

INTERNATIONAL STUDENT ADMISSION POLICY

1. Purpose

- 1.1 This policy describes the principles and procedures that govern the selection and admission of international students into a course of study offered by Ikon Institute of Australia (Ikon).

2. Scope

- 2.1 This policy applies to all international students seeking admission into a course of study at Ikon that leads to an award under the Australian Qualifications Framework (AQF). It does not apply to domestic students or non-AQF qualifications. Domestic students seeking admission should refer to the *Domestic Student Admission Policy*.

3. Related Documents

This policy should be read in conjunction with the following documents:

- Student Handbook
- Inclusion, Diversity & Equity Policy
- Student Academic Progress Policy
- Reasonable Adjustment Policy
- Fees and Refunds Policy
- Enrolment Policy
- Grievance and Appeals Policy
- Glossary of Terms
- Education Agent Policy
- Information Management Policy
- International Student Services Policy

All policies and any associated forms referenced in this document can be found in the [Policies & Procedures](#) section of the Ikon website and/or in the staff policy library.

The following schedules are attached to this policy to provide additional information:

Schedule A: English Language Test Proficiency Equivalency Scores

4. Definitions

"International Applicant" means any applicant that requires a student visa to study in Australia

A full glossary of terms can be found [here](#).

POLICY

5. Principles

- 5.1 Applications will be considered in order of receipt and will not be pooled for competitive selection.
- 5.2 Selection and admission to a course of study at Ikon Institute of Australia is based on the principles of academic merit, access and equity, fairness and the right to recognition of prior learning.
- 5.3 Ikon will ensure that applicants are provided with information to enable them to make informed decisions about their studies via the [Ikon website](#).
- 5.4 Ikon has a duty of care to ensure applicants have the academic preparation and the proficiency in English necessary to participate and progress their studies so students are not placed in a situation where it is unlikely they can succeed. Ikon will give all applicants the opportunity to prove themselves capable of completing the course for which they have applied.
- 5.5 Admission criteria are to be transparent and clearly expressed, with a rules-based objective approach to determine satisfaction of meeting the criteria.
- 5.6 A clear, documented, and efficient admission process that is customer friendly.

6. Roles & Responsibilities

- 6.1 The Academic Board is responsible for approving course admission criteria as part of the course development and review process.
- 6.2 The Registrar is responsible for administering the selection and course admission process.
- 6.3 The Marketing team is responsible for publishing the course admission criteria, selection tasks and selection methodology for each course in consultation with the Heads of School and the Quality Assurance Manager, as outlined in the *Information Management Policy*.
- 6.4 Education agents are responsible for ensuring that accurate information concerning Ikon, its courses and entry requirements, is provided to prospective students. Agents will comply with the relevant requirements of the ESOS Act and Ikon's *Education Agent Policy*.
- 6.5 Applicants are responsible for ensuring the information submitted during the application process is true, correct and complete. False information and non-disclosure about previous experience, academic skill level and ability to work with vulnerable groups could impact academic progression and the successful completion of course requirements.

7. About Ikon

- 7.1 Ikon is registered to deliver courses to overseas students in Australia (CRICOS Provider Number 03581E) and subscribes to the Australian Government's Tuition Protection Service initiative.

Course Offerings for International Students

- 7.2 Ikon offers the following courses to international students:

Higher Education Diplomas	CRICOS Code
Diploma of Arts Therapy	097944E
Diploma of Counselling and Psychotherapy	097946C
Diploma of Early Childhood Education	102714F

Undergraduate Courses	CRICOS Code
Associate Degree of Arts Therapy	097945D
Associate Degree of Counselling and Psychotherapy	097947B
Bachelor of Arts Therapy	094684M
Bachelor of Counselling and Psychotherapy	094685K
Bachelor of Early Childhood Education	102713G

7.3 All Ikon courses are recognised in the [Australia Qualifications Framework](#).

Campus Locations

7.4 Ikon offers courses to international students at the following campuses:

Adelaide	Level 3,127 Rundle Mall, Adelaide SA 5000
Brisbane	Level 4, 243 Edward Street, Brisbane QLD 4000
Sydney	Level 1, 65 York St, Sydney NSW 2000
Melbourne	Levels 4 & 6, 601 Bourke Street, Melbourne VIC 3000

Key Academic Dates

7.5 Key dates for the upcoming academic year can be found on the Ikon website [here](#).

Enquiries

7.6 All course enquiries are handled by Ikon's friendly team of Course Advisors:

Telephone	1300 000 933 (Toll Free Australia) +618 8350 9753 (International Dial)
Course Enquiries	info@ikon.edu.au
Admissions Enquiries	admissions@ikon.edu.au
Website:	www.ikon.edu.au

PROCEDURE

8. Admission Criteria

- 8.1 Applicants may be accepted into a course of study at Ikon where they achieve the following:
- satisfy the admission criteria for the Applicant Group most relevant to their circumstances
 - satisfy any course specific admission criteria relevant to their chosen course
 - satisfy the non-academic admission criteria for the course
 - meet the published English Language Proficiency Requirements for the course
 - meet the minimum age requirement
 - agree to abide by the conditions of enrolment as outlined in the Offer Acceptance Declaration.
- 8.2 Under the Australian Government's Simplified Student Visa Framework, international applicants must also satisfy the Genuine Temporary Entrant (GTE) visa requirements. As part of the International Student Application Form, applicants will be required to complete a series of GTE related-screening questions.
- 8.3 The above admission criteria apply to entry to all courses of study at Ikon. Meeting the admission criteria means the applicant may be considered for selection but does not guarantee admission.

