

## **Domestic Student Application Policy and Procedure**

### **1. Purpose**

The purpose of this policy and procedure is to guide the process of applications of domestic students.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HESF 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Section 1.1 Admission.

### **2. Scope**

This policy and procedure apply to all EIA domestic students and administrative staff responsible for student enrolment.

### **3. Responsibility**

The Executive Manager of Marketing is responsible for the implementation of this policy and procedure and ensuring that staff and domestic students are aware of its application and that the staff implements its requirements.

The Board of Directors is responsible for approving this policy and all applications.

### **4. Requirements**

4.1 EIA process applications compliantly, effectively and efficiently:

- to encourage, support and promote student diversity and equal opportunity for all students. EIA staff and students will foster and maintain a welcoming, inclusive and respectful learning environment;
- to support students from under-represented, and disadvantaged or disabled groups including, but not limited to:
  - People with disability
  - Aboriginals and Torres Strait Islanders
  - Women
  - People from non-English speaking background
  - People located in rural and remote areas
  - People who are long-term unemployed
- to ensure applicants have the academic qualification and achievements required to meet entry standards into the course of study and do not have any limitations that might impede their progression;
- to ensure that application have the required evidence of proficient the English language entry requirement.
  - Prior to enrolment, EIA must:
  - inform applicants about the modes of study through which the course will be offered;
  - supply information about all charges currently associated with their proposed studies and advice, including the potential for fees to change;

- provide applicants with information including policies, arrangements and potential eligibility for credit for prior learning;
- supply information including policies on changes to or withdrawal from offers, acceptances and enrolment, tuition protection and refunds of charges.

#### 4.2 EIA must:

- confirm that all documents required from the applicant have been provided and recorded;
- ensure that all applicants meet the entry requirements of the course;
- validate the completion of previous requisite study or experience in a related field has been validated;
- only accept applications for credit transfer in writing using the Credit Transfer Application Form;
- provide the reason(s) for rejecting a student's application in writing (email or letter to the student or agent);
- provide a formal letter of offer if an application meets the entry requirements and is accepted;
- issue a conditional letter of the offer if the application does not fully meet the entry requirements, but where the conditions are such that the student is likely to be able to fulfil them to meet the course entry requirements;
- not accept a course tuition fee from the applicant before receiving the signed student acceptance agreement;
- provide the reason(s) for deferring, suspending or cancelling a student's application in writing (email or letter to the student).

## 5 Procedures

### Domestic student application

#### 5.1 All enquiring students must be provided with access to:

- Student Application Form
- Student Handbook
- Course Factsheet
- Website

#### 5.2 Applicants must complete the Student Application Form, sign and date where required and attach certified copies of supporting evidence, e.g. qualification, photo identification, proof of citizenship or residency and age (as indicated).

#### 5.3 The certification of documents must be conducted by a person in Australia listed under [\*Statutory Declarations Regulations 1993-Schedule 2\*](#).

#### 5.4 The Student Admissions & Enrolment Officer must:

- 5.4.1 review every student's application,
- 5.4.2 create an Application ID for each applicant,
- 5.4.3 confirm and/or validate evidence provided by the student,
- 5.4.4 complete the Student Application Checklists and
- 5.4.5 determine if an offer should be made on the basis of the entry requirements for the course.

#### 5.5 On their application form students will be asked to identify whether they belong to any particular sub-groups, including but not limited to students with a learning disability, Aboriginal or Torres Strait Islander students, students with mental health issues, etc. Students will also be advised to fill out the Academic Skills and Welfare Support Services Registration Form when they apply.

#### 5.6 All applicants must meet the entry requirements stated within the Course Factsheet for each course. All applications must be approved by the Academic Board before being issued with a letter of offer.

### Acceptance procedures

- 5.7 If the applicant has met all the entry requirements and the Academic Board has approved the application, a Letter of Offer and Student Acceptance Agreement will be sent to the applicant (including details of tuition fees, enrolment and commencement dates, orientation, and other information).
- 5.8 If the applicant has only partially met the entry requirements, a Letter of Offer – Conditional will be sent to the applicant which will include the conditions that must be met before issuing the Letter of Offer.
- 5.9 If the applicant’s qualification does not meet EIA’s admission requirements, other factors may be considered at the discretion of EIA. Factors may include:
- Mature age and/or proof of being 18 years or older who did not start a higher education study immediately after completing an Australian Year 12 qualification or equivalent qualification at the proposed date of commencement;
  - Work experience (if any);
  - Attitude and aptitude;
  - Previous academic results;
  - Attendance rate in the course of study in the previous institute (if any);
  - Ability and skills to function in an academic environment;
  - Possibility to succeed in his/her academic endeavours.

If after consideration of any other factors the applicant is deemed not to meet the entry requirements, the applicant is informed in writing of the decision and its basis.

- 5.10 Where an offer is to be made to an applicant, the Student Admissions and Enrolment Officer must complete and sign and date the Application Form.
- 5.11 Once an offer has been approved by the Academic Board, an offer letter must be prepared and despatched to the student accompanied by a Student Acceptance Agreement.
- 5.12 Applicants wishing to accept the offer must complete the Student Acceptance Agreement and send it to EIA, and then pay the fee requested in the Letter of Offer. The Tuition fee can only be collected after receipt of signed Student Acceptance Agreement. Students can defer their enrolment for up to six months after signing the Student Acceptance Agreement.
- 5.13 Every enrolled student must undertake the Orientation Program. The Welfare Support Officer will provide an Orientation Plan, conduct orientation and collect the signed Orientation Checklist (Orientation Plan) from the students. The Welfare Support Officer will ensure the Orientation Checklist is complete. The Orientation Program will include, but will not be limited to:
- Tour of EIA
  - Key contacts
  - Course information
  - Student Support Services
  - Payments and refunds
- 5.14 The Student Admissions and Enrolment Officer must notify the Academic Learning Support Officer (for academic matters) and the Welfare Support Officer (for non-academic matters) about any applicants that belong to identified sub-groups.

When the students commence their studies at EIA, the Academic Learning Support Officer and the Welfare Support Officer must meet with each student and provide Study Support Plans specific to their respective areas.

### **Relevant documents**

Credit Transfer Application Form

Student Application Checklists

Course Factsheet

<b>Document Title</b>	Domestic Student Application and Enrolment Policy and Procedure
<b>Date Created</b>	10/05/2019
<b>Created By</b>	Executive Manager of Marketing
<b>Current Version</b>	1.1
<b>Last Approved Date</b>	23/05/2019
<b>Approval Authority</b>	Board of Directors
<b>Custodian</b>	Quality and Governance Officer
<b>Responsible for Implementation</b>	Executive Manager of Marketing
<b>Version History</b>	
Version Number	Amendments
1.1	Change company name to Edvantage Institute Australia (EIA); update responsibility