

STUDENT ADMISSIONS POLICY

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1. Purpose

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

2. Scope

- 2.1 This policy applies to all students seeking admission into a course of study at Ikon, leading to an award under the Australian Qualifications Framework (AQF). It does not apply non-AQF qualifications.

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
- Course-Specific Inherent Requirements

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.

4. Definitions

International Applicant means any applicant who:

- is not an Australian citizen and is enrolled (or proposes to become enrolled) in a course of study with Ikon; and
- is not a person entitled to stay in Australia, or enter and stay in Australia, without any limitation as to time (including holders of an Australian permanent visa), or is not a New Zealand citizen, or is not a diplomatic or consular representative of New Zealand, a member of the staff of such a representative, or a spouse, de facto partner (within the meaning of the Acts Interpretation Act 1901) or dependent relative of such a representative.

Domestic Applicant means any applicant that is not an International Applicant as defined above.

Study Period is the defined period of time during which a subject is delivered. Examples include Term, Trimester, Semester.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include,

but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies; or a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports).
- where the registered provider was unable to offer a pre-requisite subject.

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 are 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 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 proficiency in English necessary to participate and progress their studies so students are not placed in a situation where they are unlikely to succeed. Ikon will allow 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 The admissions process is to be transparent, documented, efficient and 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 Admissions team act on behalf of the Academic Board with delegated authority to assess applicants against the stated entry criteria and any applicable course requirements or pre-requisites. The Head of Admission 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 methodology for each course in consultation with the Heads of the 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 are 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. Admission Criteria

- 7.1 To be eligible for admission to a course of study at Ikon, applicants must satisfy all of the following admission criteria:
 - Minimum age requirement.
 - Minimum academic admission criteria for the Applicant Group most relevant to their circumstances.
 - Minimum English language proficiency requirements relevant to their course of interest – for international applicants only.
 - Course-specific admission criteria relevant to their course of interest. This includes, and not limited to, inherent requirements and other non-academic admission criteria for the course.
- 7.2 Meeting the admission criteria means the applicant may be considered for selection but does not guarantee admission.
- 7.3 Applicants who may not currently meet the minimum academic admission and/or English language proficiency requirements may enrol in pathway programs that offer an educational opportunity for applicants to reach the level of academic and/or English proficiency required to succeed in their intended course of study at Ikon. International applicants 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. 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.
- 7.4 The following entry schemes provide equitable access to education for domestic applicants:
 - Access & Equity Entry Scheme
 - Aboriginal and Torres Strait Islander Entry Scheme
- 7.5 Ikon has the absolute discretion to determine whether the evidence submitted for admission is equivalent to that specified in the admission criteria requirements.

8. Minimum Age Requirement

- 8.1 Applicants must turn 18 years of age within six months of course commencement for domestic students and at least 18 years of age at the time of application for international students.

9. Academic Admission Criteria

- 9.1 Applicant background is classified into four Applicant Groups¹:
- **Recent Secondary Education (RSE):** Applicants whose admission is based mostly on secondary education undertaken at school, technical and further education (TAFE) or other VET or higher education provider (Australian or overseas equivalent) within the previous two years.
 - **Vocational education and training (VET) study:** Applicants whose highest level of study enrolment since leaving secondary education is a VET course.
 - **Higher Education (HE) Study:** Applicants whose highest level of study enrolment since leaving secondary education is a higher education course.
 - **Work and life experience (WLE):** Applicants who left secondary education more than two years previously and have not undertaken VET or higher education study since then.
- 9.2 Applicants should choose the Applicant Group most relevant to their academic background and circumstances.
- 9.3 Refer to Schedule A for the academic admission criteria and evidence requirements specific to each Applicant Group.