- 8.4 Ikon has the absolute discretion to determine whether evidence submitted for admission is equivalent to that specified in the admission criteria requirements.

9. Age Requirement

- 9.1 Applicants must be at least 18 years of age at the time of application.

10. Academic Admission Criteria

- 10.1 Ikon has a range of academic admission pathways available to students of all academic backgrounds. Each pathway has set academic admission criteria specific to the Applicant Group. When applying to study at Ikon, applicants should choose the Applicant Group most relevant to their academic background and circumstances, see also [Pathway Programs](#)

Recent Secondary Education Applicants

- 10.2 To gain admission to an undergraduate course of study at Ikon, Secondary Education Applicants may have completed an Australian Year 12 Senior Secondary Certificate (or equivalent) within the last two years, For guaranteed entry, applicants must have achieved the following minimum ATAR (or Selection Rank):

Counselling and Psychotherapy	65
Arts Therapy	65
Early Childhood Education	60

- 10.3 Applicants must provide evidence of the completion of their Australian Year 12 Senior Secondary Certificate (or equivalent) and evidence an ATAR where one has been obtained. Overseas equivalency will be determined using the [International Baccalaureate Selection Rank Conversion Table](#) and [Overseas Secondary Qualifications](#) published by the University Admissions Centre (UAC).

Applicants with Higher Education (HE) Study

- 10.4 To gain admission to an undergraduate course of study at Ikon, HE Applicants may have completed or partially completed an accredited higher education qualification within the last ten years. For partial completion, a judgement will be made by academic staff regarding the applicants suitability for the course.
- 10.5 Applicants must present evidence of the completion of their qualification and academic results.

Applicants with Vocational Education & Training (VET)

- 10.6 To gain admission to a Bachelor degree course of study at Ikon, VET Applicants must have completed an accredited VET qualification at Diploma level or higher (or equivalent for VET qualifications completed outside of Australia).
- 10.7 To gain admission to a Diploma course of study at Ikon, VET Applicants must have completed an accredited VET qualification at Certificate III level or higher (or equivalent for VET qualifications completed outside of Australia).
- 10.8 Applicants must present evidence of the completion of their qualification and academic results.

Work/Life Applicants

- 10.9 Applicants who have not undertaken previous study, or completed previous study within the stipulated timeframe, may be admitted in recognition of their work and life experience.
- 10.10 Work/Life Applicants must be at least 21 years of age as of 1 January in the year they intend to

commence their study at Ikon.

- 10.11 Work/Life Applicants must submit a written admission statement outlining their reasons for undertaking the intended course of study and address at least two of the following criteria:
- preparations undertaken for academic study
 - interpersonal & communication skills
 - achievements & experience
 - knowledge & Skills
 - equity access considerations (if applicable)
- 10.12 The intention of the written admission statement is to provide evidence of self-directed application of knowledge and independent judgement to outline how the knowledge, skills and personal qualities gained to date can support the applicant's potential to succeed in their studies at Ikon. The statement should include evidentiary documentation such as a resume, portfolio of work, references, volunteer certificates, professional memberships, certificates of completion for non-award study etc.
- 10.13 The written admission statement should be between 300 and 500 words. For more information on writing the admission statement, refer to the Admissions Statement Guidelines for Work Life Applicants via ikon.edu.au/application-process/.
- 10.14 Work/Life Applicants may be required to sit a Special Tertiary Admissions Test (STAT Multiple Choice and Written English Tests) to demonstrate their ability to successfully meet the academic requirements of tertiary study.

11. Pathway Programs

- 11.1 Pathway programs offer an educational opportunity for applicants, who may not currently qualify for direct admission via the established academic pathways, to reach the level of academic and/or English proficiency required to succeed in their intended course of study at Ikon.
- 11.2 International students may be admitted on the basis of the successful completion of a vocational education and training or a tertiary preparation course such as a registered ELICOS for Academic Purposes Course as part of a packaged pathway program.
- 11.3 The progress of students admitted via a pathway program will be monitored to verify efficacy of the pathway program to ensure students are sufficiently prepared and are not disadvantaged.

12. Course Specific Admission Criteria & Requirements

- 12.1 Due to the nature of a course and the inherent study requirements, some courses may have additional admission criteria specific to that course of study.
- 12.2 As part of their course requirements, some students may be required to complete professional experience placements to be eligible to graduate. Some placements require full-time attendance and have specific requirements such as criminal checks.

13. Non-Academic Admission Criteria

- 13.1 Applicants must demonstrate they have the course specific inherent qualities and motivations to be successful in the course.
- 13.2 To demonstrate this, applicants will need to complete an online questionnaire as part of the application process.

