

Admissions Policy and Procedure

1. Purpose

This policy sets the admissions criteria to EIA's courses and the processes of guiding EIA to admit students in an ethical and responsible manner.

This policy complies with:

- Section 1.1 (Admission) of the Higher Education Standards Framework (Threshold Standards) 2021.
- The Education Services for Overseas Students Act 2000 (ESOS Act)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

2. Scope

This policy applies to all student applications and EIA staff who are involved in the assessment of student applications and the issuing of Letter of Offer, Acceptance Agreement and CoE.

3. Definitions

Certified document: An original document or stamped certified copy (by a person in Australia listed under the Statutory Declarations Regulations 1993-Schedule 2 or, for international offshore applicants, by the Commissioner of Oaths or Notary Office in your local district).

Course: A structured and integrated program of education consisting of several units of study leading to the award of a qualification.

CoE: Confirmation of enrolment.

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.

DoHA: Australian Government Department of Home Affairs.

IELTS: International English Language Testing System.

International student: A person holding an Australian student visa enrolled in a CRICOS registered course onshore.

OSHC: Overseas Student Health Cover

Principal course: The main course of study to be undertaken by a student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.

PRISMS: Provider Registration and International Student Management System.

Prospective student:

Study period: A study period is defined as a Trimester.

TOEFL: Test of English as Foreign Language.

VEVO: Visa Entitlement Verification Online.

4. Policy

- 4.1 EIA encourages, supports and promotes student diversity and equal education opportunity for all students. EIA staff and students will foster and maintain a welcoming, inclusive and respectful learning environment to support students regardless of race, disability, gender or sexuality or educational disadvantage.
- 4.2 The admission criteria for each EIA's course must follow a comparative benchmarking analysis under the proper academic governance oversight.
- 4.3 EIA is committed to having the consistent, fair, transparent and equitable admissions process in place to ensure applicants meet the English and academic requirements (Refer to Admission Criteria Schedule on this document) into the course of study and do not have any limitations that might impede their study progression.
- 4.4 EIA will not accept enrolment of international students who are under the age of 18 at the time of the commencement of their studies.
- 4.4 Mature age applicants (21 years of age and over) may be admitted to a course without meeting the EIA specified academic entry requirements where they can demonstrate the attainment of relevant and recognised prior learning experience. However, such applicants are required to demonstrate capacity to meet course entry requirements. For example, this may necessitate evidence of prior training or other learning, an interview with EIA, employer references and/or a portfolio of professional work.
- 4.5 In the case of international students, EIA may also assess whether a student is a Genuine Temporary Entrant in determining whether an offer of admission will be made. In reviewing whether a student is a Genuine Temporary Entrant, EIA may consider issues such as the student's previous study, study gap, financial capacity, employment situation and the choice of EIA's course(s) (Refer to <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>).
- 4.6 The Course Credit and Articulation Policy and Credit Transfer and Exemptions Procedures will be applied for students who wish to request for course credit.
- 4.7 Each student that satisfies the admission criteria will be offered a place via a Letter of Offer and Acceptance Agreement. The Acceptance Agreement between EIA and the student sets out the services to be provided, fees payable and information in relation to refunds of the application and course fees (Refer to the Fees and Charges Policy and Refunds Policy).
- 4.8 The EIA Acceptance Agreement must include the information of:
 - a. the course(s) in which the international student is to be enrolled;
 - b. any conditions on the international student's enrolment such as any prerequisite course or attainment of a certain level of English language proficiency;
 - c. an itemised list of tuition or course fees to be made payable by the student and the payment structure/schedule;
 - d. the length of each study period for the course for the location, and the tuition fees for each study period for the course for the location;
 - e. not require more than 50% of the student's total tuition fee for a course before the student has begun the course unless the course has a duration of 25 weeks or less;
 - f. refunds of tuition and non-tuition fees including:
 - the refund requirements that apply if the student defaults in relation to a course at a location,
 - amounts that may or may not be repaid to the student (including any tuition or non-tuition fees collected by education agents on behalf of the registered provider) and
 - processes for claiming a refund;

- g. the circumstances under which personal information about the international student may be shared between EIA and the Australian Government and designated authorities. This information includes personal contact details, course enrolment details and changes, and any circumstance of suspected breach by the international student of a student visa condition;
 - h. advise to the international student of their responsibility to notify EIA of a change of address while enrolled in their course(s);
 - i. explanation in plain English of what happens in the event of a course not being delivered;
 - j. a statement that 'This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws';
 - k. advise to the students, that in the event of a course not being delivered by EIA, EIA will refund the course fees or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework.
- 4.9 The EIA Acceptance Agreement must be signed by the student prior to, or at the same time as, any money for tuition fees are paid.
- 4.10 The CoE will not be issued until the Acceptance Agreement has been signed by the student and the relevant fees paid to EIA.

