

Student Admissions and Advanced Standing Procedure

1. Purpose	The Student Admissions and Advanced Standing Procedure outlines the steps for the admission of students to courses at EIA, including the steps for advanced standing assessment.	
2. Scope	This policy applies to all the prospective and current students who apply for EIA course entry and/or advanced standing and the EIA staff who are involved in the assessment of student applications and the issuing of Letter of Offer, Acceptance Agreement and Confirmation of Enrolment (CoE).	
3. Procedure	This Procedure outlines the steps for the admission of students into EIA courses, including where advanced standing is involved in the process.	
Element	Procedure	Key Accountability
3.1 Applying for Admission	3.1.1 Applicants must complete all the required fields of the Student Application Form, sign and date and return it to admissions@eia.edu.au along with the following supporting documentation (where applicable): a. Evidence the applicant meets all entry requirements as outlined in Admission Criteria Schedule; b. Evidence the applicant meets the additional course specific entry requirements, if applicable, as required by the course for which the applicants apply; c. Certified passport (main page and visa page where appropriate); d. Certified copies of academic qualifications and transcripts; e. Verified copies of English language proficiency results (where appropriate); f. 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; g. 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	Students

	h. For an applicant seeking course credit relevant supporting documentation as outlined in EIA's Student Admissions and Advanced Standing Policy. 3.1.2 Documents in a language other than English must be accompanied by a certified English translation.	
3.2 Application Processing	3.2.1 On receipt of the completed student application documentation, the Admissions Officer must: a. Review all student application to ensure that the Application Form has been completed, signed and dated; b. Create an Application ID for each applicant; c. Confirm and/or validate evidence provided by the student; d. Complete the Student Application checklists; e. Assess previous academic statements/ qualifications; f. 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; g. Validate the applicant's age; h. Conduct the Genuine Temporary Entry (GTE) check and ascertain that student meet the GTE requirements. 3.2.2 For onshore student or student with an existing CoE, the Admissions Officer will also check: a. The Student Application Form which includes details of their previous enrolment in other institutes in Australia; b. If student has not completed the 6 months of the principal course with the current provider, a Release Letter must be submitted; c. The applicant's student visa status through VEVO; d. 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. 3.2.3 For some prospective international students, there may be a request for further documentation and interviews conducted by telephone or Zoom.	Admissions officers; Course Coordinators; Academic Support Officer; Dean; Students

	3.2.4 If there is doubt about a student's academic credentials, the Admissions Officer will contact the issuing provider for verification of the documents. 3.2.5 EIA will deny the offer of a place if: a. The prospective student or their education agent has provided false, fraudulent, or misleading information or documentation, or neglected to reveal required information; or b. There is not enough space in the course or the number of enrolled students at EIA goes beyond the approved capacity. 3.2.6 If a prospective 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. The completed form and the documents must be submitted to Admissions@eia.edu.au. 3.2.7 Upon receiving the completed Course Credit Exemption Application Form and the supporting documents, the Admissions Officer will assess if the Admissions Officer has the authorisation for decision making or should pass the application to the Academic Department for assessment. 3.2.8 Admissions Officer has the authority to apply the credit exemption articulations signed by EIA to the assessment of applications of prospective students who have successfully completed a cognate diploma/advanced diploma. For the applications outside the articulations, the Admissions Officer shall pass the applications to the Academic Support Officer. 3.2.9 If an existing student is applying for credit exemption, the student is required to complete the same Course Credit Exemption Application Form, detailing all units they have successfully completed, in addition to providing certified copies of their qualifications and academic transcripts. The completed form and the documents must be submitted to the Academic Support Officer at acadop@eia.edu.au at least 10 business days prior to the commence of the study period of the unit(s) for which the student seeks exemption. 3.2.10 The Academic Support Officer shall liaise with the Course Coordinators of the respective disciplines for the assessment of the applications.	
--	--	--

	3.2.11 The Course Coordinator will assess the credit exemption in accordance with the Student Admissions and Advanced Standing Policy and record the outcome in the Course Credit Exemption Application Form and return the Form within 48 hours from the receipt of the Form to the Admissions (prospective students) or Academic Support Officer (existing students). 3.2.12 When an existing student is granted advanced standing, the Academic Support Officer shall advise the Admissions to issue the student a revised Letter of Offer. 3.2.13 Usually within 10 working days of receiving a completed application, advanced standing applicants or their education agents will receive a written outcome from EIA in the form of a Letter of Offer. The student must review the outcome and inform EIA immediately of any discrepancies or irregularities, as well as keep a copy of the outcome for their own records. It is the responsibility of the student to check the outcome of their application. 3.2.14 When a student is granted advanced standing, they must give written confirmation of their acceptance. Students must return the acceptance in the form of a signed Letter of Offer and Acceptance. 3.2.15 The course duration may be reduced due to the grant of advanced standing which will be reflected in the Letter of Offer. 3.2.16 Where advanced standing is denied the applicant will be notified in writing including the ground for refusal. Such written communication will be from the Admissions for the prospective students and from the Academic Support Officer for the existing students. 3.2.17 A student who has agreed to advanced standing with EIA has the option to cancel or withdraw part or all of it by making a written request. The request must be sent to Admissions@eia.edu.au for prospective students and to adaop@eia.edu.au for existing students. Such request will be considered on a case-by-case basis and will involve a discussion between the student and the Dean of delegate to verify that there are valid academic reasons for the request. If the advanced standing is revoked, the student cannot regain it unless they can prove that the decision to revoke was due to a mistake made by EIA. 3.2.18 The Dean of delegate will notify the Admissions Officer/Academic Support Officer of the	
--	---	--