- 13.3 The information gathered through the questionnaire is crucial to assess an applicant's suitability for the demands of the course.
- 13.4 An applicant's response to the questions will be reviewed, in addition to their academic achievements in order to consider the applicant for a place in the desired course.
- 13.5 In cases where an applicant's responses do not adequately demonstrate their suitability for the course they will not be offered a place in the course.
- 13.6 Applicants will not receive feedback to responses to the questions.
- 13.7 If Ikon requires further information to assess an application, the applicant may be required to attend an interview.

Bachelor of Early Childhood Education (and nested courses)

- 13.8 Applicants for the Bachelor of Early Childhood Education and Diploma of Early Childhood Education must submit an Initial Teacher Education Teaching Statement demonstrating their suitability to teaching with the right mix of qualities to enable them to become an effective early childhood teacher, including:
- the reasons for wanting to become an early childhood teacher and why early childhood teaching is a good career choice for them. Applicants may consider the following points in framing their response:
 - who or what has inspired them to become a teacher
 - why is teaching a good career choice
 - why they are interested in teaching young children
 - what subjects they are interested in teaching and why
 - what does being a good teacher mean
 - what skills and abilities do they have that will make them a good teacher
 - the personal and academic qualities they possess that will enable them to become an effective early childhood teacher. Applicants may consider the following qualities in framing their response:
 - commitment to learning
 - resilience to overcome obstacles, challenges or problems
 - interpersonal and intrapersonal communication skills
 - organisation and planning skills
 - describe one or two leadership, community and/or learning & development activities that they have engaged in.
 - applicants could include examples of the following in framing their response:
 - school experience or co-curricular participation
 - leadership experiences
 - work experience
 - volunteer or community experience
 - support of other learners
 - community learning and training experiences
 - elite performances and representation
 - disadvantage they have overcome including social, cultural or economic, geographical (remote and rural) and personal or health related
- 13.9 The information gathered from the statement is crucial to assessing an applicant's suitability for the demands of the course, in addition to their academic achievements.
- 13.10 In cases where an applicant's written statement does not adequately demonstrate their suitability for the course they will not be offered a place in the course.

13.11 Applicants will not receive feedback on their written statement.

13.12 If Ikon requires further information to assess an application, the applicant may be required to attend an interview.

Bachelor of Counselling and Psychotherapy / Bachelor of Arts Therapy (and nested awards)

13.13 Applicants for the Bachelor of Counselling and Psychotherapy / Bachelor of Arts Therapy (and nested awards) must complete a questionnaire as part of the application process, demonstrating their suitability and qualities to enable them to become an effective therapist. The questionnaire requires applicants to address the following:

- traits a therapist should possess
- interpersonal relationships abilities and skills
- qualities required to navigate psychological distress
- personal experiences of providing support to someone experiencing life distress
- personal experiences with psychotherapy
- navigation of personal experiences and the skills and resources used to manage and resolve them

13.14 The information gathered through the questionnaire is crucial to assess an applicant's suitability for the demands of the course, in addition to their academic achievements..

13.15 In cases where an applicant's responses do not adequately demonstrate their suitability for the course they will not be offered a place in the course.

13.16 Applicants will not receive feedback to responses to the questions.

13.17 If Ikon requires further information to assess an application, the applicant may be required to attend an interview.

Admission Interview

13.18 Applicants may be required to participate in an interview to determine their suitability for the course and related career outcomes.

13.19 The interview will take place via videoconference.

13.20 Applicants who do not attend a required interview may not be accepted.

13.21 An applicant's responses in the interview will be assessed by Ikon, in addition to their academic achievements in order to consider the applicant for a place in the desired course.

13.22 In cases where an applicant's responses do not adequately demonstrate their suitability for the course, they will not be offered a place in the course.

13.23 Applicants will not receive feedback responses at the interview.

14. English Language Proficiency

14.1 Applicants are required to demonstrate they meet the minimum English language proficiency requirements set for their course of interest. The requirements are specific to each course to ensure all students have the level of proficiency in reading, writing, listening and speaking English to progress and complete their studies.

14.2 Applicants can meet the English language requirement in a number of ways, specific to their circumstances:

- English speaking background and completed at least five years of primary and

secondary school

- previous studies where the primary language of instruction and assessment was in English
- satisfactory performance in an accepted English Language Proficiency Test
- satisfactory completion of an accepted English Preparation Course

English Speaking Background

14.3 Applicants whose first language is English will be considered as having demonstrated the minimum English language proficiency requirements where they were born in in one of the following English-speaking countries and/or satisfactorily completed at least five years of primary and secondary school education, where the primary language of instruction and assessment was in English, in one of the following English-speaking countries:

- Australia
- Canada
- New Zealand
- Republic of Ireland
- South Africa
- United Kingdom
- United State of America

14.4 Under 14.3, above, applicants must demonstrate they were born in or grew up in a predominantly English speaking environment and completed the majority of their schooling where English was the language of instruction.

14.5 The following qualifications may also be accepted as satisfying English language proficiency requirements where the applicant was born in one of the countries listed at 14.3, and successfully completed one of the following qualifications where the primary language of instruction and assessment was in English:

- a) secondary school education (or equivalent)
- b) an accredited qualification at an AQF Diploma level or higher (or equivalent)
- c) completion at least one study period of a higher education qualification
- d) a Special Tertiary Admissions Test (STAT Written English Test)
- e) current professional registration with an English requirement equivalent or higher than Ikon

14.6 Being born in one of the countries listed at 14.3 does not automatically satisfy English Language Proficiency Requirements. Applicants must also evidence at least one of the circumstances referenced at 14.3 or 14.5.