5 Procedures

5.1 Applying for Admission

5.1.1 Applicants must complete all the required fields of the Student Application Form (International), sign and date and return it to admissions@eia.edu.au along with the following supporting documentation (where applicable):

- evidence the applicant meets the all entry requirements as outlined in Admission Criteria Schedule;
- evidence the applicant meets the additional course specific entry requirements, if applicable, as required by the course for which the applicants apply;
- certified passport (main page and visa page where appropriate);
- for international onshore applicants, current CoE, visa and study history and Release Letter from provider if currently studying in Australia and not yet completed six (6) months of the principal course of study;
- any other supporting documentation deem necessary by EIA to conduct the Genuine Temporary Entrant (GTE) assessment against the relevant criteria set by the Department of Home Affairs (DoHA); and
- for an applicant seeking course credit relevant supporting documentation as outlined in EIA's Course Credit and Articulation Policy and Credit Transfer and Exemptions Procedures.

5.1.2 Documents in a language other than English must be accompanied by a certified English translation.

5.1.3 The application form and other required documents must be signed by the applicant. Application form and other required documents signed by a third party will not be accepted.

5.2 Application Processing

5.2.1 On receipt of the completed student application documentation, the Admissions Officer must:

- review all student application to ensure that the Application Form (International) has been completed, signed and dated;
- create an Application ID for each applicant;
- confirm and/or validate evidence provided by the student;
- complete the Student Application checklists;
- verify the IELTS or TOEFL statement with an accredited IELTS or TOEFL testing authority and the result against EIA entry requirements;
- verify and assess previous academic statements/ qualifications;
- decide whether the application meets all entry requirements outlined in the Admission Criteria Schedule and course specific entry requirement, if applicable, in order to make an offer;
- validate the applicant's age;
- establish contact with the applicant to conduct the Genuine Temporary Entry (GTE) check and ascertain that student understand the learning requirements of courses offered by EIA.

5.2.2 For onshore student or student with an existing CoE, the Admissions Officer will also check:

- the Student Application Form which includes details of their current enrolment in other institutes in Australia;
- if student has not completed the principal course with the current provider, a Release Letter must be submitted;
- the applicant's student visa status through VEVO;
- if there are any changes in the student visa status, e.g. cancellation or refusal, contact the student via phone or email and request an updated visa for study purposes.

5.2.3 For some intending international students, there may be a request for further documentation and interviews conducted by telephone or Zoom.

5.2.4 If there is doubt about a student's academic credentials, the Admissions Officer will contact the issuing provider for verification of the documents.

5.2.5 EIA will deny the offer of a place if the intending student or their education agent has provided false, fraudulent, or misleading information or documentation.

5.2.6 If an intending applicant is applying for course credit, the applicant is required to complete a Course Credit Exemption Application Form detailing all units they have successfully completed, in addition to providing certified copies of their qualifications and academic transcripts.

5.2.7 Upon receiving the completed Course Credit Exemption Application Form and the supporting documents, the Admissions Officer will pass to the Academic Department for assessment.

5.2.8 If course credit is approved, the course duration will be adjusted by the number of approved unit credits.

5.3 Issuance of the Letter of Offer

5.3.1 Eligible Applicants will be issued a Letter of Offer and Acceptance Agreement document from EIA in writing. The Letter of Offer will be valid for 90 days from the date of issue, or until the Enrolment Final Date of the applicable intake, whichever is first.

5.3.2 In the event that an application is not successful, the Admission Officer will provide the applicant with the reason(s) via email.