10. English Language Proficiency – for International Applicants

- 10.1 International 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.
- 10.2 Applicants can choose to meet the English language requirement in one of the following ways, specific to their circumstances:
- Australian Year 12 qualification or equivalent;
 - Post-secondary education where the primary language of instruction and assessment was in English;
 - English Language Test accepted by Ikon, specific to each course;
 - English Preparation Course at a level that satisfies the equivalent minimum English language proficiency requirements for their course of interest;
 - Applicants who do not have certified evidence of one of the above circumstances will be offered the opportunity to provide evidence of other English language tests, education and experience, to support an informed assessment of English language proficiency.
- 10.3 Refer to Schedule B for the English Language Proficiency Requirements.

11. Course-Specific Admission Criteria

- 11.1 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. 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.
- 11.2 See Schedule C for course-specific admission criteria.

¹ TEQSA. (2020). Improving the transparency of higher education admissions. <https://www.teqsa.gov.au/guides-resources/resources/sector-updates-and-alerts/improving-transparency-higher-education-admissions>

12. Access & Equity Entry Scheme – for Domestic Applicants

- 12.1 Equity measures and pathways established by Ikon have been structured to ensure that individuals and groups, for whom artificial barriers to admission exist, have the same access to education.
- 12.2 Domestic applicants seeking consideration for circumstances that have negatively affected their admission options may apply for admission via the Access & Equity Entry Scheme. A range of circumstances will be considered, including:
- financial disadvantage
 - culturally and linguistically diverse background
 - 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
- 12.3 Applicants who seek access and equity consideration should submit a written 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. The statement should be 300-500 words and attach evidentiary documentation including a statement of support verifying their circumstances from someone who is not a family member.

13. Aboriginal and Torres Strait Islander Entry Scheme – for Domestic Applicants

- 13.1 The Aboriginal and Torres Strait Islander Entry Scheme enables Aboriginal and Torres Strait Islander people to apply for entry to a course of study at Ikon via an educational access pathway. Applicants who identify as Aboriginal and/or Torres Strait Islander may apply for entry by submitting a written impact statement outlining how prior study, work and life experience will support their potential to succeed in their studies. The statement should be 300-500 words and must include evidence of Aboriginal and/or Torres Strait Islander descent.

14. Admission Interview

- 14.1 If Ikon requires further information to assess an application, the applicant may be required to attend an interview during the assessment process. The interview may take place via videoconference.
- 14.2 Applicants who do not attend a required interview may not be accepted.
- 14.3 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. Applicants will not receive feedback responses at the interview.
- 14.4 In cases where an applicant's responses are deemed to not adequately demonstrate their suitability for the course, they will not be offered a place in the course.

PROCEDURE

15. Application Process

Application Form & Evidence

- 15.1 Applicants seeking admission into a course of study at Ikon must apply using the *Application Form* and provide the required evidence to support their application. The application form can be accessed via the How to Apply section on Ikon's webpage, <https://ikon.edu.au/apply/>
- 15.2 For international applicants, Ikon only accepts evidence documents that are 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
 - an authorised education agent as listed on <https://ikon.edu.au/current-agents/>
- 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 to the applicant.
- 15.4 Evidence documents that are not in English must be translated by one of the following official translation services and certified. Documents in a language other than English will not be accepted.
- Multicultural New South Wales (<https://multicultural.nsw.gov.au/>) or interstate equivalent.
 - a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) as listed on <https://www.naati.com.au/online-directory/>
 - the institution where you completed your studies
 - an equivalent overseas official translation service, such as a Notary Public Office
- 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 principal course of study at the time of their application to Ikon, must also provide the following evidence with their application form to transfer to Ikon:
- a) release from the other provider, and
 - b) a certified copy of their current visa
- 15.6 As part of the admission process, applicants may be required to provide evidence of their identity including a copy of their passport and/or a document showing a date of birth, current residential address, photograph and signature such as a driver's licence. Proof of citizenship is required for domestic students accessing Fee-Help.
- 15.7 Where qualifications and/or other supporting evidence have been completed in a different name, evidence must be provided of name change.

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 merit against the published admission criteria. Ikon has absolute discretion to determine whether the evidence submitted satisfies the admission criteria specific to the course of interest. Ikon reserves the right to request

additional information from the applicant to support an informed assessment and decision-making process. This may involve an admission interview.