	request outcome and ask them to sign and acknowledge the cancellation of advanced standing. A copy of this will be kept in the student's file in the Student Management System. 3.2.19 Revoking credits may result in extending the CoE duration. Any expenses related to this extension will be the student's responsibility.	
3.3 Issuance of Letter of Offer	3.3.1 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. 3.3.2 In the event that an application is not successful, the Admission Officer will provide the applicant with the reason(s) via email. 3.3.3 If the applicant has only partially met the entry requirements, Letter of Offer – Conditional will be sent to the applicant/their education agents, 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 an onshore student is unable to provide evidence of current study, they may be asked to provide the following document for further admission assessment: ○ An Academic Transcript or Statement of Results of current study;	Admissions Officers; Admissions Manager

	○ 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.	
3.4 Special Needs and Reasonable Adjustment	3.4.1 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.. 3.4.2 The Admissions Officer must notify the Academic Support Officer any applications that belong to identified sub-groups or claim special needs for the applicable arrangement of corresponding support and learning adjustment upon the student enrolment. 3.4.3 The Academic Support Officer must record the reasonable adjustment in the Student Special Needs Register and the individual student files in the Student Management System.	Admissions Officers; Academic Support Officer
3.5 Accepting an Offer	3.5.1 Applicants wishing to accept the offer must sign and date the last page of the Student Acceptance Agreement and return it to Admissions@eia.edu.au and pay the fee requested in the Letter of Offer along with any required supporting documentation. 3.5.2 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.	Students
3.6 Issuance of CoE	3.6.1 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	Admissions Officers; Admissions Manager

	• 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. 3.6.2 Once entered in PRISMS, a copy of CoE is sent to the student and their education agent. 3.6.3 The Admissions Officer who creates a CoE must check location capacity prior to issuing any CoE. If the site capacity reaches 80%, the issue must be reported to the Admissions Manager. The Admissions Manager will table the issue to the Managing Director for a resolution. 3.6.4 For existing students, by signing the revised Letter of Offer and Acceptance Agreement, students are agreeing to accept the advanced standing being provided by EIA and a copy will remain in the student's file in the Student Management System. The Admissions Officer will also report the change of course duration via PRISMS within 31 days as required under Section 19 of the ESOS Act. 3.6.5 If the cancellation of advanced standing is approved, the Admissions Officer will provide the student with a new CoE that reflected the revised duration of the course and be responsible for reporting the change in course duration via PRISMS within 31 days, as mandated by Section 19 of the ESOS Act.	
3.7 Appeals	3.7.1 An applicant has a right of appeal against an EIA decision, if they were: a. unsuccessful for admission to a course of study, or	

	b. dissatisfied with a response to their application for course variation, or c. dissatisfied with the amount of credit given for advanced standing. 3.7.2 The applicant may appeal any of the above decisions in accordance with EIA’s complaints and appeals process.	
<u>3.8 Offshore (Third-Party) Delivery Applications</u>	<u>3.8.1 Applications from prospective students at an offshore Host Campus are collected and verified by the Educational Partner and transmitted to EIA admissions without alteration, in accordance with the relevant Education Partner Agreement and the Offshore Delivery Operations Manual.</u> <u>3.8.2 The Admissions Officer processes offshore applications in accordance with this Procedure. Assessment against entry requirements (including English language requirements) is undertaken by EIA. Where there is doubt about the authenticity of documents, verification is undertaken with the issuing institution before an offer is made.</u> <u>3.8.3 Letters of Offer and Acceptance Agreements for offshore cohorts are issued only by EIA. A CoE is not issued for study undertaken wholly offshore. A CoE is issued only where a student is admitted to study in Australia (including under an articulation pathway), in which case section 3.6 applies.</u> <u>3.8.4 Enrolment of offshore students is recorded in EIA’s student management system (Meshed Higher-Ed), which holds the authoritative student record. The Educational Partner must reconcile its records with EIA’s systems each teaching period in accordance with the Offshore Delivery Operations Manual.</u>	<u>Admissions Officer;</u> <u>Registrar; Dean</u>
Administrative Details		
Procedure Owner	Managing Director	
Implementation Officer	Dean	
Approved Authority	Managing Director	
Definitions	See <u>EIA Glossary of Terms</u>	
Version History		
Version	Approved/Effective Date	Amendments

3.0	13/07/2023	- Integrated the existing procedures in the Admissions Policy and Procedure, Domestic Student Application Policy and Procedures and Credit Transfer and Exemptions Procedures - Procedures updated in accordance with the updates in the Student Admission and Advanced Standing Policy
<u>3.1</u>	<u>Draft 12/07/2026</u>	<u>Added section 3.8 Offshore (Third-Party) Delivery Applications: partner collection, verification and unaltered transmission of applications; EIA assessment and offer issuance; CoE only for study in Australia; enrolment and record reconciliation in Meshed Higher-Ed. Applies to all offshore delivery arrangements under Education Partner Agreements.</u>