

Approved by: Board of Governors 1/11/16

## International Student Selection and Admission Policy

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<b>Government Legislation</b>	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Standards 2, 3, 12 and 13) <i>ESOS Act 2000</i> <i>Migration Act 1958</i>
<b>Responsible Officer</b>	Finance and Administration Manager and Heads of Faculty

### 1. Purpose

- 1.1 The purpose of this policy is to provide a framework for the principles and procedures that govern the selection and admission of International Students into all Courses of Study offered by IKON Institute of Australia to overseas students on a student visa.
- 1.2 The revised National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2007) requires IKON Institute of Australia to demonstrate its compliance with the National Code 2007 at the point of CRICOS registration and throughout its CRICOS registration period.
- 1.3 Standard 2 of the National Code 2007 requires IKON Institute of Australia to ensure that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
- 1.4 Standard 3 of the National Code 2007 requires IKON Institute of Australia to enter into written agreements with all overseas students which set out the services to be provided, fees payable and information in relation to refunds of course money.
- 1.5 Standard 12 of the National Code 2007 requires IKON Institute of Australia to appropriately recognise course credit within the ESOS framework.
- 1.6 Standard 13 of the National Code 2007 requires IKON Institute of Australia may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

## 2. Scope

The policy and procedures for international student selection and admission into all Courses of Study offered by the IKON Institute of Australia to overseas students, as documented within the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

## 3. Definitions

**Confirmation of Enrolment (CoE):** A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.

**Course:** A course of education or training as defined in the ESOS Act.

**Course-related fees:** includes:

- All course money as defined by section 7 or the ESOS Act, and
- All optional fees and charges

**Course Credit:** Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of prior learning.

**Course Money:** As defined by section 7 of the ESOS Act, means money a provider receives, directly or indirectly from:

- An overseas student or intending overseas student, or
- Another person who pays the money on behalf of an overseas student or intending overseas student,

For a course that the provider is providing, or offering to provide, to the overseas student. This includes tuition fees, and any other amount that the student had to pay to the provider in order to undertake the course.

**CRICOS:** The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under section 10 of the ESOS Act.

**Enrolment:** Where the student has been issued with a CoE to confirm acceptance by the registered provider and is occupying a place in the CRICOS registered course for which the student was accepted and is progressing towards the completion of the course requirements. The period of enrolment includes scheduled breaks between study periods.

**Overseas/ International Student:** A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.

**PRISMS:** The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEEWR by registered providers.

**Student Visa:** An authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the *Migration Act 1958*.

## 4. Principles

- 4.1 Selection and entry to IKON Institute of Australia's courses are based on the principles of:
- academic merit
  - access and equity, and
  - the right to recognition of prior learning.
- 4.2 IKON Institute of Australia will ensure that prospective students and students are provided with sufficient information to enable them to make informed decisions about their studies through the IKON Institute of Australia website, IKON Institute of Australia's approved Education Agents and directly from IKON Institute of Australia.
- 4.3 IKON Institute of Australia will give applicants the opportunity to prove themselves capable of completing the course they have applied for and provide a duty of care to each applicant to ensure they are not placed in a situation in which it is unlikely they can succeed.

## 5. Responsibilities

- 5.1 The Academic Board is responsible for approving course entry requirements into IKON Institute of Australia Courses of Study as part of the course approval process.
- 5.2 IKON Institute of Australia is responsible for documenting and publishing all promotional materials including the course entry requirements, selection tasks and selection methodology for each course on offer.
- 5.3 Heads of Faculty are responsible for coordinating selection and admission activities.
- 5.4 Education Agents are responsible for recruiting overseas students and referring them to the IKON Institute of Australia.

## 6. Entry Requirements

- 6.1 Applicants must be eligible for enrolment under the requirements of Standard 7 of the National Code 2007. (Refer to IKON Institute of Australia Policy: ESOS002 International Student Transfer Policy)
- 6.2 Applicants must satisfy minimum entrance requirements and any course specific prerequisites. The prerequisites for each course are documented on the IKON Institute of Australia website and in the ESOS Brochure for that course.
- 6.3 Age requirements, at January 1 in the intended year of study:
- Vocational Education students must be a minimum of 18 years of age; or
  - Bachelor Degree Students must be a minimum of 19 years of age.
- 6.4 Some IKON Institute of Australia courses may require additional entry requirements such as an interview, audition or aptitude testing, relevant requirements are documented on the IKON Institute of Australia website and in the ESOS Brochure for each course.
- 6.5 Applicants may be required to provide references to support their application.