- 16.3 Under the Australian Government's Simplified Student Visa Framework, international applicants must also satisfy the Genuine Student Requirement (GSR) visa requirements. As part of the International Student Application Form, applicants may be required to complete a series of GSR related-screening questions.
- 16.4 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

- 16.5 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 lower levels of study (preliminary courses). For example, an admission offer into a Bachelor Degree based on the applicant completing a preliminary Diploma qualification (for more information, see section 17.10 [Packaged Offers](#)).
- 16.6 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.
- 16.7 Where the next course in the packaged offer is a course delivered by Ikon, Ikon will complete a final eligibility assessment 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.
- 16.8 A separate application is not required; however, as part of the final eligibility assessment, Ikon may request supplementary information at that time, including but not limited to additional evidence to demonstrate English language proficiency specific to the following qualification. Failure to provide the requested information within the given timeframe may impact the admission process.
- 16.9 Where an applicant fails to satisfy the conditions of their Packed Offer, for example, successful completion of a preliminary course or demonstrating the minimum English language proficiency specific to the next course in the package and where Ikon is delivering the next course, 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 In exceptional cases where an applicant does not meet the course admission criteria but can demonstrate they are capable of completing the course requirements, the Admissions Team may refer final admission decision to the Head of School for consideration. The Head of School may accept the application by waiving the entry requirements, and may place additional conditions on the applicant's academic progress. Any conditions of enrolment will be indicated in the Letter of Offer.
- 17.3 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

17.4 All applicants will receive written advice on the admission decision.

18. Offer of Admission

18.1 An admission offer is only valid 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. The offer will be withdrawn if an applicant fails to satisfy the conditions.

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 before 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 [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 for 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 before the commencement date recorded in the Packaged Letter of Offer, but no later than the census date of the commencing trimester.
- 18.14 For an international student studying on a student visa, 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 (e.g., non-payment, ITR)
 - has not disclosed previous or pending convictions
 - has not met the requirements of a conditional offer by the set deadline
 - is assessed as having high risk in the admissions risk assessment.
- 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 with 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 18.1, where an application for admission has been refused, or an offer is withdrawn, the applicant is excluded from making further applications for 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 the return of the signed Student Acceptance Declaration and for fee-paying applicants, payment of Initial Subject Fees (Trimester 1). Applicants must complete all tasks listed in the Letter of Offer, and any associated conditions to complete the enrolment process.
- 20.3 For international applicants requiring a student visa, 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) – International Applicants requiring a student visa

- 20.4 A signed International Student Acceptance Declaration and payment of the Initial Subject Fees must be received by Ikon before the Admissions team is 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 another institution such as a pathway provider.

21. Overseas Students Health Cover – International Applicants requiring a student visa

- 21.1 Australian Government regulations require all international students studying on a student visa to have Overseas Students Health Cover for their duration of course 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 coverage has been obtained. Students are responsible for obtaining and maintaining health coverage for the duration of their course. More Information can be found [here](#).

22. Valid Visa to Finalise Enrolment – for International Students

- 22.1 International 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 Prior to the commencement of studies, an international student must have a valid visa issued by the Department of Home Affairs and provide a copy to the Admissions team for their student file.
- 22.3 Prior to the commencement of studies, 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, including 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 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: Domestic Students: futurestudents@ikon.edu.au
International Students: admissions@ikon.edu.au.

- 23.2 Ikon may grant a deferral of the commencement of study for up to 2 trimesters.
- 23.3 Where an international student (studying on a student visa) 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 changing 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 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 being granted. An Application for RPL should be submitted at the time of application. See Ikon's Recognition of Prior Learning & Credit Policy for more information.
- 24.3 International students (studying on a student visa) 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 while 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 re-enrolment). A former student's academic progression and conduct during previous enrolment periods will be considered 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 under policy.
- 25.4 Ikon has the right to decline future applications based on 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 readmission is refused, 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 twelve months from the date of the decision letter. An applicant may reapply at the end of the exclusion period.