5.3.3 If the applicant has only partially met the entry requirements, Letter of Offer – Conditional will be sent to the applicant/their education agent, which will show the conditions to be met before issuing the Letter of Offer. The conditions may include:

- if the applicant’s current English language proficiency is not sufficient for course entry and the prospective student requires to provide an updated English language proficiency certificate for further consideration;
- for packaged offers, which may involve a combination of English language course(s) and/or VET (vocational education and training) course and the EIA higher education course, the Letter of Offer will include a condition requiring that the student must successfully complete each course in the package. The student will be expected to provide evidence in the form of an academic transcript to verify the condition is met prior to entry to each successive course in the packaged arrangement. Where a student does not successfully complete the VET course, the student may extend the VET course. If delayed, the student’s enrolment into the higher education course will be deferred by one trimester. This arrangement must be approved by the Admissions Manager;
- where a shore student is unable to provide evidence of current study, they may be asked to provide the following document for further consideration:
 - an Academic Transcript or Statement of Results of current study;
 - a deferral approval letter from their current education provider along with deferred CoE if possible; or
 - an attainment of relevant and recognised prior learning experience that would allow them to undertake higher level study.

5.4 Special needs and reasonable adjustment

5.4.1 Applicants 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 physical/mental health issues etc..

5.4.2 The Admissions Officer must notify the Academic Support Officer about any applicants that belong to identified sub-groups for the applicable arrangement of corresponding support and learning adjustment upon the student enrolment.

5.5 Accepting an Offer

5.5.1 Applicants wishing to accept the offer must sign and date the last page of the Student Acceptance Agreement and return it to EIA and pay the fee requested in the Letter of Offer along with any required supporting documentation.

5.5.2 A deposit fee can only be collected after the receipt of the signed Letter of Offer and Acceptance Agreement. Students wishing to defer must lodge an application in accordance with EIA’s Enrolment Policy and Procedure.

5.6 Issuance of CoE

5.6.1 Within 10 business days of receiving the signed Letter of Offer and Acceptance Agreement, the Admissions Officer must enter the following enrolment details into PRISMS:

- student's full name
- gender
- date of birth
- country of birth and nationality
- student address
- mobile phone number
- landline phone number (if available)

- email address
- education agent details
- start and end date of course (taking account of any course credit)
- unique identifier of the student's course and its location (USI)
- amount of tuition fees EIA has received (including the start and end dates for the period to which this amount relates)
- amount of non-tuition fees received
- total amount of tuition fees in accordance with the Letter of Offer
- Overseas Student Health Cover (OSHC) details (if arranged by EIA)
- onshore or offshore applicant
- if the student has undertaken an English language test, the name of the test and the score the student received for the test
- if the student was in Australia, the number of the student's passport
- if the student holds an Australian visa, the number of the visa
- any applicable conditions
- any applicable credit exemptions.

5.6.2 Once entered into PRISMS, a copy of CoE is sent to the student and their education agent.

5.6.3 The Admissions Officer who create a CoE must check location capacity prior to issue any CoE. If the site capacity reaches 80%, the issue must be reported to the Admissions Manager. The Admissions Manager will table the issue at EIA's senior staff monthly meeting for a resolution.

5.7 Appeals

5.7.1 An applicant is entitled to appeal against an EIA admission decision related to his/her application, including:

- unsuccessful admission to a course of study, or
- the amount of credit given for course credit.

5.7.2 The applicant may lodge an appeal against any of the above decisions in accordance with EIA's Student Grievance, Complaints and Appeals Policy and Procedures.

Document History

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Responsible for Implementation	Admissions Manager
Version History	
Version Number	Amendments
1.0	Combined the International Student Application Policy and Procedure v2.4 and EIA Entry Requirements Document

Admission Criteria Schedules

Schedule 1 Admissions Criteria

Course	Academic Requirement
All EIA courses	Satisfactory completion of Australian Year 12 Senior Secondary Certificate of Education or Successful completion of Australian University Foundation Program or Successful completion of Australian AQF level 4 course
All EIA courses except for Diploma of Business	English Requirement IELTS (Academic) over all 6.0 (with no band score less than 5.5) or equivalent
Diploma of Business	English Requirement IELTS (Academic) over all 5.5 (with no band score less than 5.0) or equivalent
Bachelor of Information Technology (ICT Security)	Course Specific Requirement
Bachelor of Information Technology (Information Systems)	A passing score in any VCE math units or equivalent.
Diploma of Information Technology	

