

# INTERNATIONAL STUDENT ADMISSIONS POLICY

## 1. Purpose

This policy describes the principles and procedures that govern the selection and admission of international students into a course of study offered by Proteus Technologies Pty Limited (trading as the Ikon Institute of Australia, also referred to as Ikon).

## 2. Scope

The policy applies to all international students seeking admission into a course of study at the Ikon Institute of Australia 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:

- Course Specific Admission Policies
- Student Handbook
- Student Academic Progression Policy
- Deferral, Withdrawal, Refund and Tuition Assurance Policy
- Grievance & Appeals Policy

All policies and any associated forms referenced in this document can be downloaded from the *Policies & Procedures* section of the institutional website at [ikon.edu.au/policies-procedures/](http://ikon.edu.au/policies-procedures/).

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

- Schedule A: English Language Test Proficiency Equivalency Scores
- Schedule B: Admission Statement Guidelines
- Schedule C: Admission Statement Assessment Rubric

## 4. Principles

- 4.1 An international applicant is any applicant who is not an Australian or New Zealand citizen or an Australian permanent resident or any person entitled to stay in Australia, or enter and stay in Australia, without any limitation. Applicants who are dual citizens of Australia or New Zealand and another country cannot be admitted as an international student.
- 4.2 Applications will be considered in order of receipt and will not be pooled for competitive selection.
- 4.3 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.
- 4.4 Ikon will ensure that applicants are provided with information to enable them to make informed decisions about their studies via the institutional website at [ikon.edu.au](http://ikon.edu.au).
- 4.5 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.

## ABOUT IKON

Proteus Technologies Pty Ltd | Provider Number PRV14055 | CRICOS Provider Number 03581E

Ikon is a private higher education provider in art therapy, counselling and psychotherapy and early childhood education. Ikon has been providing vocational education since 2008 and has been registered as a higher education provider since 2016; helping people help others for over twelve years.

Ikon aims to create a difference through learning and continued professional education. Our goal is to develop professionals with the knowledge and skills to contribute to an international community committed to social change, healing and learning.

Our higher education courses in counselling and psychotherapy, arts therapy, and early childhood education provide individuals with the skills and knowledge to move forward with rewarding careers. Ikon students are diverse but are connected by a common desire to make a positive difference in the lives of others.

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

Higher Education Diplomas	CRICOS Code	Visa
Diploma of Arts Therapy	097944E	Student Visa (Subclass 500)
Diploma of Counselling and Psychotherapy	097946C	Student Visa (Subclass 500)
Diploma of Early Childhood Education	102714F	Student Visa (Subclass 500)

Undergraduate Courses	CRICOS Code	Visa
Associate Degree of Arts Therapy	097945D	Student Visa (Subclass 500)
Associate Degree of Counselling and Psychotherapy	097947B	Student Visa (Subclass 500)
Bachelor of Arts Therapy	094684M	Student Visa (Subclass 500)
Bachelor of Counselling and Psychotherapy	094685K	Student Visa (Subclass 500)
Bachelor of Early Childhood Education	102713G	Student Visa (Subclass 500)

The above courses are recognised in the [Australia Qualifications Framework](#).

### Connect with Like-Minded Individuals

Classes are conducted in an environment and style allowing you to learn, develop and practice alongside like-minded people. Ikon provides a personalised educational experience that incorporates small class sizes with greater opportunity for guidance, time on tasks, tailored instruction and supported classroom participation.

Ikon's expert lecturers deliver theoretical and experiential learning to help students become career-ready counsellors, psychotherapists, art therapists, and early childhood teachers. Ikon has helped many individuals start their career or supplement their skills as an existing practitioner or early childhood educator.

### Campus Locations

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	Level 6, 601 Bourke Street, Melbourne VIC 3000

## Key 2021 Academic Dates

Ikon has three teaching periods each year called trimesters.

Each trimester has a Census Date. The Census Date is also the last day a student can change, suspend or withdraw their enrolment without incurring a full fee liability. Any changes to enrolment after Census Date will result in a student being liable for the full tuition fees for that trimester. Census Dates cannot be changed or extended.