## 7. English language requirements

7.1 Applicants must satisfy IKON Institute of Australia’s English language entry requirements to be admitted to any of IKON Institute’s courses by:

- providing proof of completion of secondary education (or higher) in a country in which English is the primary language (a copy of the certificate is to be held in the Student’s records); or
- achieving at least a level 3 result for reading and writing elements in the Core Skills Profile for Adults (CSPA) test online to demonstrate their ability; or
  - For Certificate III – achieving an IELTS entry score overall of at least 5.0, with a minimum 5.0 in all four bands, or equivalent alternative test;
  - For Certificate IV – achieving an IELTS entry score overall of at least 5.5, with a minimum 5.5 in all four bands, or equivalent alternative test;
  - For Bachelor’s Degree - achieving an IELTS entry score of at least 6.0, or equivalent alternative test;

## 8. Selection process

- 8.1 Students applying for entry into an IKON Institute of Australia course must complete the appropriate application form and provide evidence to support their application.
- 8.2 Where there are more applicants who meet the entry requirements than there are places available, priority will be given to earlier applications.
- 8.3 The Head of Faculty has the authority to accept or reject any application solely on the basis of the entry requirements.

## 9. Information for Applicants

- 9.1 The International Student Orientation Handbook and relevant student policies provide full and accurate information on entry requirements for the course of study
- 9.2 Entry requirements for each course are published on the IKON Institute of Australia website and in the relevant course brochure.

## 10. Equity of access

- 10.1 In considering applications so as to provide equity of access to education, the Academic Board will ensure that entry requirements provide for the selection of students whose probability of success in their chosen course is high. IKON Institute of Australia will endeavour to make appropriate accommodation for students with a disability.
- 10.2 Course information will describe the inherent requirements of the course in sufficient detail to make these clear to prospective students, including those with disabilities.

## 11. Refusal of enrolment

11.1 Enrolment may be refused to applicants who would otherwise be eligible for admission in the following circumstances:

- The applicant has outstanding fees owing to IKON Institute of Australia; or
- In the opinion of the Head of Faculty, the applicant's conduct provides reasonable grounds to exclude the person from study; or
- In the opinion of the Head of Faculty, the applicant is unable to satisfy the inherent requirements of the course; or
- In the opinion of the Head of Faculty, the applicant will not comply with the conditions of his or her student visa; or
- In the opinion of the Head of Faculty or CEO, the applicant is being referred by an Education Agent who fails to meet the requirements of Standard 4.3 of the National Code 2007. Refer to ESOS001 ESOS International Education Agent Policy

## 12. Waiver of entry requirements

In cases where an applicant does not meet the course entry requirements but can demonstrate they are capable of succeeding in the course, the Head of Faculty may waive the requirements. In this case the Head of Faculty must report the decision and the reasons for the decision to the Academic Board.

## 13. Formalisation of Enrolment

13.1 Students who meet the criteria as documented in this policy will be provided with a written letter of offer which includes:

- The course for which the offer of enrolment is being made,
- Any conditions of the offer of enrolment
- An itemised list of course fees payable by the student, and schedule of fees
- A copy of the refund of course fees policy

## 14. Appeals

- 14.1 An applicant who is dissatisfied with a decision regarding an application for admission to a course may lodge a written appeal with the Head of Faculty.
- 14.2 A student who is dissatisfied with the decision of the Head of Faculty has the right of appeal only on the grounds that this policy has not been followed.
- 14.3 An appeal will be conducted as set out in the Institute's Student Grievance and Appeals Policy and Procedure.
- 14.4 A decision of the Grievance Committee is final. If a student is not satisfied with the outcome an external appeal may be conducted as described in the International Student Grievance and Appeals Policy and Procedure.

15. **Publication**

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON Institute of Australia staff have up to date and accurate information.

16. **Related Forms/Documents:**

Student Application for Enrolment Forms

International Student Orientation Handbook

17. **Related Policies:**

ESOS001 International Education Agent Policy

ESOS002 International Student Transfer Policy

S002 Student Grievance Policy and Procedure