Admissions Procedures

1. Governing policy

These procedures relate to the *Admissions Policy* and *Admissions Guidebook*. They outline the steps for students to apply for admission to a course at the Institution.

These procedures align with relevant Australian Government legislation including the *National Code of Practice for Providers of Education and Training of Overseas Students 2018* (National Code). They cover standard admissions processes and may not address all non-standard processes (e.g., other entry pathways such as Elite Athlete/Performers).

2. Scope

These procedures apply to all prospective students applying for admission to the Institution (excluding current students transferring between courses), subject to the conditions outlined in these procedures and related policies, and staff responsible for implementing these procedures.

3. Procedures

The admissions process consists of six key steps as outlined in Table 1:

Step 1. Application methods

Prospective students can apply through multiple channels depending on their individual circumstances.

Step 2. Submit application

Prospective students must apply in accordance with their chosen application method and using the prescribed form. The Institution acknowledges receipt of the application.

Step 3. Assessment of applications

Applications are assessed in accordance with the Admissions Policy and Admissions Guidebook to ensure applicants meet the eligibility criteria and entry

requirements.

Step 4. Outcome

Applicants receive the outcome of their application once the application has been assessed. This outcome may be conditional and will specify any additional requirements that must be met before a full offer is issued. Applications for advanced standing are subject to a more detailed assessment process and, as a result, may require additional processing time compared to standard admissions applications.

Step 5. Acceptance of offer

To accept an offer, applicants must:

1. accept their Letter of Offer by signing the acceptance and written agreement. Acceptance may occur by in writing or by online acceptance as outlined by the Institution in the Letter of Offer.

AND

Either pay the required tuition fee deposit (for upfront full fee-paying students) OR complete and return the FEE-HELP/HECS-HELP assistance form (for eligible domestic students only).

International students must return the signed Letter of Acceptance and written agreement and make payment before a Confirmation of Enrolment can be issued for their student visa application.

Step 6. Reviewing the outcome

Applicants may lodge a complaint regarding a rejected admission decision in accordance with the *Complaints and Appeals Policy*.

Table 1

Process	Responsibilities	Timeframe
Step 1 Application methods		

1.1 Prospective students may apply for admission to a course at the Institution through one of the following methods: a. **Through the Universities Admissions Centre (UAC)** For undergraduate domestic and international students currently completing an Australian high school qualification or the International Baccalaureate (IB) Diploma. b. **Direct application** For students who are not eligible, or choose not to apply via UAC: • online application form available on the Institution's website; or • paper-based application form. c. **Through an international representative** Authorised agents may be used to facilitate the application process on behalf of prospective students. Also known as an education agent). The Institution ensures international representatives are appropriately authorised, monitored and reviewed in accordance with the Education Services for Overseas Students (ESOS) Act and the National Code. Applicants may contact the Institution directly to verify agent status.	Student	
Step 2 Submit application		

2.1 Applications must be submitted using the prescribed application form. 2.2 Applications must be lodged before the relevant closing dates, including those set by UAC or the Institution. 2.3 Applications must include all required supporting documentation, which may include (but not limited to): a. Academic transcripts and testamurs/completion certificates; b. Evidence of English language proficiency; c. Official translations for documents not issued in English. Translators in Australia must be certified by the National Accreditation Authority for Translators and Interpreters (NAATI); d. Additional documents required for Advanced Standing applications (as per the *Advanced Standing Policy* and *Advanced Standing Procedures*); e. Any other documents requested by the Institution. 2.4 Applications that do not include sufficient supporting documentation to meet all entry requirements may be considered for a 'Conditional Offer'. This offer specifies the additional evidence required before a Full Letter of Offer can be issued. 2.5 Applications for Advanced Standing based on prior formal, informal and non-formal learning are assessed in accordance with the Advanced Standing Policy. Applicants are encouraged to submit relevant documentation for assessment alongside their application for admission to a course, but this can also be submitted at a later date. 2.6 Where a student has been issued a packaged offer (e.g., a Foundation Program and a Bachelor degree together) and the student requests to change their principal course (Bachelor degree) prior to commencing the Bachelor component, the request is treated as a new admissions assessment.	Student	Before closing date (if applicable)
Step 3 Assessment of applications		