Trimester 1		Trimester 2		Trimester 3	
Orientation Week	8-12 Feb	Orientation Week	24-28 May	Orientation Week	6-10 Sep
Teaching Starts	15 Feb	Teaching Starts	31 May	Teaching Starts	13 Sep
Census Date	9 Mar*	Census Date	22 June	Census Date	5 Oct
Teaching Ends	7 May	Teaching Ends	20 Aug	Teaching Ends	3 Dec
Exam Week	10-14 May	Exam Week	23-27 Aug	Exam Week	6-10 Dec

\* Faculty of Education:

Orientation Week	22-26 February
Teaching Starts	1 March
Census Date	19 March
Teaching Ends	7 May
Exam Week	10-14 May

## Enquiries

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](mailto:info@ikon.edu.au)  
Admissions Enquiries      [admissions@ikon.edu.au](mailto:admissions@ikon.edu.au)  
Website:                        [www.ikon.edu.au](http://www.ikon.edu.au)

## ADMISSION CRITERIA

Applicants may be accepted into a course of study at Ikon where they achieve the following:

- a) meet the minimum age requirement
- b) satisfy the academic admission criteria most relevant to their circumstances
- c) satisfy any course specific admission criteria relevant to their chosen course
- d) meet the published English Language Proficiency Requirement
- e) satisfy the additional admission criteria for all applications

Under the Australian Government's [Simplified Student Visa Framework](#), international applicants must also satisfy 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.

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.

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

### 5. Age Requirement

5.1 An international applicant must be at least 18 years of age at the time of application.

### 6. Academic Admission Criteria

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, you should choose the Applicant Group most relevant to your academic background and circumstances.

see also [7. Pathway Programs](#).

#### A. Applicants with Recent Secondary Education (within the past two years)

##### *Recent Secondary Education Applicants*

6.1 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 and achieved the following minimum ATAR (or Selection Rank):

Counselling and Psychotherapy	65
Arts Therapy	65
Early Childhood Education	60

6.2 Applicants must present 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).

## B. Applicants with Higher Education (HE) Study

### *HE Applicants*

- 6.4 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. Partial completion means the successful completion of at least one study period ie. at least one semester or trimester.
- 6.5 Applicants must present evidence of the completion of their qualification and academic results.

## C. Applicants with Vocational Education & Training (VET) Study

### *VET Applicants*

- 6.6 To gain admission to an undergraduate course of study at Ikon, VET Applicants may have completed an accredited VET qualification at Diploma level or higher within the last five years.
- 6.7 Applicants must present evidence of the completion of their qualification and academic results.

## D. Applicants with Work Life Experience

### *Work/Life Applicants*

- 6.8 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.
- 6.9 Work/Life Applicants must be at least 21 years of age at 1 January in the year they intend to commence their study at Ikon.
- 6.10 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)
- 6.11 The intention of the written admission statement is to evidence 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.
- 6.12 The written admission statement should be between 300 and 500 words. For more information on writing your admission statement, please refer to Schedule B to this policy and the Admissions Statement Guidelines for Work Life Applicants via [ikon.edu.au/application-process/](http://ikon.edu.au/application-process/).
- 6.13 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.

## 7. Pathway Programs

- 7.1 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.
- 7.2 International students may be admitted on the basis of the successful completion of a vocational education and training Diploma level qualification or a tertiary preparation course such as a registered ELICOS for Academic Purposes Course as part of a packaged pathway program.
- 7.3 The progression 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.

## 8. Course Specific Admission Criteria & Requirements

- 8.1 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.
- 8.2 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.
- 8.3 Applicants should refer to the *Course Specific Admissions Policies* for course specific details.

## 9. Additional Criteria for All Applicants

### Admissions Interview

- 9.1 All applicants must participate in an admissions interview. Where an applicant lives interstate, in a rural area or has not yet arrived in Australia, the interview can take place via video-conference. Applicants who do not attend an admissions interview may not be accepted.

### Pre-Interview Questionnaire

- 9.2 All applicants are required to complete a pre-interview questionnaire to capture information about their interests, wellbeing and personal circumstances that may impact their studies at Ikon.
- 9.3 The data provided is confidential and is an opportunity for applicants to further demonstrate they successfully meet the requirements of their chosen course of study. This information is crucial to assess an applicant's suitability for the demands of the course, and to ensure tailored and structured support to promote active participation and achievement. Applications without a pre-interview questionnaire, or a pre-interview questionnaire with incomplete information, will not be accepted for assessment and will not proceed to interview until completed.
- 9.4 A link to the questionnaire will be provided via email by the Admissions Team on receipt of a completed International Student Application Form (see [How to Apply](#)).