Schedule 2 Equivalent to Australian Year 12 by Country

Country	Equivalent to Australian Year 12
General	Completion of a post-secondary course at a recognised institution (refer to AEI Country Education Profile)
Argentina	Bachillerato/Tecnico de Nivel Medio/Bachillera to Especializado
Bangladesh	Higher Secondary Certificate/vocational higher secondary certificate (Minimum CGPA is 3.5 or 60% in HSC/First Division pass) GCE A-Level (2 passes)
Bhutan	Bhutan Higher Secondary School Certificate or Middle Secondary School Certificate plus 2 year relevant vocational diploma
Brazil	Certificado /diploma de Ensino Medio (Year 12 equivalent)
Brunei	Brunei Cambridge General Certificate of Education Advanced Level (Brunei - Cambridge A level) – 2 passes
Cambodia	Diploma of Upper Secondary Education/Baccalaurate
Canada	High School Diploma
Chile	Licencia de Educación Media (Certificate of Secondary Education Certificate) Tecnico- Profesional or Tecnico
China	General Senior Secondary Unified Graduation (Certificate of Graduation) or Certificate from Vocational Secondary School
Colombia	Bachillerato (Secondary School Certificate)
Cuba	Diploma de Bachiller en Ciencias y Letras/ Título de Bachiller (nivel medio superior de la Education General Politecnica Laboral) - Certificado de Fin de Estudios Secundarias/ TécnicoMedio/Maestro Primario, etc. (Certificado de Fin de Estudios Secundarias)
Czech Republic	Maturita (Matriculation Certificate)/School Leaving Certificate
Denmark	Studentereksamensbevis (Upper Secondary School Leaving Certificate)
Egypt	General Secondary Education Certificate, Al-Azhar Secondary Education Certificate, Technical Secondary Education Certificate, Commercial Secondary Certificate or the Agriculture Secondary Certificate
Finland	Ylioppilastutkintodistust (Certificate of Matriculation) Secondary School Leaving Certificate
France	Baccalaureat/ Brevet professionnelles

Germany	Achgebundene Hochschulreife/ Fachgebundene Hochschulreife (Leaving Certificate) or Zeugnis der Reife or Reifezeugnis or Abitur or Fachhochschulreife
Ghana	Successful completion of Senior Secondary School Certificate/West African School Certificate AND a minimum of 2 passes (minimum E grade) at the GCE A level. Note: Assessment for a waiver of the GCE A level requirement may be made on a case-by-case basis and will be based in academic merit. Students with a C average or above may be considered without the A level requirement
Greece	Apolytirio Lykeiou (Leaving certificate)
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Advanced Level Examination (HKALE)
Hungary	Gimnaziumi Erettsegi Bizonyitvány, / Gymnasium Maturity Certificate
India	All India Senior School Certificate or Indian School Certificate or Certificate of Vocational Education or Senior Secondary Certificate or State Boards of Secondary/Senior Secondary Education certificates, GCE A-Levels (2 passes)
Indonesia	Certificate of Completion of Senior Secondary Education (Ijazah/STTB SMA/STTB SMK) or Certificate of Graduation (SKHUN)
Ireland	Leaving Certificate/GCE A Levels (2 passes)
Israel	Teudat Bagrut (High School Certificate)
Italy	Diploma di Superamento dell'Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate) or Diploma of State Examination
Japan	Upper Secondary School Certificate of Graduation (Kotogakko Sotsugyo Shosho)
Jordan	Twajihi (General Secondary Education Certificate)
Kenya	Kenya Certificate of Secondary Education (KCSE) or GCE A level – 2 passes
Lebanon	Baccalaureat Libanaise (Baccalaureat 2) or Baccalaureat Technique/ Technicien or Certificat Professionnel/ de Maîtrise/Technicien
Macau	Senior Secondary School Diploma Year 12, or GCE A Level – 2 passes, or Form 6
Malaysia	STPM Senior Secondary Certificate of Education or GCE A Levels - 2 passes , UEC
Mauritius	GCE A-level – 2 passes
Mexico	2-3 year Preparatoria or Bachillerato program
Myanmar	Matriculation/Basic Education High School (BEHS) plus minimum completed 2 years at Professional College or Secondary Technical College or GCE A- Level (2 subject passes) or A level (1 A and 2 AS level passes)
Nepal	Higher Secondary Education Board Certificate (Grade 12)
New Zealand	National Certificate of Educational Achievement (NCEA) – Level 3, minimum 60 credits
Netherlands	Vorbereidend wetenschappelijk onderwijs (Diploma VWO) or Hoger algemeen voortgezet onderwijs Diploma HAVO)
Nigeria	Senior Secondary School (WAEC/NECO) examinations (5 subjects passes C grade average) GCE A Levels (2 passes)
Norway	Vitnemal fra den videregående skolen (Certificate from upper secondary school)
Oman	School Leaving Certificate
Pakistan	Higher Secondary School Certificate/ Intermediate Certificate
Papua New Guinea	Higher School Certificate
Peru	Certificado de Educación Secundaria Común Completa (Secondary Common Education Graduation Certificate) plus a Technical Diploma or entrance to University
Philippines	High School Diploma or a Certificate of Graduation + two years of bachelor degree OR from 2018, Grade 12 Senior High School Diploma