26. Appealing an Admission Decision

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

27. Course Fees

- 27.1 The Indicative Course Fees for each course of study at Ikon can be found at the [Tuition Fees](#) section on Ikon's website.
- 27.2 All international students must have paid in full their subject fees for the coming study period by the Trimester Commencement Date.
- 27.3 Domestic Students are required to meet the liability for tuition fees by the Census Date each trimester, having either:
- a) paid in full all tuition fees upfront
 - b) paid part of their tuition fees upfront and deferred the balance through FEE-HELP assistance
 - c) deferred their entire tuition fee liability through FEE-HELP assistance
- 27.4 Payment due dates for each study period can be found at the [Important Dates](#) section on Ikon's website.
- 27.5 Non-payment of subject fees is grounds for cancelling 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*.

28. FEE-HELP Assistance – for Domestic Students

- 28.1 Domestic students, who choose not to pay their tuition fees upfront may have access to FEE-HELP assistance to pay their fees. FEE-HELP is available to eligible full-time and part-time domestic students enrolled in a course of study at Ikon.
- 28.2 Domestic students wishing to access a HELP Loan are required to meet the eligibility criteria as defined in the *Higher Education Support Act 2003* and complete the eCAF form prior to Census Date.
- 28.3 Further additional information can be found at the relevant Department of Education Study Assist website.

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 refund policy terms when signing the student declaration in their Letter of Offer to study at Ikon.

30. Reporting Defaults – International Student Studying on a Student Visa

- 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 cannot deliver the nominated course due to unforeseen circumstances, the Department of Education and the TPS Director will be notified via PRISMS within three business days.

31. Publication

- 31.1 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	26 February 2025
Previous Versions	14 December 2023, 2 August 2023, 10 October 2022, 9 September 2022, 12 April 2022, 31 March 2021, 1 November 2016
Next Review Date	December 2026
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
Stakeholders*	Executive Dean, Head of School, Academic Course Coordinator, Admissions team, International Sales team, International Applicants.
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.

SCHEDULES

SCHEDULE A ACADEMIC ADMISSIONS CRITERIA FOR EACH APPLICANT GROUP

Applicant Group <i>(Select one)</i>	Academic Admissions Criteria
A1. Applicants with Recent Secondary Education	<p>A1.1. This applicant group applies ONLY to admission to undergraduate courses.</p> <p>A1.2. 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) and, for guaranteed entry, achieved the following ATAR (or equivalent) within two years from the application date:</p> <ul style="list-style-type: none"> • Counselling and Psychotherapy 65 • Arts Therapy 65 • Early Childhood Education 60 • Community Services 60 <p>A1.3. Applicants must provide evidence of completing their Australian Year 12 Senior Secondary Certificate (or equivalent) and proof of an ATAR (or equivalent) 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).</p>
A2. Applicants with Vocational Education & Training (VET)	<p>A2.1. This applicant group applies ONLY to admission to undergraduate courses.</p> <p>A2.2. To gain admission to a Bachelor degree course of study at Ikon, VET Applicants may have completed an accredited VET qualification at the Diploma level or higher (or equivalent for VET qualifications completed outside of Australia).</p> <p>A2.3. To gain admission to a HE Diploma course of study at Ikon, VET Applicants may have completed an accredited VET qualification at Certificate III level or higher (or equivalent for VET qualifications completed outside of Australia).</p> <p>A2.4. Applicants must present evidence of completed qualifications and academic results.</p>
A3. Applicants with Higher Education (HE) Study	<p>A3.1. This applicant group applies to admission to EITHER undergraduate OR postgraduate courses.</p> <p>Undergraduate Courses</p> <p>A3.2. To gain admission to an undergraduate course of study at Ikon, HE Applicants may have completed one of the following:</p> <ul style="list-style-type: none"> • an accredited higher education qualification; OR • a partially completed (minimum one study period AND a minimum of four subjects) accredited higher education qualification where