14.7 Applicants must provide certified copies of their evidence source at the time of application. Evidence to support 14.4(b) -14.4(e) must be not more than five years old at the commencement of the study date with Ikon.

Previous Studies in English

14.8 Applicants from a non-English speaking background may be considered as having demonstrated the minimum English language proficiency requirements where they have successfully completed previous studies at an approved institution where the following applies:

- a) the primary language of instruction and assessment was English
- b) the institution was located in an approved country (see 14.3)
- c) the study was at least one year full-time at an AQF Diploma level or higher (or equivalent)
- d) the study was undertaken within two years prior to the commencement of study with Ikon

- 14.9 Successful completion is considered to be at least a Pass grade result in no less than 50 per cent of attempted units of study (subjects) in any assessable period i.e.. a semester, trimester or term etc.
- 14.10 A partially completed higher education qualification at Bachelor degree or higher (or equivalent) may be considered as evidence of English language proficiency where the criteria listed at 11.1 applies. Partial completion means the successful completion of at least two study periods i.e.. semester or trimester.
- 14.11 Ikon recognises international qualifications from the countries published by the University Admissions Centre accessed via [Qualifications that usually satisfy ELP](#). Ikon will verify equivalency of other qualifications against the Australian Qualifications Framework using the Australian Government’s [Country Education Profiles](#).
- 14.12 Applicants must provide certified copies of academic transcripts for their previous studies at the time of application..

English Language Proficiency Test

- 14.13 Applicants from a non-English speaking background, who have not completed previous study where the instructional and assessment language was English, may demonstrate they meet the minimum English language proficiency requirements by submitting test scores from an accepted English Language Proficiency Test equivalent (or higher) to the IELTS test scores specific to their course of interest.
- 14.14 Ikon recognises a number of English Language Proficiency qualifications and accepts scores from the following tests:
 - International English Language Testing System (IELTS Academic)
 - Test of English as a Foreign Language (TOEFL iBT Computer Delivered Test)
 - Pearson Test of English Academic (PTE Academic)
 - Cambridge Assessment English (C1 Advanced)
- 14.15 Ikon sets the minimum English Language Proficiency Test Scores appropriate to the demands of each course and publishes this information as a minimum IELTS (or equivalent) score. However some courses may have a higher overall score or minimum band scores for each component of the test i.e.. reading, listening, speaking and writing.
- 14.16 A summary of the minimum IELTS Overall Scores (or equivalent) for each undergraduate course is listed in Table 1 below. For more information on the minimum IELTS Band Scores see [Schedule A](#).

Undergraduate Courses	IELTS OVERALL SCORE	EQUIVALENT LANGUAGE PROFICIENCY SCORES		
		TOEFL iBT Computer Delivered	Pearson PTE Academic	Cambridge C1 Advanced
Arts Therapy	6.5 ^(b)	See Schedule A		
Counselling and Psychotherapy	6.5 ^(b)			
Early Childhood Education (Bachelor degree)	6.5 ^(b)			
Early Childhood Education (Diploma)	6.5 ^(a)			

^(a) No single band score less than 6.0 ^(b) Speaking no less than 6.5; Listening, writing and reading no less than 6.0

Table 1: Minimum English Proficiency Assessment Test Scores

- 14.17 English Language Proficiency Test Scores will be accepted as a measure of English proficiency where:
 - a) the test is an accepted English Language Proficient Test

- b) was completed within two years prior to the commencement of study date with Ikon; and
- c) the test scores meet the minimum proficiency scores specific to the course of interest

14.18 Applicants must provide certified copies of test scores at the time of application. Evidence must be not more than two years old at the proposed date of commencement of study with Ikon.

14.19 Applicants who do not have a certified copy of their test scores as evidence of satisfying the minimum *English Language Proficiency Requirements*, will have the opportunity to sit for the Pearson 'Versant' English Language Test, facilitated by Ikon.

English Preparation Courses

14.20 Applicants who have successfully completed a registered English Language Intensive Course for Overseas Students for Academic Purposes Course (ELICOS EAP) may be considered as satisfying the minimum English language proficiency requirements for their course of interest.

14.21 An ELICOS EAP program is an English preparation course designed to develop English language skills specific to the demands of tertiary study. An English preparation course will be accepted as a measure of English proficiency where:

- a) the course is registered as an ELICOS for Academic Purposes course on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS); and
- b) has been completed within the two years prior to the commencement of study date with Ikon

14.22 Ikon recognises ELICOS EAP courses published by the Department of Education cricos.education.gov.au/.

14.23 Applicants must provide certified copies of their English Preparation Course at the time of application. Evidence must be not more than two years old at the commencement of study date with Ikon.

