



ADMISSIONS POLICY

Approving authority	Academic Board
Approval date	Original approval: 5 December 2013 Revised: 1 December 2015; Revised 1 June 2017
Purpose	This policy sets out the basis for making direct offers of admission for all coursework courses at Ozford Institute of Higher Education.
Responsibility for implementation	Head, Student Services & Administration
Next scheduled review	December 2017
Document Location	R:OIHE\Policies\Admissions Policy.docx
Associated documents	Credit Transfer and Articulation Policy Refund Policy Transfer between Registered Providers policy

Acknowledgements:

This policy has been developed with reference to the following institutions' policies:

CQUniversity, *Admissions to CQUniversity Coursework Programs Policy*, available at http://policy.cqu.edu.au/Policy/policy_file.do?policyid=654, accessed 2 December 2013

CQUniversity, *Admission to CQUniversity Coursework Programs Procedures*, available at http://policy.cqu.edu.au/Policy/policy_file.do?policyid=1224, accessed 2 December 2013

Griffith University, *Credit Transfer Policy*, available at: <https://policies.griffith.edu.au/adminservices/Enrolment%20and%20Orientation/Credit%20Transfer%20Policy.docx>, accessed 14 November 2013

1. Principles

Ozford Institute of Higher Education (the Institute) admissions policy and processes are designed to admit students from a wide range of backgrounds, both from Australia and from overseas who meet entry requirements set out in this policy and who are judged to have a good chance of successfully completing the course into which they are admitted.

In making a judgement about a student's likely ability to complete a course offered by the Institute it is policy that all coursework at the Institute will be assessed in accordance with standards and requirements set by the Academic Board and consistent with the standards set out in the Education Services for Overseas Students (ESOS) Act 2000, the Higher Education Support Act 2003, National Office of Overseas Skills Recognition (NOOSR), the Australian Qualifications Framework (AQF), and Tertiary Education Quality and Standards Agency (TEQSA) Threshold Standards.



2. Policy

It is policy that applicants for places in the Institute's courses must meet both academic, language and minimum age requirements as follows:

2.1 *Academic/Educational Qualification/ Work Experience Entry Requirements (one of the following):*

An applicant must meet the academic requirements for admission in one of the following ways:

- 2.1.1 Evidence of a successfully completed current or previously approved Victorian Year 12: Victorian Certificate of Education including VET in the VCE, Higher School Certificate or equivalent, whether completed as a local, interstate or international student at the standard prescribed by the Academic Board; OR
- 2.1.2 International Baccalaureate (IB) - satisfactory completion of the International Baccalaureate Diploma including English, whether completed as a local or international student, in Australia or overseas; OR
- 2.1.3 Recognised or commonly accepted equivalent overseas qualifications - satisfactory completion of a qualification of an equivalent standard to an approved Australian Year 12, including English, OR
- 2.1.4 Current or previous TAFE studies - satisfactory completion of one year of an AQF accredited award at Certificate IV or above; OR
- 2.1.5 Mature age entry for students over the age of twenty one who can demonstrate capacity for successful study at undergraduate level through work and life experience as assessed by the Head of School or delegated officer.

2.2 *Minimum Level of English Language Proficiency*

- 2.2.1 Applicants are required to demonstrate sufficient English language skill to enable them to successfully complete a degree course. International applicants shall satisfy the Institute that they have achieved an IELTS score of 6.0 with no band less than 5.5 or equivalent.
- 2.2.2 Applicants can also demonstrate sufficient English Language skill by proof of the completion of secondary education (or higher) in a country in which English is the primary language.
- 2.2.3 Each applicant is required to provide a certified/agent verified copy of their current IELTS /equivalent level from their IELTS/equivalent provider on application
- 2.2.4 If the applicant's IELTS is expired an Australian Certificate IV EAL (further studies) qualification or another CRICOS listed English language qualification with outcomes equivalent to IELTS 6 or above studied in Australia can be considered as a suitable entry requirements.
- 2.2.5 If the IELTS/Equivalent tests show that the English language requirements have not been met then the student will need to undertake a period of study in an English language course that gives an outcome at the equivalent of IELTS 6.
- 2.2.6 In the event that a Student does not have formal evidence of English proficiency or of other vocational or higher education qualifications, they will be required to sit an English Competency



test as approved by the Head of School coordinator. As a result of this test students may be enrolled directly into the course or may be required to undertake a specified period of English language study.

2.2.7 International students who are citizens of the following countries are not required to provide evidence of English language proficiency provided they have at least one assessable qualification at year 12 level or above from one of the countries listed AND the language in which they undertook the qualification was English.

- Canada (excluding Quebec)
- Fiji
- Ireland
- Kenya
- New Zealand
- Papua New Guinea
- Singapore
- Solomon Islands
- South Africa
- United Kingdom (including Northern Ireland)
- United States of America
- Samoa
- Zambia

2.2.8 Applicants can also demonstrate sufficient English Language skill by proof of successful completion of Year 12 secondary schooling in Australia with a minimum of 1 school year to be completed in Australia within the last 2 years.