Applicant Group (Select one)	Academic Admissions Criteria
	<p>the applicant achieved a grade of Pass or higher in at least 50% of subjects attempted.</p> <p>A3.3. If the partially completed qualification is in a different disciplinary area to their course of interest, HE Applicants who failed 50% or more of subjects attempted must submit a written explanation of compassionate and compelling circumstances with supporting evidence for consideration in the assessment process.</p> <p>A3.4. If the partially completed qualification is in the same disciplinary area to their course of interest, HE Applicants who failed 50% or more of subjects attempted will be assessed by the relevant Head of School (or delegate) regarding the applicant's suitability for the course. This may involve the requirement to attend an admission interview in the assessment process.</p> <p>A3.5. Applicants must present evidence of completed or partially completed qualifications and academic results.</p> <p>Postgraduate Courses</p> <p>A3.6. To gain admission to the Master of Education (Early Childhood):</p> <ul style="list-style-type: none"> • a Bachelor of Education (Early Childhood) or equivalent qualification and either the completion of postgraduate studies in education, or professional experience equivalent to one year full-time in early childhood education; or • a Bachelor degree and either the Graduate Diploma of Education (Early Childhood) or Graduate Diploma of Teaching (Early Childhood) or Master of Teaching (Early Childhood) and professional experience equivalent to one year full-time in early childhood education; or • an equivalent overseas higher education qualification in early childhood and professional experience equivalent to one year full-time in early childhood education. <p>A3.7. To gain admission to the Graduate Certificate of Education (Early Childhood):</p> <ul style="list-style-type: none"> • Bachelor degree in education or teaching AND professional experience equivalent to one year full-time in an education field; or • a Bachelor degree in any field AND professional experience equivalent to one year full-time in early childhood education; or • an equivalent overseas higher education qualification in early childhood AND professional experience equivalent to one year full-time in early childhood education. <p>A3.8. To gain admission to the Graduate Diploma of Education (Early Childhood):</p> <ul style="list-style-type: none"> • Bachelor degree in education or teaching AND professional experience equivalent to one year full-time in early childhood education; or • a Bachelor degree in any field AND professional experience

Applicant Group <i>(Select one)</i>	Academic Admissions Criteria
	<p>equivalent to one year full-time in early childhood education; or</p> <ul style="list-style-type: none"> • a Graduate Certificate in Education (Early Childhood) AND professional experience equivalent to one-year full-time in early childhood education; or • an equivalent overseas higher education qualification in early childhood AND professional experience equivalent to one year full-time in early childhood education. <p>A3.9. To gain admission to the Master of Teaching (Early Childhood):</p> <ul style="list-style-type: none"> • A recognised Bachelor degree in any field; or • A recognised Graduate Diploma of early childhood teaching; or • An Australian or ACECQA approved equivalent Diploma in Early Childhood Education and Care with professional experience equivalent to three (3) years full-time (within the past 7 years from date of application). <p>A3.10. To gain admission to any other Postgraduate qualification at Ikon, applicants may have successfully completed an accredited Bachelor qualification (or equivalent) or higher (AQF level 7 or higher).</p> <p>A3.11. Applicants must present evidence of completed qualifications and academic results.</p>
<p>A4. Applicants with Work/Life experience</p>	<p>A4.1. This applicant group applies to admission to EITHER undergraduate OR postgraduate courses, except for the Master of Education (Early Childhood) and its nested Graduate Certificate and Graduate Diploma.</p> <p>A4.2. Applicants who have not undertaken or completed previous study within the stipulated timeframe may be admitted to a course of study in recognition of their work and life experience.</p> <p>A4.3. 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.</p> <p>A4.4. 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:</p> <ul style="list-style-type: none"> • preparations undertaken for academic study • interpersonal & communication skills • achievements & experience • knowledge & skills • equity access considerations (if applicable) <p>A4.5. The written admission statement intends 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</p>