Assessment of English Language Proficiency

14.24 Ikon has the absolute discretion to determine whether evidence submitted to demonstrate English language proficiency is equivalent to the minimum requirements specific to the course of interest

14.25 Ikon reserves the right to request additional information from an applicant to support an informed assessment of English language proficiency. Examples of evidence that may be taken into consideration to supplement existing evidence include:

- complete an English Language Proficiency Test
- complete a STAT Written English Test
- complete an internal test of English Language Proficiency
- provide a sample of written work attested by an independent source
- evidence of work experience requiring English language proficiency
- an additional interview for the purpose of corroborating English language proficiency

14.26 Applicants will be advised of any additional evidentiary requirements in writing. Applicants must provide certified copies of additional evidence requests within the given timeframe.

15. Application Process

Application Form & Evidence

15.1 International student applicants seeking admission into a course of study at Ikon must apply

using the *International Student Application Form* and provide the required certified evidence to support their application. The application form can be accessed via the How to Apply section on Ikon's International Students webpage, ikon.edu.au/international-students/.

- 15.2 Ikon accepts evidence documents certified by:
- an authorised officer of the institution that originally issued the document(s)
 - an authorised officer of an Australia overseas diplomatic mission
 - a Justice of the Peace noting name and registration number
 - a Public Notary
 - an overseas office of an Australian university
- 15.3 Ikon may also accept documents certified by a person currently employed as an accountant, bank manager, barrister, solicitor or attorney, policy officer, postal manager or pharmacist where the individual is not related in any way to the applicant.
- 15.4 Evidence documents that are not in English must be translated and certified. Documents in a language other than English will not be accepted.
- 15.5 Under Standard 7 of the National Code 2018, an international applicant who is currently studying on a student visa with another education provider, and is in the first six months of their study for that course at the time of their application to Ikon, must also provide the following documentation with their application form to transfer to Ikon:
- a) letter of release from the other provider, and
 - b) a certified copy of their current visa
- 15.6 As part of the admission process, applicants are required to provide evidence of their identity including a copy of their passport in combination with one other secondary document showing a date of birth, current residential address, photograph and signature such as a driver's licence.

16. Assessment Process

- 16.1 Applications will be assessed by the Admissions Team in order of receipt and will not be pooled for competitive selection.
- 16.2 Each application will be assessed on its academic merit against the published admission criteria. Ikon has absolute discretion to determine whether evidence submitted satisfies the admission criteria specific to the course of interest.
- 16.3 Ikon reserves the right to request additional information from the applicant to support an informed assessment and decision-making process. Failure to provide the requested information within the given timeframe may impact the selection process.

Pre-Assessment of Eligibility as Part of a Packaged Pathway

- 16.4 An applicant may seek admission to a course of study at Ikon via a packaged pathway program that is conditional on the applicant successfully and sequentially completing one or more lower levels of study (preliminary courses). For example, an admission offer into a Bachelor Degree on the basis of the applicant completing a preliminary Diploma qualification (for more information see [Packaged Offers](#)).
- 16.5 Under 16.4, a full assessment of eligibility at the time of application is not possible. A pre-assessment of admission eligibility will be conducted based on the academic performance and English language proficiency information provided at the time of application.
- 16.6 Where the next course in the packaged offer is a course delivered by Ikon, Ikon will complete a final assessment of eligibility against the academic and non-academic admission criteria specific to the course of interest. Students will only be admitted once their eligibility to progress has been confirmed.

- 16.7 A separate application is not required however as part of the final assessment of eligibility, Ikon may request supplementary information at that time including but not limited to additional evidence to demonstrate English language proficiency specific to the next qualification. Failure to provide the requested information within the given timeframe may impact the admission process.
- 16.8 Where an applicant fails to satisfy the conditions of their Packed Offer, for example successful completion of a preliminary course or demonstrate the minimum English language proficiency specific to the next course in the package and, where the next course is being delivered by Ikon, Ikon reserves the right to withdraw the original offer.

17. Selection Process

- 17.1 Ikon has the authority to accept or decline an application based on the information provided during the application and assessment process, including (if applicable) the applicant's participation and performance during the interview process.
- 17.2 As an outcome of the assessment process, Ikon will make one of the following admission decisions:
- Unconditional Offer
 - Conditional Offer
 - Alternate Offer
 - Packaged Offer
 - No Offer
- 17.3 Final admission decisions may be referred by the Admissions Team to the Head of School. The Head of School has overall responsibility for admission decisions based on whether the applicant is deemed capable of succeeding in their course requirements.
- 17.4 All applicants will receive written advice of the admission decision.

18. Offer of Admission

- 18.1 An admission offer is only valid when made in writing via a Letter of Offer issued by Ikon's Admissions Team.

Unconditional Offer

- 18.2 Where an applicant has demonstrated they meet the admission criteria specific to their course of interest, and have provided all evidence and documentation, Ikon may issue an Unconditional Offer.

Conditional Offer

- 18.3 Where an applicant has demonstrated they meet the majority of admission criteria specific to their course of interest at the time of application, Ikon may issue a Conditional Offer to allow additional time to satisfy the admission criteria or complete admission-related administrative tasks.
- 18.4 A Conditional Offer may be made, but not limited to, where an applicant has not yet:
- completed their current studies to meet the academic admission criteria
 - provided sufficient evidence of their English language proficiency
 - provided certified copies of evidentiary documentation
 - satisfied course-specific regulatory or other administrative requirements
- 18.5 The Conditional Letter of Offer will list the conditions placed on the offer and advise the

timeframe for meeting the conditions and the impact on admission should the conditions not be met or met by the set due date. Where an applicant fails to satisfy the conditions, the offer will be withdrawn.

