolment in a course or qualification (**see Appendix One**).
2. **If the prospective learner holds a student visa or intends to obtain a student visa**, the Student Liaison team will convey that the Academy is not a CRICOS registered RTO, and the learner cannot enrol with the Academy for the purposes of satisfying their student visa requirements.
3. **If the prospective learner resides overseas and does not intend to apply for a student visa**:
   (a) the Student Liaison team will inform the learner that enrolment in the Academy's course or qualification does not guarantee any learner outcomes will be recognised by the learner's own country or employers;
   (b) the Academy cannot advise on any visa pathways;
   (c) The Student Liaison team will provide the Overseas Learner Information Sheet (**see Appendix Two**) which the learner must acknowledge receiving and understanding before providing their written declaration to proceed with enrolment; and
   (d) The Academy must ensure it can meet Standards for RTOs 2025 for overseas-based learners, such as:
      i. Deliver a valid assessment
      ii. Ensure student identity verification
      iii. Meet training package requirements

International Student Identity Verification

The Student Liaison team must verify the identity of overseas-based prospective learners prior to enrolment. The following identification documents will be accepted:

- Foreign country passport;
- Birth certificate; or
- Any other government registered identification

USI Requirements

Overseas-based learners do not require a USI number.

Ensuring Quality Training

Overseas-based learners will receive training and assessment that meets the same quality standards as domestic learners, as outlined in the Academy's Training and Assessment Strategy (TAS). The Academy will ensure appropriate trainer support, resource access, and assessment arrangements are in place regardless of learner location.

Complaints and Appeals

Overseas-based learners have access to the Academy's complaints and appeals processes as outlined in the *Complaints and Appeals Policy and Procedures*. The Academy will ensure reasonable adjustments are made to accommodate time zone differences and communication needs.

Appeals are not available for learners who have an Australian student visa.

Fees and Refunds

Fees and refunds for overseas-based learners are managed in accordance with the Academy's *Fees, Charges and Refunds Policy and Procedures*. The Academy accepts payment in Australian Dollars using Stripe, a third-party credit card platform.

Record Keeping

All documentation relating to visa status checks, declarations from overseas learners, and decisions regarding international student enrolments will be retained in the learner's file in accordance with the Academy's *Data Management and Privacy Policy and Procedures*.

Publication

This *International Student Policy and Procedures* document will be referenced in the Academy's *Learner Handbook*.

Policy Governance

Review
All systems and materials in relation to international students must be reviewed and approved by the Academy Manager before publication to ensure compliance with the Standards for Registered Training Organisations 2025 and other applicable regulatory requirements.