## ENGLISH LANGUAGE PROFICIENCY

Admission also requires each applicant 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.

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

for details see [10. English Speaking Background](#)  
[11. Previous Studies in English](#)  
[12. English Language Proficiency Test](#)  
[13. English Preparation Course](#)

### 10. English Speaking Background

10.1 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

10.2 Under 10.1, applicants must demonstrate they were born in or grew up in a predominantly English speaking environment, and completed the majority of their schooling in an English medium institution.

10.3 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 10.1, 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

10.4 Being born in one of the countries listed at 10.1 does not automatically satisfy English Language Proficiency Requirements. Applicants must also evidence at least one of the circumstances referenced at 10.1 or 10.3.

10.5 Applicants must provide certified copies of their evidence source at the time of application. Evidence to support 10.3(b)-10.3(e) must be not more than five years old at the commencement of study date with Ikon.

## 11. Previous Studies in English

- 11.1 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:
- the primary language of instruction and assessment was English
  - the institution was located in an approved country (see 11.4)
  - the study was at least one year full-time at an AQF Diploma level or higher (or equivalent)
  - the study was undertaken within two years prior to the commencement of study with Ikon
- 11.2 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 ie. a semester, trimester or term etc.
- 11.3 A partially completed higher education qualification at an AQF 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 ie. semester or trimester.
- 11.4 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](#).
- 11.5 Applicants must provide certified copies of their previous studies at the time of application. Evidence must be not more than two years old at the commencement of study date with Ikon.

## 12. English Language Proficiency Test

- 12.1 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.
- 12.2 Ikon recognises a number of English Language Proficiency 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)
- 12.1 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 accepted test scores) however some courses may have a higher overall score or minimum band scores for each component of the test ie. reading, listening, speaking and writing.
- 12.2 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	6.0 <sup>(a)</sup>	60-78	46-55	169-175
Counselling and Psychotherapy	6.0 <sup>(a)</sup>	60-78	46-55	169-175
Early Childhood Education	6.5 <sup>(b)</sup>	79-93	56-65	176-184

<sup>(a)</sup> No single band score less than 6.0

<sup>(b)</sup> No single band score less than 6.5

Table 1: Minimum English Proficiency Assessment Test Scores



- 12.3 English Language Proficiency Test Scores will be accepted as a measure of English proficiency where:
- the test is an accepted English Language Proficient Test
  - was completed within two years prior to the commencement of study date with Ikon; and
  - the test scores meet the minimum proficiency scores specific to the course of interest
- 12.4 Applicants must provide certified copies of test scores at the time of application. Evidence must be not more than two years old at the commencement of study date with Ikon.

### 13. English Preparation Courses

- 13.1 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.
- 13.2 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:
- the course is registered as an ELICOS for Academic Purposes course on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS); and
  - has been completed within the two years prior to the commencement of study date with Ikon
- 13.3 Ikon recognises ELICOS EAP courses published by the Department of Education, Skills and Training at [cricos.education.gov.au/](https://www.cricos.education.gov.au/).
- 13.4 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.

### 14. Assessment of English Language Proficiency

- 14.1 Ikon has absolute discretion to determine whether evidence submitted to demonstrate English language proficiency is equivalent to the minimum requirements specific to the course of interest
- 14.2 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, but are not limited to:
- 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
- 14.3 Applicants will be advised of any additional evidentiary requirements in writing. Applicants must provide certified copies of additional evidence requests within the given timeframe.

click below to jump to:

[HOW TO APPLY  
ENROLMENT](#)

[SCHEDULE A: English Language Proficiency Test Equivalency Scores](#)  
[SCHEDULE B: Written Admission Statement Guidelines](#)

## HOW TO APPLY

### 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 International Student section of the Study With Us page on the institution website at [ikon.edu.au/international-students/](http://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.
- 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 by providing a copy of their passport in combination with one other secondary documents showing a date of birth, current residential address, photograph and signature such as a drivers licence.

#### Pre-Interview Questionnaire

- 15.7 Students must then complete a pre-interview questionnaire. The screening questionnaire is sent to applicants by email by the Admissions Team following assessment of the application form.
- 15.8 Pre-interview questionnaires are reviewed by Admissions and the applicant may then be requested to participate in their admission interview. Incomplete pre-interview questionnaires and unsuccessful applications will not progress to interview and the applicant will be notified of the decision in writing.

