Flow Chart for International Student Enrolment at Lingo School

Procedure

Enquiry

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Student Receives Information on
- School and course Pre-requisites
- Student Protection Scheme
- Application procedure

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Process Student Application

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Student Receives
- Acceptance Letter
- Standard Student Contract

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PEO Receives from Student
- Completed student's pass application
- Signed escrow confirmation letter
- Signed standard contract
- Registration fee (non-refundable)
- Deposit

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PEO Sends to Bank
Student Escrow Confirmation

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Bank Issues to PEO
Acknowledgement of Student Escrow Confirmation in 3 working days

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PEO Submits to ICA
- V36, V36A, V39S, Form 16 with Supporting Documents
- Acknowledgement of Student Escrow Confirmation

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ICA Informs PEO
- ICA Issues In-Principle Approval

→ Reject → Refund Deposit

<u>Upon ICA In-principle approval, PEO</u>

- Notifies student of successful approval for student pass
- Fax evidence of student pass/visa approval to student
- Collects security deposit (ICA)
- Collects non-tuition fee
- Issues escrow payment voucher for tuition fee
- Issues student handbook

<u>Student</u>

- Pays the non-tuition fee and tuition fee within 7 days from date of ICA in-principle approval
- Pays into Escrow account on expected date given
- Collects security deposit (ICA)

<u>PEO</u>

- Upon successful receipt of tuition fee and non-tuition fee sends to student the relevant supporting documents within 3 days

<u>Student</u>

Ready to commence course