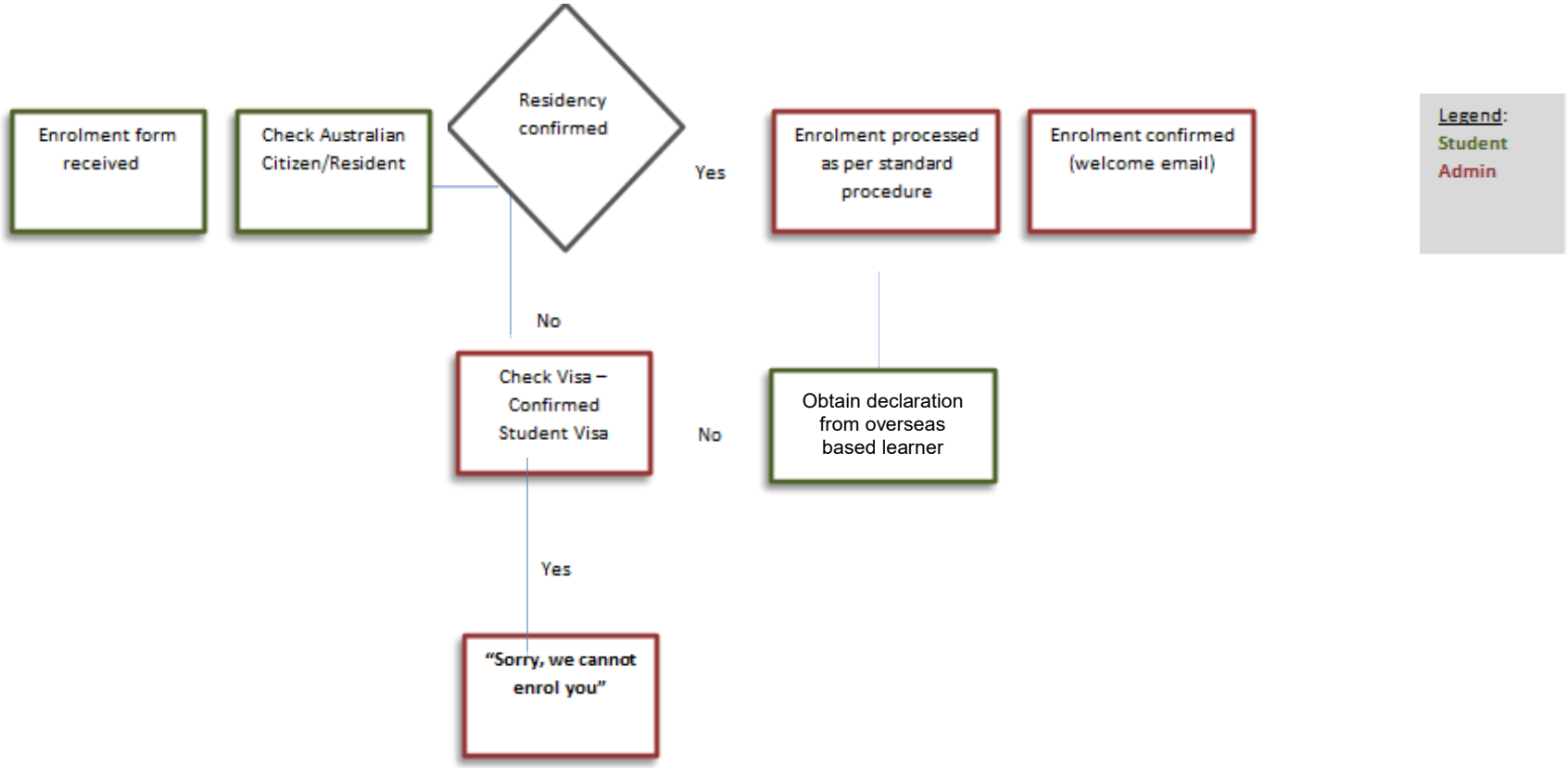
On-going Monitoring and Compliance
The Academy will monitor the number of overseas-based enquiries and enrolments, any complaints or issues from overseas learners, feedback on the clarity of information provided, and any changes to relevant legislation. This policy will be reviewed when triggered by regulatory changes, identification of compliance issues, significant increase in overseas enrolments, or feedback indicating the policy is unclear or inadequate. The Academy will promptly address any non-compliant practices or areas of improvement identified, and document this in the *Continuous Improvement Register* accordingly.

Definitions

- **Compliance Standards** refers to the Compliance Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.

- **Outcome Standards** refers to the Outcome Standards for National Vocational Education and Training Regulator (NVR) Registered Training Organisations (RTOs) Instrument 2025.
- **Overseas-based learner** refers to prospective or enrolled learners who are physically residing in a country outside of Australia and who do not seek to obtain a student visa / do not hold a student visa.
- **Standards for RTOs 2025** collectively refers to the Compliance Standards and Outcomes Standards.

Appendix One: Overseas Learner Enrolment Flowchart



Appendix Two: Overseas Learner Information Sheet

Important Information for Students Studying Outside Australia

This information sheet applies to learners who:

- are located outside Australia while studying
- are not Australian citizens or permanent residents
- do not hold an Australian student visa for this course
- do not intend to travel to Australia for this course

PLEASE READ THIS CAREFULLY BEFORE ENROLLING.

1. Non-CRICOS Status

This course is not being provided to you as a CRICOS course.
The Academy is a Registered Training Organisation (RTO) based in Australia. However, if you are studying from outside Australia and are not studying on an Australian student visa, your enrolment is not covered by the ESOS framework and is not a CRICOS enrolment.
This means:

- your place in the course is not an enrolment as an international student studying in Australia
- the course is not intended to support entry to Australia for study
- the protections and requirements that apply under Australia's Education Services for Overseas Students (ESOS) framework generally do not apply to your enrolment in the same way they would for a student studying in Australia on a student visa

2. Australian Qualification Status

If you successfully complete all course requirements, and all applicable issuance conditions are met, the qualification or statement of attainment issued by the Academy will be an Australian nationally recognised qualification or statement of attainment, issued by an Australian RTO in accordance with the applicable VET regulatory framework.
This means the qualification is an Australian qualification.
However, the Academy cannot guarantee that the qualification will be recognised, accepted, licensed, or treated as equivalent in any country outside Australia.