#### Admissions Interview

- 15.9 Applicants complete their interview. Ikon's preference is for applicants to participate in person however where an applicant lives interstate, in a rural area or has not yet arrived in Australia, arrangements will be made for the interview to take place via video-conference. Admissions interviews via video-conference must be held in video mode ie. with the video turned on for the duration of the interview.
- 15.10 Interview performance is evaluated on personal qualities such as the applicant's communication skills, empathetic and ethical approach, reflective manner and understanding and preparedness for the demands of higher education study and their course of interest.

## 16. Assessment Process

### 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 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 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 selection 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 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 Faculty. The Head of Faculty 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 the 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 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 Admissions 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 than 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 [19. 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, 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 must consider the applicant's preferred academic outcomes and represent a realistic pathway by which the applicant may gain entry to their application 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.

18.1 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.

- 18.2 Admissions 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.
- 18.3 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 must seek the approval of the CEO and Academic Board to withdraw 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 [26. 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.

## ENROLMENT

### 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.

(see [Criteria for a Confirmation of Enrolment](#))

### Criteria for a Confirmation of Enrolment (CoE)

- 20.4 A signed International Student Acceptance Declaration and payment of a Course Fee Deposit of \$1,000 must be received by Ikon before Admissions are able to issue the CoE required for the application of a visa with the Department of Home Affairs. The Course Fee Deposit will be payable via 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 an international student 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 the health cover for the duration of their course.

## 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 Admissions for the 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 the institutional website at [ikon.edu.au/key-dates/](http://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](mailto:admissions@ikon.edu.au).
- 23.2 Ikon may grant a deferral of the commencement of study for a period of up to twelve months.
- 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 the institute's Deferral, Withdrawal, Refund and Tuition Assurance 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 the institute'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. Ikon are required to report all changes to the Department of Home Affairs via PRISMS.

## 25. Readmission

- 25.1 A former student who was enrolled in a course of study at Ikon and has since withdrawn or discontinued their enrolment, was 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 progression 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 Institute of Australia
- 25.5 Applicants will be advised of the decision in writing and, where refused readmission, their right to appeal (see [26. 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 Faculty may waive the entry requirements. In these cases, the Head of Faculty must report the decision to the Dean.

## 27. Appeal 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 the institute's *Grievance & Appeals Policy*.
- 27.2 An appeal can be initiated by lodging an 'Application for Appeal' via [appeals@ikon.edu.au](mailto:appeals@ikon.edu.au). The policy and application form can be downloaded from the Policies & Procedures section of the institutional website at [ikon.edu.au/policies-procedures/](http://ikon.edu.au/policies-procedures/).



## TUITION FEES & REFUNDS

### 28. Course Fees

- 28.1 The Indicative Course Fees for each course of study at Ikon can be found at the '*Fees & Payment Options*' tab under the Apply section of the institution 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 [29. Reporting Defaults](#)).
- 28.4 For more information, see the institute's *Deferral, Withdrawal, Refund and Tuition Assurance Policy*.

### 29. Fee Refunds

- 29.1 The *Deferral, Withdrawal, Refund and Tuition Assurance Policy* outlines the grounds by which a student may be eligible for a refund of course tuition fees. However, Ikon may, in its absolute discretion, grant a partial or full refund where they determine there are extenuating or compassionate circumstances. 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.
- 29.2 If a student wishes to cancel their enrolment to withdraw from the course, they must do so before the relevant Census Date to avoid incurring academic and financial penalty. Refunds will not be made for subject fees once the Census Date of that trimester has passed unless there are deemed to be extenuating or compassionate circumstances. For more information about tuition fee refunds, please refer to the *Deferral, Withdrawal, Refund and Tuition Assurance Policy*.

## ACADEMIC PROGRESSION

- 29.3 Under Standards 9 and 10 of the *National Code 2018*, 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.
- 29.4 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.
- 29.5 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](mailto:experience@ikon.edu.au).
- 29.6 Course progress will be monitored throughout the trimester and assessed at the end of each trimester. If progression begins to decline, a series of alert letters will be issued, and an intervention strategy implemented, escalating to Ikon issuing 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 progression in two trimesters, and/or cannot complete their course in the duration recorded in the CoE, will be advised of Ikon's intention to report the breach to the Department of Home Affairs via PRISMS, which may result in the cancellation of their student visa (see [29. Reporting Defaults](#)).
- 29.7 For more information on how academic progression is monitored and the support strategies available to students, please see the *Student Academic Progress Policy*.