- 18.6 The Admissions team will set due dates specific to each condition. Where possible, due dates should be set for at least one week prior to the commencement date recorded in the Conditional Letter of Offer, but no later the census date of the commencing trimester.
- 18.7 A Conditional Offer may be withdrawn if the conditions are not satisfied by the due date specified in the Conditional Letter of Offer (see [Decline Admission or Withdraw an Offer of Admission](#)).

Alternate Offer

- 18.8 Where an offer cannot be made for the course for which the applicant applied however, based on the information supplied in the application, and the applicant is considered suitable for another course then Ikon may make an Alternate Offer into the different course.
- 18.9 Any decision to make an Alternate Offer will consider the applicant's preferred academic outcomes and represent a realistic pathway by which the applicant may gain entry to their course of interest.

Packaged Offers

- 18.10 An applicant may be made a Packaged Offer where they are offered a guaranteed admission pathway through one or more levels of study (course), conditional on the applicant successfully progressing through each course sequentially.
- 18.11 Under a Packaged Offer, students will only be admitted to the next course once their eligibility to progress has been established.
- 18.12 The Packaged Letter of Offer will list any conditions attached to a course within the package including the timeframe for meeting these conditions and the impact on admission to subsequent courses should they fail to meet any conditions or meet them by the specified due date. Where an applicant fails to meet the conditions of a Packaged Offer, the offer for admission will be withdrawn.
- 18.13 The Admissions team will set due dates specific to each condition. Where possible, due dates should be set for at least one week prior to the commencement date recorded in the Packaged Letter of Offer, but no later the census date of the commencing trimester.
- 18.14 For an international student, any changes made to a preliminary course may have ramifications for admission to their principal course as recorded in their Confirmation of Enrolment (CoE), for example if a preliminary course is a prerequisite admission requirement to the principal course. The principal course is generally the final course covered under the visa.

19. Decline Admission or Withdraw an Offer of Admission

- 19.1 Ikon reserves the right to decline admission or withdraw an offer where, but not limited to, an applicant:
- does not meet the general admission criteria or criteria specific to their course of interest
 - has not provided admission related information within the specified timeframe
 - has provided false, inaccurate and/or incomplete information
 - has not disclosed prior academic or non-academic misconduct
 - has not disclosed previous or pending convictions
 - has not met the requirements of a conditional offer by the set deadline
- 19.2 Ikon also reserves the right to set intake quotas to maintain course viability thresholds. At their

absolute discretion, Ikon may set a quota for an intake to any course, decline to admit applicants where there are too few applications, or cancel an intake and any admission offers if too few applicants accept offers.

- 19.3 The Dean is required to seek the approval of the CEO and Academic Board before withdrawing a course from an intake.
- 19.4 Offers will be made to eligible applicants whose applications were received earliest. Once a quota has been filled, other eligible applicants may be declined admission.
- 19.5 Applicants will be advised of decisions in writing and their right to appeal (see [Appeal an Admission Decision](#)).
- 19.6 Under 19.1, where an application for admission has been refused, or an offer withdrawn, the applicant is excluded from making further applications for a period of twelve months from the date of the decision letter. The applicant may reapply at the end of the exclusion period.

20. Accepting an Admission Offer

Letter of Offer

- 20.1 The Letter of Offer requests applicants carefully read through the offer document to ensure they understand the conditions of enrolment at Ikon.
- 20.2 The Letter of Offer will request return of the signed International Student Acceptance Declaration and payment of Initial Subject Fees (Trimester 1). International applicants must complete all tasks listed in the Letter of Offer, and any associated conditions, to complete the enrolment process.
- 20.3 Ikon will only issue a Confirmation of Enrolment (CoE) once these tasks have been completed. A CoE is required by the Department of Home Affairs before they will grant a student visa. A valid visa is required before an international student can commence their studies at Ikon.

Criteria for a Confirmation of Enrolment (CoE)

- 20.4 A signed International Student Acceptance Declaration and payment of the Initial Subject Fees must be received by Ikon before the Admissions team are able to issue the CoE required for the application of a visa with the Department of Home Affairs. The Initial Subject Fees will be detailed in an invoice.
- 20.5 The Course Fee Deposit should only be paid to Ikon. Payment should not be made to an education agent, a staff member of an education agent or to another institution such as a pathway provider.

21. Overseas Students Health Cover

- 21.1 Australian Government regulations requires all international students to have Overseas Students Health Cover for their period of time in Australia (with the exception of students from Norway, Sweden and Belgium under reciprocal government agreements). The Department of Home Affairs will not process an application for a visa until they receive evidence that sufficient Overseas Students Health Cover has been obtained. Students are responsible for obtaining and maintaining health cover for the duration of their course. More Information can be found [here](#).