2.3 Minimum Age

Students must be eighteen years of age prior to commencing a course at the Institute.

3 Responsibility for Admissions

The responsibility for admissions decisions ultimately rests with the Academic Board. The Academic Board will delegate this responsibility to the Head of School who may in turn delegate this responsibility to other senior officers, including the Vice President, Institute Director or Head, Student Services & Administration.

4. Procedures

4.1 Applications - Students

4.1.1 Students applying are required to submit the Institute's Application Form by person, post, fax, email, or via the online application on the Institute website. Students may apply directly or through an approved educational agent.

4.1.2 All supporting documents relating to eligibility for admissions must be submitted along with an Application Form. Supporting documentation must be verified and copies of original documents certified as true copies. Documents in foreign languages must be translated into English. The Institute approves registered educational agents to verify the document and translate them into English.



4.2 *Assessing Applications*

- 4.2.1 Applications will be assessed in accordance to the Institute's entry requirements (as above) to determine whether applicant meets relevant entry requirements. Adequate evidence for each category of the entry requirements must be provided.
- 4.2.2 For overseas qualifications, an assessment check is undertaken on the AEI-NOOSR database for equivalency with Australian qualifications. (Contact for AEI-NOOSR: 1300 363 079).
- 4.2.3 For international students, a 'General Student Enrolment Checklist – Overseas Student Application' must be completed
- 4.2.4 Applications should be assessed and responded to in an efficient and timely manner. The turnaround time for the issue of an Offer Letter is 2 working days. A Confirmation of Enrolment (CoE, see 5.4.3 below) is to be concluded within 3 working days provided the application is complete with all required supporting and certified documentation submitted.
- 4.2.5 Any incomplete application will not be processed. The student or educational agent will be contacted by Institute Admissions staff to advise the application status and request the provision of missing documentation.
- 4.2.6 If an applicant is applying based on current studies being undertaken and as a result is unable to present the academic qualification at that time, and that qualification is listed within the entry requirements, then the offer of enrolment will be conditional upon the achievement of that qualification.
- 4.2.7 If the applicant has included an application for Course Credit Exemption, the application is reviewed in accordance with the Credit Transfer and Articulation Policy.

4.3 *Issuing Offer Letter and Acceptance Agreement*

- 4.3.1 If the applicant is assessed as being eligible for entry to the course of choice, the delegated admissions officer will authorise the issuing of an Offer. An Offer Letter, an information pack which will include the Course brochure, pre-enrolment guide, and copy of the ESOS Framework and a Student Acceptance Agreement are then sent to student by email or post or fax (depending on preferred method of communication).
- 4.3.2 These documents are generated from the Student Administration System, showing details of the following:
 - Student name
 - Date of birth
 - Institute location
 - Course of study
 - Proposed Start dates, end dates and course duration
 - Fees
 - Enrolment conditions that may apply such providing evidence of meeting the English Language Requirement.
 - Course credit exemption and/or transfer credit granted in accordance with the Credit Transfer and Articulation Policy.
 - Terms and Conditions, including the Refund Policy.



4.3.3 If the applicant is not successful, the student or student's agent will be advised in writing by Admission staff.

5.4 *Offer Acceptance - Students*

5.4.1 Students must ensure they meet all condition/s as stated on their Offer Letter, sign the Student Acceptance Agreement before or at time of payment of fees. The student is then required to make the minimum fee payment. The student can pay by Bank Draft, Credit Card, Telegraph Transfer (TT), Direct Deposit.

5.4.2 The student must indicate the payment amount and payment method on the Student Acceptance Agreement.

5.4.3 A Confirmation of Enrolment (CoE) is only issued once the completed Student Acceptance Agreement and minimum fee payment is received.

5.4.4 The minimum fee deposit payment requirement is as follows:

Admission pathway	Onshore Applicants	Offshore Applicants
Packaged program: English + VET or HE Diploma / Bachelor degree	Full payment for any required English program, and one semester's tuition fee plus all other fees on VET or HE Diploma/Bachelor degree course.	Full payment for any required English program, and one semester's tuition fee plus all other fees on VET/Bachelor degree course.

5.5 *Offer Acceptance*

5.5.1 Upon receipt of a completed Student Acceptance Agreement and payment from international students, the delegated admissions officer staff will issue a Confirmation of Enrolment (CoE) to the Department of Immigration and Border Protection (DIBP) Office nominated by student on the Application Form. The CoE includes the following information:

- Student's full name as on passport, gender, date of birth, nationality and country of birth.
- DIBP Office where visa application is to be made
- Course title and CRICOS Code.
- Course start date
- Course end date
- Fee paid in advance
- Total course fee (allowing for adjustments due to Credit Exemption/RPL)
- Overseas Student Health Cover (OSHC) paid
- English test type and score
- Entered in Comments section: any extra information (e.g.) Credit Exemption/credit RPL Granted

5.5.2 Admission staff will send the CoE and Orientation Information Pack to student/educational agent.