## OTHER

### 30. Reporting Defaults

- 30.1 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.
- 30.2 If Ikon is unable to deliver the nominated program due unforeseen circumstances, the Department of Education and the TPS Director will be notified via PRISMS within three business days.

### 31. Roles and Responsibilities

- 31.1 The Academic Board is responsible for approving course admission criteria as part of the course development and review process.
- 31.2 Heads of Faculty are responsible for coordinating selection and course admission activities.
- 31.3 Marketing is responsible for publishing the course admission criteria, selection tasks and selection methodology for each course in consultation with the Head of Faculty and Quality Assurance.
- 31.4 Education agents are responsible for ensuring that accurate information concerning Ikon, its courses and entry requirements, is provided to prospective students. Agents must comply with the relevant requirements of the ESOS Act and their agency agreement with Ikon.
- 31.5 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.

### 32. Publication

- 32.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website [www.ikon.edu.au](http://www.ikon.edu.au) to ensure that each group has access to up-to-date and accurate information.

## Policy Information & History

Policy Category	Academic
Policy ID	AD002A
Approved By	Academic Board
Date of Approval	31 March 2021
Endorsed By	Dean, CEO
Date of Approval	17 March 2021
Previous Versions	1 November 2016
Next Review Date	TBA
Government Legislation	TEQSA Act 2011 Higher Education Standards Framework (Threshold Standards) 2015 ESOS Act 2000 National Code 2018
Responsible Officer	Dean
Minor Amendment	5 March 2021
Description	Clarify (improve process transparency specific to international applicants) Quantify (assessment of English Language Proficiency) Update (add references) Some Editorial Changes
Endorsed	17 March 2021
Responsible Officers	Dean, CEO
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.

## English Language Proficiency Test Equivalency Scores

[click here to return to ENGLISH LANGUAGE PROFICIENCY TEST](#)

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 for each undergraduate course is 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	73-79	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 Section	Cambridge C1 Advanced Section
		Reading	Listening,	Speaking	Writing		
	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	73-79	191-199

Sources:

[TOEFL iBT Concordance Tables](#)  
[Pearson PTE Concordance Tables](#)  
[Cambridge Concordance Tables](#)

## Written Admission Statement Guidelines

### Admission Statements

Some applicants are required, or may be asked, to provide a written admission statement outlining their reasons for undertaking the intended course of study and addressing at least two of the following admission criteria detailed in this schedule:

- Preparations undertaken for Academic Study
- Interpersonal & Communication Skills
- Achievements & Experience
- Knowledge & Skills
- Equity Access Considerations (if applicable)

The intention of the written admission statement is to evidence self-directed application of knowledge and independent judgement to outline how the knowledge, skills and personal qualities gained through the individual's professional, community and life experience 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.

The word requirements for each type of course by applicant is outlined below:

Bachelor Degrees	Work/Life Experience Applicants	300-500 words
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### Impact Statements

Applicants who seek access and equity consideration should submit a written impact statement outlining the circumstances, how the disadvantage affected preparation for tertiary study, and the transferrable skills and personal qualities that will support their potential to succeed in their studies.

A range of circumstances will be consideration including but not limited to:

- Financial disadvantage
- Culturally and linguistically diverse background, including refugee status
- Personal disability or medical condition
- Family disruption including death, disability, illness, addiction, separation, homelessness
- Attendance at a rural, remote or disadvantaged high school, or disrupted schooling
- Discrimination, harassment or bullying based on personal characteristics

The word requirement for impact statements is 300-500 words.

## Admission Statement Criteria

Your written admission statement should be personal and relevant. It should express the reasons why you want to study in your chosen course, why you want to work towards a career in that particular industry, and how you can draw from what you have learned from your previous study, work, community and/or life experience to succeed in tertiary study - time management, coping, resilience, problem solving etc.

Give yourself time to write your statement. It can be daunting at first but the best place to start is to just start. And then give yourself time to review and proofread your statement.

We look forward to hearing about your experience, your achievements and your personal attributes. Be honest but don't be shy.

## Academic Preparation

Relates to what you have done to ascertain you are ready for tertiary study. Components of tertiary preparation include tertiary awareness, planning, and the degree to which your case is well thought out in terms of your personal circumstances. Tertiary preparation is linked to tertiary maturity.