22. Valid Visa to Finalise Enrolment

- 22.1 Students are responsible for obtaining a visa that permits them to study in Australia and ensuring it is current for the duration of their course.
- 22.2 Before the enrolment process is finalised, an international student must be in possession of a valid visa issued by the Department of Home Affairs and provide a copy to the Admissions team for their student file.
- 22.3 On completion of the enrolment process, the student will be sent an Enrolment Letter which includes a student number, Student Learning System login, course timetable and the details for orientation. Orientation is compulsory for all new students. Key academic dates include orientation week are published on Ikon's website at ikon.edu.au/key-dates/.

23. Deferring Commencement

- 23.1 Where an applicant wishes to defer their enrolment to the delay their commencement of study date, they must lodge an application form outlining the reasons for the request. An application form can be obtained via admissions@ikon.edu.au.
- 23.2 Ikon may grant a deferral of the commencement of study for a period of up to 2 trimesters.
- 23.3 Where an international student wishes to defer their enrolment to delay their commencement of study date, Ikon will report the change to the Confirmation of Enrolment (CoE) to the Department of Home Affairs via PRISMS, which may impact their student visa. Students should seek advice from the Department of Home Affairs before making any changes to their commencement date.
- 23.4 For more information, see Ikon's *Enrolment Policy*.

24. Recognition of Prior Learning

- 24.1 Recognition of Prior Learning is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a subject. Where course credit is granted, the student is exempt from attending that particular subject in order to complete their course.
- 24.2 Applicants may be eligible for subject exemption in recognition of prior learning. Where eligible, this could result in course credit granted. An Application for RPL should be submitted at the

time of application. For more information, see Ikon's *Recognition of Prior Learning & Credit Policy*.

- 24.3 International students should be aware that receiving course credit may affect the duration of their course. If gaining course credit affects the course duration recorded in the Confirmation of Enrolment (CoE), it may also affect the duration of the student visa. Students are strongly encouraged to check any possible visa implications before applying for course credit that may result in a reduced course duration. Ikon is required to report all changes to the Department of Home Affairs via PRISMS.

25. Readmission

- 25.1 Former students who were enrolled in a course of study at Ikon and have since withdrawn or discontinued their enrolment or were excluded from a course for a period of time or had their enrolment cancelled by Ikon, must reapply to resume their study at Ikon.
- 25.2 In addition to the standard application outlined in this policy, former students seeking readmission to the same or a different course, may be required to provide a show cause statement of 500 words to demonstrate why they should be considered for readmission (or reenrolment). A former student's academic progression and conduct during previous periods of enrolment will be considered as part of the assessment process.
- 25.3 Readmission may include conditions relating to the student's enrolment such as, but not limited to, study load, progression hurdles, duration for completion, participation in additional academic support activities, counselling or changes to conduct in the classroom. Students are required to satisfy all conditions of readmission to maintain their enrolment. Ikon retains the right to cancel a student's enrolment where readmission conditions are not being met or achieved within the set timeframe or in accordance with policy.
- 25.4 Ikon has the right to decline future applications on the basis of unsatisfactory academic progress or misconduct, including but not limited to:
- a) the applicant is deemed unable to satisfy the requirements of the course
 - b) the applicant's conduct provides reasonable grounds to exclude the person from study
 - c) the applicant has outstanding fees owing to Ikon
- 25.5 Applicants will be advised of the decision in writing and, where refused readmission, their right to appeal (see [Appeal an Admission Decision](#)).
- 25.6 Where an application for readmission has been refused, or a readmission offer withdrawn, the applicant is excluded from making further applications for a period of twelve months from the date of the decision letter. An applicant may reapply at the end of the exclusion period.

26. Waiver of Entry Requirements

- 26.1 In exceptional cases where an applicant does not meet the course admission criteria but can demonstrate they are capable of completing the requirements of the course, the Head of School may waive the entry requirements. In these cases, the Head of School will report the decision to the Dean.

27. Appealing an Admission Decision

- 27.1 An applicant who is dissatisfied with an admission related decision may lodge an appeal. Any appeal will be conducted as outlined in Ikon's *Grievance & Appeals Policy*.
- 27.2 An appeal can be initiated by lodging an 'Application for Appeal' via appeals@ikon.edu.au. The policy and application form can be downloaded from the [Policies & Procedures](#) section of the Ikon website.

28. Course Fees

- 28.1 The Indicative Course Fees for each course of study at Ikon can be found at the [Tuition Fees](#) section on Ikon's website.
- 28.2 All students must have paid in full their subject fees for the coming study period by the Trimester Commencement Date.
- 28.3 Non-payment of subject fees is grounds for the cancellation of a student's enrolment with Ikon. An international student who has not paid their subject fees in full by the due date for the coming study period is considered to have breached the conditions of their student visa (see [Reporting Defaults](#)). For more information, see Ikon's *Fees and Refunds Policy*.

29. Fee Refunds

- 29.1 The *Fees and Refunds Policy* outlines the grounds by which a student may be eligible for a refund of course tuition fees. Each student acknowledges and agrees to the terms of the refund policy when signing the student declaration contained in their Letter of Offer to study at Ikon.