Applicant Group <i>(Select one)</i>	Academic Admissions Criteria
	<p>study etc.</p> <p>A4.6. 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/.</p> <p>A4.7. If the written statement does not satisfactorily demonstrate the applicant's potential to succeed in their studies at Ikon, the Work/Life applicant may be required to sit a Special Tertiary Admissions Test (STAT Multiple Choice and Written English Tests) to demonstrate their ability to meet the academic requirements of tertiary study successfully.</p> <p>A4.8. Students applying to study a Postgraduate qualification will also be required to provide evidence to demonstrate their professional experience. Supporting evidence includes but not limited to CV, employment letter, or statement of service on employer letterhead (or accountant or solicitor if self-employed). The required duration of professional experience and where specific evidence is required, will be found listed in each course admission entry requirement.</p> <p>A4.9. Applicants for the Master of Counselling and Psychotherapy (and nested qualifications) applying through the Work Life Experience group who do not hold a Bachelor Degree must have at least five years full-time equivalent experience as a counsellor, psychotherapist or psychoanalyst to be eligible for admission based on their professional experience.</p>

SCHEDULE B ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS FOR INTERNATIONAL APPLICANTS

Applicant English Language Background (Select one)	Minimum Requirement for English Language Proficiency for International Applicants
B1. Secondary Education in English	<p>B1.1. Completion of one of the following:</p> <ul style="list-style-type: none"> • At least five (5) years of secondary school education, in one of the following English-speaking countries. <ul style="list-style-type: none"> ○ Australia ○ Canada ○ New Zealand ○ Republic of Ireland ○ South Africa ○ United Kingdom ○ United States of America • Secondary school education (or equivalent to the level of Australian Year 12) where the primary language of instruction and assessment was in English. <p>B1.2. Evidence must be less than two years old at the course commencement date, certified and translated into English</p>
B2. Post-Secondary Education in English	<p>B2.1. For undergraduate applicants, completion of one of the following in a country listed above, within the last two years, where the primary language of instruction and assessment was in English:</p> <ul style="list-style-type: none"> • A completed AQF Diploma level or above with minimum one year full-time (or equivalent); OR • a partially completed (minimum one study period AND a minimum of four subjects) accredited higher education qualification at a Bachelor degree or higher where the applicant achieved a grade of Pass or higher in at least 50% of subjects attempted <p>B2.2. For postgraduate applicants, completion of one of the following in a country listed above, within the last two years, where the primary language of instruction and assessment was in English:</p> <ul style="list-style-type: none"> • A completed Bachelor level or above; OR • a partially completed (minimum one study period AND a minimum of four subjects) accredited higher education postgraduate qualification where the English language criteria for that course is at or above those listed for the Ikon course, and where the applicant achieved a grade of Pass or higher in at least 50% of subjects. <p>B2.3. 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.</p>

B3. Current English Language Test

B3.1. Ikon accepts evidence of scores from the following English Language tests within two years before the application date:

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

B3.2. The course-specific minimum English language test scores are listed in the table below:

Course level	IELTS Academic	PTE ²	TOEFL iBT Computer Delivered ³	Cambridge C1 Advanced ⁴
Postgraduate				
<i>Master of Counselling and Psychotherapy (including Graduate Certificate and Graduate Diploma)</i>	6.5 overall; Speaking no less than 6.5; Listening, Writing and Reading no less than 6.0	56 overall; Speaking no less than 56; Listening, Writing and Reading no less than 46	79 overall; Speaking no less than 20	176 overall; Speaking no less than 176; Listening, Writing and Reading no less than 169
<i>Master of Teaching (Early Childhood)</i>	7.0 overall; No single band score less than 7.0	66 overall; no single band score less than 66	94 overall; no single band score less than speaking less than 23	185 overall; no single band score less than 185
<i>Master of Education (Early Childhood) (including Graduate Certificate and Graduate Diploma)</i>	6.5 overall; Speaking no less than 6.5; Listening, Writing and Reading no less than 6.0	56 overall; Speaking no less than 56; Listening, Writing and Reading no less than 46	79 overall; Speaking no less than 20	176 overall; Speaking no less than 176; Listening, Writing and Reading no less than 169
Undergraduate				
<i>Bachelor of Community Services (including Diploma)</i>	6.0 overall; No single band score less than 6.0	46 overall; no single band score less than 46	60 overall; no single band score less than 18	169 overall; no single band score less than 169
<i>Bachelor of Art Therapy (including Diploma)</i>	6.5 overall; Speaking no less than 6.5; Listening, Writing and Reading no less than 6.0	56 overall; Speaking no less than 56; Listening, Writing and Reading no less than 46	79 overall; Speaking no less than 20;	176 overall; Speaking no less than 176; Listening, Writing and Reading no less than 169
<i>Bachelor of Psychotherapy and Counselling (including Diploma)</i>	6.5 overall; Speaking no less than 6.5; Listening, Writing and Reading no less than 6.0	56 overall; Speaking no less than 56; Listening, Writing and Reading no less than 46	79 overall; Speaking no less than 20	176 overall; Speaking no less than 176; Listening, Writing and Reading no less than 169

Applicant English Language Background (Select one)	Minimum Requirement for English Language Proficiency for International Applicants				
	<i>Bachelor of Education (Early Childhood)</i>	6.0 overall; Speaking no less than 6.5; Listening, Writing and Reading no less than 6.0	56 overall; Speaking no less than 56; Listening, Writing and Reading no less than 46	79 overall; Speaking no less than 20	176 overall; Speaking no less than 176; Listening, Writing and Reading no less than 169
	<i>Diploma of Early Childhood Education</i>	6.5 overall; No single band score less than 6.0	56 overall; No single band score less than 46	79 overall; No single band score less than 20	176 overall; No single band score less than 169
B4. English Preparation Courses	<p>B4.1. Applicants who have successfully completed a registered English Language Course for Overseas Students for English Academic Purposes (ELICOS EAP) or equivalent, may be considered as satisfying the equivalent minimum English language proficiency requirements for their course of interest.</p> <p>B4.2. An ELICOS EAP or equivalent 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:</p> <ul style="list-style-type: none"> • the course is registered as an English 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 application date • the level of EAP completed is commensurate to the English requirements for the course at Ikon. <p>B4.3. Ikon recognises ELICOS EAP courses published by the Department of Education cricos.education.gov.au/.</p> <p>B4.4. Other English Preparation Courses, such as an Intensive Academic Preparation course or IELTS Preparation Course, may also be accepted if Ikon has approved (through a written agreement with the provider) the course as providing an equivalent outcome to the relevant English language requirement.</p> <p>B4.5. Applicants must provide certified copies of their English Preparation Course at the time of application. Evidence must be not more than two (2) years old from the application date.</p>				

² PTE Academic scoring and score comparison to IELTS. <https://www.pearsonpte.com/research/scoring>

³ TOEFL iBT and IELTS Score Comparison Table. <https://www.ets.org/toefl/score-users/ibt/compare-scores.html>

⁴ Cambridge English Scale and IELTS comparison. <https://www.cambridgeenglish.org/exams-and-tests/cambridge-english-scale/institutions/>

Applicant English Language Background (Select one)	Minimum Requirement for English Language Proficiency for International Applicants
B5. Other English language tests, education and experience	<p>B5.1. Applicants who do not have certified evidence of one of the above circumstances will be offered the opportunity to provide evidence of other English language tests, education and experience, to support an informed assessment of English language proficiency. This may include, but is not limited to:</p> <ul style="list-style-type: none"> • internal English Language Test • a Special Tertiary Admissions Test (STAT Written English Test) • a sample of written work attested by an independent source • work experience requiring equivalent level of written and oral English language proficiency. • current professional registration with an English requirement equivalent or higher than Ikon. • an admission interview for the purpose of corroborating English language proficiency