- Evidence of knowledge of the course
- Evidence of knowledge of course outcomes
- Evidence of awareness of the workload inherent and the time required for tertiary study
- Evidence of steps taken to overcome knowledge or skills deficits
- Level of consideration given to the impact of tertiary study on lifestyle
- Level of consideration given to resources required to complete the course
- Evidence of completion of an accredited study skills course or tertiary preparation course

## Interpersonal & Communication Skills

Relates to your ability to communicate clearly with others via written, spoken, and/or visual and non-verbal means. Your ability to interact with others and work in teams, consider using examples.

- Demonstrated ability to write clearly and correctly
- Evidence of capacity to reason and express thoughts logically
- Evidence of oral communication skills
- Evidence of ability to interact effectively with others
- Evidence of ability to work effectively in a team

## Achievement & Experience

Relates to the degree to which your achievements and experiences are indicative of your tertiary success. Consider sharing how you overcame challenges, how you applied yourself, how you remained focussed. What did you learn about yourself? How can you draw from this experience?

- Level of attainment in previous formal and non-formal studies
- Degree of expertise or achievement demonstrated in community and health, technology, arts, business, management, tutoring, early childhood, administration or any other related discipline/field
- Evidence of outstanding achievement in a particular field or endeavour
- Evidence of specialist knowledge developed through experience
- Nature and extent of experience in a particular field or endeavour
- Good quality references or other supporting information

### **Knowledge & Skills**

Relates to knowledge, skills, abilities and aptitudes relevant to tertiary study and/or specifically relevant to your nominated course. Consider using examples and how you can draw from this in your studies at Ikon:

- Demonstrated ability to collect, analyse, and organise information
- Demonstrated ability to evaluate and interpret data, values, and issues
- Evidence of computer literacy
- Demonstrated problem solving skills
- Evidence of skills relevant to the intended course or field
- Evidence of knowledge relevant to the intended course or field
- Evidence of awareness of personally effective techniques for managing stress
- Demonstrated ability to work independently and monitor own performance
- Evidence of self-motivation
- Evidence of the application of personally effective learning strategies
- Demonstration of research and planning prior to undertaking a significant task or project
- Demonstration of a systematic approach in pursuing a significant task or project

### **Equity Access Considerations (if applicable)**

Relates to the circumstances or barriers that may have adversely affected your access to education or your academic performance.

- Financial disadvantage
- Culturally and linguistically diverse background, including refugee status
- Personal disability or medical condition
- Family disruption including death, disability, illness, addiction, separation, homelessness
- Attendance at a rural, remote or disadvantaged high school, or disrupted schooling
- Discrimination, harassment or bullying based on personal characteristics

## Written Statement Assessment Rubric

Written admission statements are assessed by the Head of Faculty to determine eligibility for admission using the rubric below. Each criterion will be assessed and assigned a value to give an overall Admission Score.

Criterion	Assessment	Marks
Clarity	Grammar, spelling, and style make it easy for the reader to follow with the occasional grammar, spelling or style problems (2-3 per page). Uses words correctly and avoids excessive jargon (unless it is the most precise word).	5
	Problems in grammar, spelling or style that interfere with the message of the applicant's statements (multiple problems in each paragraph).	3
	Significant problems in grammar, spelling or style that make it challenging to follow the applicant's statements.	1
Logic	Statements show an understanding of the course and the requirements of study, are mutually supporting and follow from one another. Uses 1-2 concrete examples to show readiness for study and career aspirations.	5
	Statements show a general understanding of the course and the requirements of study.	3
	Fails to provide a level of information that answers the question--either too vague or filled with trivial details.	1
Relevance	Topics are significant to the course of interest and educational/life experiences. Makes a case for that significance.	5
	Topics are vaguely related to the course of interest.	3
	Topics are trivial or irrelevant to the course of study.	1
Depth and Breadth of	Applicant displays an understanding of the statement's requirements, including word count. Complete, engaging content and quality writing.	5
	Applicant displays a reasonable understanding of the statement's requirements and meets the lower end of the word count. Completely, vaguely engaging content and simple writing.	3
	Applicant's understanding is narrow and superficial. Fails to meet statement requirements and well below the required word count. Incomplete or poor-quality writing.	1

Admission Band Score	Determination
13-20	Admission
5-12	Admission Conditional on an Academic Transition Plan. The transition plan will be developed with the Head of Faculty and may include a reduced study load for the first trimester and/or participation in academic support activities outside timetabled classes.
0-4	Admission denied.