

STUDENT ENTRY PROCEDURE

Student Entry Requirements

You are eligible to apply for the SIT50322 Diploma of Event Management if you:

- are over 18 years of age
- attend an admissions interview
- possess a strong command of English (verbal and written)

Note: College of Event Management may consider an application from someone under the age of 18 if the student has completed a Year 12 equivalent.

Entry Procedure

Before completing an application form, we highly recommend you book a call with one of our course advisors. A one-on-one call can cover topics such as course content, student experience, career pathway options, tuition fees and payment options. Talking to a course advisor encourages a more informed and comfortable enrolment decision.

Once you have determined that your chosen course is appropriate for you, you can then complete an electronic application form via our website. From there, the Procedure is as follows:

- **Submit your online application form.**
- **Book your admissions interview.** One of our admissions staff will conduct a telephone interview with you and ask you about your previous studies, work history and why you have chosen to study with us. The interview is a great way to give you the opportunity to ask questions about the course and the college. A range of course fee payment options will be provided to you during the admissions process.
- **Once your application has been approved,** and you have paid your deposit, you will be sent a digital Confirmation of Enrolment letter and your Welcome Kit.
- One week prior to the start of your course, you will be supplied with your login credentials and instructions on how to commence your Orientation and the course proper.

Publication

This Student Entry Procedure and **other policies* will be made available to students enrolled at College of Event Management Pty Ltd through publication on the [college website](#).

The College reserves the right to update and amend policies and procedures at any time.