

## Student Admissions Policy

### 1. Purpose

The intent of this Policy is to set out the framework for student admission at Australian School of Accounting (ASA) and to provide clarity, transparency and consistency with respect to admission requirements and processes.

This Policy has been developed to ensure that:

1. student admission into ASA is based on academic merit and/or demonstrated ability and meeting course entry requirements;
2. all decisions relating to student admission are consistent; and
3. eligibility requirements are publicly available.

### 2. Principles

This Policy is informed by ASA's commitment to:

1. ensuring all applicants seeking to enrol are treated fairly and equitably; and
2. establishing open, fair and transparent procedures for the admission and enrolment process that are based on clearly defined entry criteria.

### 3. Scope

This Policy applies to prospective students and all staff involved in the admission of students to ASA.

### 4. Definitions

Term	Definition
Admission	The process of application, assessment, offer and acceptance to ASA.
Application Form	A form to apply to study at ASA.
Assessment Level	A rating given to countries by the Department of Home Affairs for student visa applications based on degree of risk regarding compliance with student visa criteria.
Credit	Formal recognition of an individual's prior study and learning.
eCoE	Electronic confirmation of enrolment, generated through the Provider Registration and International Student Management System (PRISMS). A document issued as evidence of enrolment which contains information about the provider, course and duration of study. It is provided to students as verification of student status when applying for a study visa.

Course	A structured and integrated program of education, usually consisting of a sequence of units leading to the award of a qualification.
Domestic Applicant	A prospective student who is an Australian citizen, a New Zealand citizen or the holder of an Australian Permanent Resident or Permanent Humanitarian visa.
Enrolment	The registration of a person with ASA for the purpose of undertaking a course of study.
IELTS	International English Language Testing System.
International Applicant	A prospective student who does not have Australian or New Zealand citizenship or full permanent resident status in Australia. It includes those who have student visas, provisional residency, temporary residency and bridging visas.
Letter of Offer	An official offer to a student for a place in a course.
PRISMS	Provider Registration International Student Management System.
PVA	Pre-visa approval prior to a student visa being granted.
TOEFL	Test of English as a Foreign Language.

## 5. Policy

### 5.1 Entry Requirements

To be eligible for selection to a course, an applicant must meet both ASA's general entry requirements and the course entry requirements. The admission process is outlined in the "Student Admission Procedure".

Entry criteria and application procedures are also publicly available.

#### 5.1.1 Educational and Other Required Qualifications

Prospective students must provide evidence of one of the following to demonstrate they have successfully met the educational entry requirements:

1. successful completion of an Australian senior secondary qualification with a satisfactory Australian Tertiary Admission Rank (ATAR) score of 65 (or equivalent as determined by the Academic Board); or
2. successful completion of an equivalent secondary qualification either interstate or overseas and attainment of the required entrance standard; or
3. satisfactory completion of an accredited Tertiary Preparation Program (TPP) or a Foundation Year Program offered by a recognised higher education provider in Australia; or

4. satisfactory completion of a Vocational Education and Training (VET) qualification at AQF Level 4 (Certificate IV) or above, or an equivalent international qualification; or
5. a completed or partly completed qualification at AQF Level 6 (Associate Degree) or above from an Australian University or registered Australian higher education provider or equivalent international qualification; or
6. admission to candidature for an undergraduate degree at an Australian University.

In addition, all applicants must meet the English Language requirements as specified in the *English Language Proficiency Assessment Policy*. International students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) program with academic components, that is, undertake an English for Academic Purposes (EAP) Course and on successful completion, may undertake a course at ASA.

International applicants are only eligible to enrol as full-time students and both international and domestic applicants must be 18 years of age or over at the time that they commence the course for which they have applied.

### **5.1.2 Special/Alternative Admission**

Domestic applicants who are 21 years of age or over who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:

1. successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or
2. submission of a portfolio of prior and current academic and professional work.

Mature age entry applicants must also meet the English language entry requirements as described in the *English Language Proficiency Assessment Policy*.

Aboriginal and Torres Strait islanders who have completed a senior secondary certificate and who do not meet the published admissions standards for a program can apply for admission through a recommendation of the Principal. Admission via the Principal's recommendation is conditional on the student gaining a minimum ATAR of 65.

## **5.2 Monitoring of Entry Requirements**

Entry Requirements will be monitored to ensure that students make satisfactory progress in their course and are equipped with the appropriate English language levels at the time of admission to succeed in their study.

### **5.3 Complaints and Appeals**

An applicant may appeal against a decision made under this Policy and Procedure. Appeals must be made as prescribed in the appeals process outlined in the *Student Grievance Handling and Resolution Policy and Procedure*.

### **6. Specific Related Documents**

*ASA Student Admissions Procedure and Flowchart.*

*Part 1 Letter of Offer\_Overseas Student\_V1.4*

*Part 2 Letter of Offer Acceptance (Written Agreement\_Overseas Student)\_V1.2*

*Part 3 Terms and Conditions\_Overseas Students\_V1.2*

*Part 4 Student Charges Schedule\_Overseas Students\_v0.4*

*ASA Application form*

*ASA Recognition of Prior Learning Procedure and Flowchart*

### **7. Relevant Legislation**

*Higher Education Standards Framework 2015*

## 8. Version Control

Document		Student Admissions Policy			
Approved by		Academic Board		Date: 04 November 2020	
Version #	3.0	Replaces Version	2.0	Academic Board Approval	
	2.1		2.0	Governance Restructure	
	2.0		1.7	Academic Board Approval Next review	2023
	1.7		1.6	CRICOS RFI	
	1.6			Review by Council	
	1.5		1.4	Review by Academic Board	
	1.4		1.3	Council review	
	1.3		1.2	Style review	
	1.2		1.1	Project Manager review Next review	2020
	1.1		1.0	Styling	
	1.0		0.3	Academic Board review	
	0.3		0.2	Academic Board review	
	0.2		0.1	Policy and procedure separated	
	0.1		00	Generic	

<b>Responsible Officer</b>	Principal
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<b>Related Documents</b>	<i>Student Refund Policy</i> <i>Recognition of Prior Learning Policy</i> <i>English Language Proficiency Assessment Policy</i>