SCHEDULE C COURSE-SPECIFIC ADMISSION CRITERIA

Course-Specific Admission Requirement	Details	Courses Applicable	
C1. Inherent Requirements	<p>C1.1. Courses have inherent requirements that provide consistent and clear information for applicants to understand the nature of the studies. Inherent requirements are the essential components of a course or subject that demonstrate the abilities, knowledge, and skills to achieve the core learning outcomes of the course or subject, while preserving the academic integrity of learning, assessment, and accreditation processes.</p> <p>C1.2. Applicants must acknowledge they feel capable of meeting the inherent requirements needed to successfully complete the course: ethical behaviour, behavioural stability, legal compliance, communication, cognition, relational skills, reflective skills and sustainable performance.</p>	<p>Bachelor of Arts Therapy</p> <p>Bachelor of Community Services</p> <p>Bachelor of Counselling and Psychotherapy</p> <p>Diploma of Arts Therapy</p> <p>Diploma of Community Services</p> <p>Diploma of Counselling and Psychotherapy</p> <p>Master of Counselling and Psychotherapy (and nested qualifications)</p>	
	<p>C1.3. Applicants must demonstrate they can meet the ten domains of inherent requirements needed to successfully complete the course including: ethical behaviour, behavioural stability, legal, communication, cognition, relational skills, reflective skills, sensory abilities, strength and mobility and sustainable performance.</p> <p>C1.4. To demonstrate this, applicants will need to complete an online questionnaire as part of the application process.</p>	<p>Diploma of Early Childhood Education</p> <p>Bachelor of Early Childhood Education</p> <p>Master of Teaching (Early Childhood)</p>	
	C2. Placement Requirements	<p>C2.1. Students delivering supports or services under the National Disability Insurance Scheme (NDIS) will be required to have a worker screening clearance from the State or Territory in which they plan to undertake placement. In NSW this is called the NDIS Worker Check (NDISWC). This is not an admissions criteria for course entry, but applicants should be aware they will be required to apply for this clearance in the year prior to their first field placement.</p>	<p>Bachelor of Community Services</p> <p>Diploma of Community Services</p>
		<p>C2.2. Students will also be required to complete a National Criminal Record Check (NCRC) in their first trimester of enrolment. Students who have lived in another country for 6 months or more</p>	

Course-Specific Admission Requirement	Details	Courses Applicable
	<p>must also provide a police check from that country for that period. Students must have a valid NCRC for the duration of each placement.</p> <p>C2.3. Students will be required to hold a current Working With Children/Vulnerable People Check prior to placement from the State or Territory in which they plan to undertake placement. Students are required to apply for this clearance in the year prior to their first field placement.</p> <p>C2.4. Students must meet the immunisation and vaccination requirements of the host placement organisation.</p>	
	<p>C2.5. Students will be required to hold a current Working With Children/Vulnerable People Check prior to placement from the State or Territory in which they plan to undertake placement. Students are required to apply for this clearance in the year prior to their first field placement.</p> <p>C2.6. Students must meet the immunisation and vaccination requirements of the host placement organisation.</p>	<p>Diploma of Early Childhood Education</p> <p>Bachelor of Early Childhood Education</p> <p>Master of Teaching (Early Childhood)</p>
<p>C3. Initial Teacher Education Teaching Statement</p>	<p>C3.1. The Initial Teacher Education Teaching Statement demonstrates an applicant's suitability to teaching with the right mix of qualities to enable them to become an effective early childhood teacher, including:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 	<p>Bachelor of Early Childhood Education</p> <p>Diploma of Early Childhood Education</p> <p>Master of Teaching (Early Childhood)</p>

Course-Specific Admission Requirement	Details	Courses Applicable
	<p>effective early childhood teacher. Applicants may consider the following qualities in framing their response:</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ● applicants could include examples of the following in framing their response: <ul style="list-style-type: none"> ○ 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 <p>C3.2. 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.</p> <p>C3.3. 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.</p> <p>C3.4. Applicants will not receive feedback on their written statement.</p> <p>C3.5. If Ikon requires further information to assess an application, the applicant may be required to attend an interview.</p>	