Poland	Matura Swiadectwo Dojrzalosci LiceumOgolnoksztalcacego (Certificate of Matriculation of the General Lyceum)
Portugal	Certificado de Fim de Estudos Secundarios or Diploma de 12 Ano de Escolaridad (Secondary Certificate)
Russia	Attestat o Srednem (polnom) Obshchem Obrazovanii(Certificate of Secondary (Complete) General Education)
Saudi Arabia	Shahadat al-thanawiyyah al-'aama or shahadat al-marhalat al-thanawiyyat (General Secondary Education Certificate) Form 7 or University Foundation Year
Singapore	GCE A-levels - 2 passes
Slovakia	Maturitni Vysvedceni/Maturitnej Vysvedcenie(Matriculation Certificate)
Slovenia	Spričevalo o poklicni mature or Spričevalo o poklicnimature or Svidetelstov zo polozen zavresen
South Africa	National Senior Certificate (Year12) Senior Certificate (Year 12) GCE A-Levels 2 Passes, International Bacculaureate Diploma
South Korea	General/Academic Senior High School Certificate/Diploma (Immumgye Kodung Hakkyo Choeupchang
Spain	Titulo de Bachiller
Sri Lanka	GCE A-levels – 2 passes
Sweden	Slutbetyg Från Gymnasieskola
Switzerland	Federal Maturity Certificate/ Maturitätszeugnis, Certificatde Maturité/ Attestato di Maturità
Taiwan	Senior High School Diploma or Senior Vocational School Diploma
Thailand	Matayom 6 or MS 6. (Certificate of Secondary Education)
Turkey	Lise Diplomasi (Secondary School Diploma) Technical or Vocational School Diploma (Teknik or Meslek Lise Diplomasi)
United Arab Emirates	Tawjihyya or Thanawiyya Al-A'ama (General Secondary Certificate), Technical Secondary School Certificate, Commercial Secondary School Certificate or Certificate from an Agriculture Institute
UK	GCE A-Levels (2 subject passes)
Venezuela	Educacion Media – Academic or Tecnico (Medio), Bachillor
Vietnam	Bang Tot nghiep Trung hoc Pho thong (Upper Secondary Education Graduation Diploma)
Zambia	ZSC Year 12 (5 subject passes C grade or better) GCE A-Levels (2 subject passes) or A-levels 1 A and 2 AS level passes or Diploma in relevant area (1 year minimum)
Zimbabwe	Zimbabwe General Certificate of Education at Advanced Levels (A Levels)– 2 passes, or International Bacculaureate Diploma

Schedule 3 English Requirement

Test/qualification	Score Required
IELTS (Academic)	6.0 (no band less than 5.5)
TOEFL (Paper)	550 (TWE 4.0)
TOEFL (iBT)	60 (minimum of 20 in the writing section)
PTE	46 (with no communication score less than 36)
EAP = IELTS 6.0	Successful completion with the EAP course with the exit level of IELTS 6.0 from a NEAS or English Australia endorsed ELICOS provider
The following academic qualifications can be accepted as meeting the English language requirements if the applicant does not have a valid English test result.	
International Bacculaureate Diploma	4 in English A1 or A2 (higher and standard level) or 5 in English B (higher level)
Senior Secondary School (Year 12)	Successful completion of Year 12 – score of 30 in ESL/EAL units ¼
Australian University Foundation Program	Successful completion of program - pass in the English subject
AQF Undergraduate degree	Successful completion of one semester

AQF Advanced Diploma	Completed or successful completion of at least 50% of the course
AQF Diploma	Completed or successful completion of at least 50% of the course
AQF Certificate IV	Successful completion of program + evidence of English proficiency equivalent to IELTS 6.0
Study at a university where the medium of instruction was English for the full program (must provide an official letter from the Principal or Registrar of the institution at which the student studied).	Successfully completed studies within the past two years at an Australian Education International