30. Academic Progression

- 30.1 International students are required to achieve satisfactory academic progress during each trimester to ensure the successful completion of their course within the duration specified in their Confirmation of Enrolment (CoE) and in accordance with the conditions of their student visa issued by the Department of Home Affairs.
- 30.2 International students may only extend the course duration recorded in their CoE as a result of compassionate or compelling circumstances as approved by Ikon; or participation in an intervention strategy as approved by Ikon; or where a deferment, leave of absence or suspension of enrolment has been granted by Ikon.
- 30.3 As a condition of their student visa, it is the responsibility of the international student to ensure they are enrolled in the equivalent of a full-time study load at all times. International students should seek academic advice before making changes to their enrolment or study load from Student Experience via experience@ikon.edu.au.
- 30.4 Course progress will be monitored throughout the trimester and assessed at the end of each trimester. If progress begins to decline, a series of alert letters will be issued, and an intervention strategy implemented, escalating to the issuance a notice of intention to report where an international student is failing 50% of their units of study within the trimester. International students who do not achieve satisfactory academic progress in two trimesters, and/or cannot complete their course in the duration recorded in the CoE, will be advised of the intention to report the breach to the Department of Home Affairs via PRISMS, which may result in the cancellation of their student visa (see [Reporting Defaults](#)).
- 30.5 For more information on how academic progress is monitored and the support strategies available to students, see the *Student Academic Progress Policy*.

31. Reporting Defaults

- 31.1 In accordance with the *National Code 2018*, international students who breach the conditions of enrolment and/or their student visa will be reported to the Department of Home Affairs via PRISMS which may result in the cancellation of their student visa. Ikon will notify the student of its intention to report and their right to appeal the decision. At the absolute discretion of Ikon, an appropriate period of time may be granted to rectify this issue such as the non-payment of fees.
- 31.2 If Ikon is unable to deliver the nominated course due unforeseen circumstances, the Department of Education and the TPS Director will be notified via PRISMS within three business days.

32. Publication

32.1 This policy will be published in the Policies & Procedures section of the Ikon website and the staff policy library.

Policy Information & History

Policy Category	Academic, Admission
Policy ID	AD001B
Approved By	Academic Board
Date of Approval	10 October 2022
Previous Versions	9 September 2022, 12 April 2022, 31 March 2021, 1 November 2016
Next Review Date	October 2025
Government Legislation	<u>Tertiary Education Quality and Standards Agency Act 2011</u> <u>Higher Education Standards Framework (Threshold Standards) 2021</u> <u>Education Services for Overseas Students Act 2000</u> <u>National Code 2018</u> <u>Australia Qualifications Framework</u>
Responsible Officer	Dean
Benchmarking:	External referencing activities were conducted to determine sector best practice using publicly available information, including Australian Catholic University, Charles Sturt University, University of Melbourne, University of Canberra, Western Sydney University, Victoria University, University of Wollongong, Federation University, Flinders University, Cairnmillar Institute, Victoria University, Excelsia College, University of Sydney and Monash University.
Minor Editorial Changes	11 November 2022 Correction to Pearson PTE Academic equivalent scores in Schedule A. Approved by: Quality Assurance Manager

Schedule A

English Language Proficiency Test Equivalency Scores

Ikon recognises a number of English Language Proficiency Tests, the primary being the International English Language Testing System (IELTS Academic), and accepts scores from the following tests:

- International English Language Testing System (IELTS Academic)
- Test of English as a Foreign Language (TOEFL iBT)
- Pearson Test of English Academic (PTE Academic)
- Cambridge Assessment English (C1 Advanced)

Ikon sets the minimum English Language Proficiency Test Scores appropriate to the demands of each course and publishes this information as a minimum IELTS (or equivalent) score.

The minimum test score for any course is IELTS Overall Score of 6.0 (or equivalent) however some courses have a higher minimum overall score and/or minimum band scores for each component of the test, being Reading, Writing, Speaking and Listening. Applicants should check the course-specific admissions policy for details.

The minimum IELTS Overall Score and Band Scores and equivalent scores from accepted English Language Proficiency Tests are outlined in the tables below:

Overall Score minimum score	IELTS Academic	EQUIVALENT LANGUAGE PROFICIENCY TEST SCORES		
		TOEFL iBT [Computer Delivered]	Pearson PTE Academic	Cambridge C1 Advanced
	6.0	60-78	46-55	169-175
	6.5	79-93	56-65	176-184
	7.0	94-101	66-75	185-190
	7.5	102-109	76-83	191-199

Individual Band Scores minimum scores for each of reading, writing, speaking and listening	IELTS Academic	EQUIVALENT LANGUAGE PROFICIENCY TEST SCORES					
		TOEFL iBT [Computer Delivered]				Pearson PTE Academic	Cambridge C1 Advanced
		Reading	Listening,	Speaking	Writing	Section	Section
	6.0	13-18	12-19	18-19	21-23	46-55	169-175
	6.5	19-23	20-23	20-22	24-26	56-65	176-184
	7.0	24-26	24-26	23	27-28	66-75	185-190
	7.5	27-28	27	24-25	29	76-83	191-199

Sources:

[TOEFL iBT Concordance Tables](#)

[English Language Comparison Table 1 \(migration.sa.gov.au\)](#)

[PTE Academic Institutions Score Guide](#)

[Cambridge Concordance Tables](#)