3.1 The Admissions team assesses each application in accordance with the *Admissions Policy* and Admissions *Guidebook*. The assessment considers: a. Whether the applicant meets the course entry requirements, including English language proficiency (for international applicants) and/or requirements for any alternative or special entry pathway. b. The documentation submitted including: • confirmation that all required documents have been provided; • original or certified copies, or evidence from a Tertiary Admissions Centre where applicable; • official translations for documents not issued in English. 3.2 The equivalency of international qualifications and recognition of overseas institutions is verified using authoritative resources including the Country Education Profiles or equivalent. 3.3 Assessment outcomes are recorded in the Institution's student management system including (where applicable): a. Details of previous qualifications and final grades; b. Australian qualification equivalency; c. English proficiency test results; d. Details of any disabilities or learning needs. 3.4 If the applicant has applied for Advanced Standing based on prior learning, the application is referred to the relevant Dean/Associate Dean in accordance with the *Advanced Standing Procedures*. 3.5 Applicants seeking admission via a special entry pathway (e.g., an Aboriginal and/or Torres Strait Islander applicants or applicants with a disability requiring special learning support) are assessed in accordance with sections 7 and 8 in the Admissions Guidebook. 3.6 In exceptional circumstances, the DVC (Learning and Teaching) may approve variations to academic entry requirements. The Admissions team must provide supporting evidence and justification for any request. Variations approved under this delegation cannot be used to waive English language requirements. 3.7 The Institution reserves the right to verify the authenticity of all documents submitted as part of an application. Suspected fraudulent applications are subject to investigation and may result in refusal or withdrawal of an offer of admission or cancellation of enrolment.	Admissions team	

Step 4 Outcome		
Direct applications 4.1 Applicants (or their international representative) are notified as soon as practicable, and the decision is recorded in the Institution's student management system. 4.2 The outcome comprises one of the following: a. Letter of Offer (including packaged courses); b. Conditional Letter of Offer (including packaged courses); c. A request for further documentation before decision can be made; or d. Rejection of application. 4.3 Letters of offer include details of tuition fees, refund policies, terms and conditions and any legislative requirements relevant to the applicant's enrolment. 4.4 If a **Letter of Offer** is issued, the documentation will include (but not limited to): a. Letter of Offer for the course at the Institution; b. Advanced Standing details (if applicable); c. Acceptance of Offer and written agreement. 4.5 If a **Conditional Letter of Offer** is issued, the documentation will include the conditions that must be met before a full offer can be issued. 4.6 If an application is rejected, the notification will include the reasons for the decision. **UAC applications** 4.7 Outcomes for UAC applications, including offers (if successful) are provided in accordance with the advertised UAC offer rounds. Instructions on how to accept the offer will be provided by UAC.	Admissions team	As soon as practicable
Step 5 Acceptance of offer		

5.1 Applicants must accept their offer in accordance with the instructions outlined in their Letter of Offer. 5.2 Applicants must make the appropriate financial arrangement or payment as applicable: • pay the specified tuition fee deposit (for upfront full fee-paying students); or • complete and submit the FEE-HELP/HECS-HELP Assistance form (for eligible domestic students only) International students must return the signed Acceptance of Offer and written agreement and make the required payment before a Confirmation of Enrolment can be issued for use in their student visa application, if applicable. 5.3 The Acceptance of Offer is recorded in the Institution's student management system. The Institution retains records of all admissions decisions and related documentation for two years after a student ceases to be an accepted student. 5.4 All personal information provided as part of the admissions process is handled in accordance with the Institution's Privacy Policy. Applicant data will be stored securely and used only for the purpose of assessing admission and enrolment. 5.5 International students requiring a student visa will be issued with a Confirmation of Enrolment (COE) upon request, once all acceptance requirements are met. Where an international student is under 18 years of age at the time of admission, the student must have approved accommodation and welfare arrangements in accordance with the Under 18 Student Policy. 5.6 Following acceptance, the student's enrolment status is updated to "Term Activated", which triggers Student Services to include them in institutional communications and activities, including (but not limited to orientation programs and timetable information.	Admissions team	
Step 6 Reviewing the outcome		

6.1 A student may submit a complaint against an admission decision in accordance with the *Complaints and Appeals Policy* and *Complaints and Appeals Procedures*. 6.2 The Admissions team is notified of the outcome of the review. 6.3 Where the original refusal decision is upheld, no further action is required by the Admissions team. 6.4 Where the outcome is in favour of the student, the Admissions team proceeds with the relevant step(s) in these procedures to complete the admissions process.	Associate Vice President (Student Administration) Admissions team	

4. Records management

As detailed in Table 1 above, admissions decisions are recorded in the Institution's database. Records are retained for the minimum periods outlined in the Records Management and Personal Information Procedures.

5. Related documents

Admissions Policy
Admissions Guidebook
Advanced Standing Policy
Advanced Standing Procedures
Deferral of Course Commencement Procedures

6. Version history

Summary of changes	Approved by	Approval date
	EMG	2 August 2019
	EMG	22 November 2021

Comprehensive review. New clauses added for verifying authenticity of documents, handling privacy, agent monitoring, advanced standing process, how to manage package students that wish to change their Bachelor degree. Removal of two-day timeframe for processing applications.	EMG	12 February 2026