3. No Advice on International Recognition

The Academy does not provide advice or guarantees about:

- whether the qualification will be recognised outside Australia
- whether it will meet professional, occupational, registration, migration, or licensing requirements in another country
- whether any employer, regulator, government authority, licensing body, professional association, or education provider outside Australia will accept it

You are responsible for making your own enquiries with the relevant authority, employer, regulator, or licensing body in the country where you intend to use the qualification.

4. No Visa or Migration Pathway Support

Enrolling in this course does not give you an Australian visa and does not create a pathway, guarantee, or entitlement to:

- an Australian student visa
- a work visa
- permanent residency
- migration points
- skills assessment outcomes
- sponsorship
- employment in Australia

The Academy does not provide migration advice or visa pathway advice in relation to this offshore enrolment unless separately authorised by law to do so.
If you require migration or visa advice, you should seek assistance from a suitably qualified and authorised migration professional.

5. No Representation About Licensing or Registration

Some Australian qualifications may be used, in some circumstances, to support an application for a licence, registration, or other occupational authorisation.
However, the Academy does not guarantee that completion of this course will make you eligible for any licence, registration, accreditation, or authorisation in Australia or overseas.
This is because licensing and registration decisions are made by the relevant government or industry authority, and may depend on matters beyond the qualification itself, including for example:

- visa or work rights
- residency or location requirements
- identity requirements
- practical experience requirements
- English language requirements
- character or police check requirements
- currency of training
- regulator approval of the specific qualification or units completed

You must check directly with the relevant licensing or registration authority before enrolling if you intend to rely on the qualification for licensing or registration.

7. Delivery and Support Limitations for Offshore Learners

As an offshore learner, you acknowledge that there may be limitations associated with studying outside Australia, including:

- course delivery may be conducted online or remotely
- support services may be limited to those the Academy can reasonably provide from Australia
- live sessions, assessments, and support may occur according to Australian time zones
- some course components may not be suitable or available in all countries

- communication, technology access, local laws, internet restrictions, and document verification requirements in your country may affect your participation

It is your responsibility to ensure that you can access the required technology, participate in training and assessment, and comply with any local laws that apply in your location.

8. No Guarantee of Employment or Further Study

The Academy does not guarantee that completing this course will result in:

- employment in Australia or any other country
- admission into another education provider or university
- credit transfer or advanced standing
- professional membership
- licensing, registration, or accreditation

Any such outcome depends on the requirements of the relevant employer, institution, or authority.

9. Learner Responsibility

Before enrolling, you should consider whether this course is suitable for your intended purpose.

You are responsible for checking:

- whether the qualification meets your personal, employment, migration, licensing, or further study goals
- whether the qualification will be recognised where you intend to use it
- whether studying from your location is lawful and practical for you

10. Acknowledgement by Learner

By enrolling, signing below, or otherwise accepting these terms, you acknowledge that:

1. you will study outside Australia
2. your enrolment is not a CRICOS enrolment
3. your enrolment does not provide access to an Australian student visa or other visa pathway
4. the qualification, if issued, is an Australian qualification
5. the Academy has not guaranteed international recognition, licensing eligibility, migration outcomes, or employment outcomes
6. you are responsible for checking whether the qualification is suitable for your intended use
7. you have had the opportunity to ask questions and obtain independent advice before enrolling

11. Record of Provision and Understanding

Student name:	
Student ID (if applicable):	
Course name:	
Course code (if applicable):	
Date provided to student:	
Academy Team member name:	
Academy Team member position:	

Student Declaration

I confirm that I have received, read, and understood this Overseas Learner Information Sheet. I understand that:

- my enrolment is not CRICOS-based
- this course does not provide visa or migration pathway support
- the Academy cannot advise or guarantee recognition of the qualification outside Australia
- licensing, registration, migration, employment, and recognition outcomes are determined by other bodies and are not guaranteed by the Academy
- I am responsible for checking whether this course meets my needs before enrolling

Student signature:	
Date:	