

## 1. Purpose

The purpose of this procedure 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.

## 2. Scope

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

## 3. Application Process

### 3.1 Eligibility for Entry

Both domestic and international applicants to ASA must:

1. Be eligible for admission;
2. Be 18 years of age or older;
3. Complete, sign and lodge an Admission Application Form; with Student Administration; and
4. Provide evidence that they have met the published academic and/or English entry requirements for the course.

In addition, international students must provide:

1. Proof of English language proficiency; and
2. A copy of the applicant's passport.

As outlined in the *Student Admissions Policy*, Aboriginal and Torres Strait islanders can apply for admission directly to the Principal, using the Admission Application Form.

**Incomplete applications** may result in delayed admission.

Successful applicants will receive a Letter of Offer (that includes the Acceptance and Terms and Conditions) and details for payment of tuition and other fees, and orientation.

Unsuccessful applicants will receive formal notification from Student Administration that their application has been unsuccessful and will be advised of the reason.

### **3.2 Verification of Documentation**

All documentation submitted in support of an application for submission must be verified and English translations supplied where appropriate.

Documents must be certified by an authorised officer. Eligible officers include the following:

- an authorised officer from the institution that originally issued the document;
- an Australian Overseas Diplomatic Mission or Australian Education Office;
- an authorised representative of Australian School of Accounting;
- a Notary Public;
- a Justice of the Peace; or
- a Commissioner of Declarations.

In order for a document to be certified, the authorised officer must:

1. Sign and print their name clearly;
2. Include the date;
3. Include the official stamp or seal of the authorised officer's organisation.

Where there are doubts about a student's claimed academic credentials, ASA will contact the issuing institution for verification.

### **3.3 Approval of the Principal**

The Principal must approve the application before an eCoE can be issued.

## **4. International Students – Deferral and Conditional Offer**

### **4.1 Deferral of Commencement**

International students seeking to defer commencement of study must lodge a written request at least three (3) weeks prior to the start date of the course. Students are allowed to defer the commencement of a course on medical grounds or other exceptional/compassionate circumstances. Please refer to the *Student Refund Policy and the Deferral, Suspension and Cancellation Policy* for further information.

Students may defer their courses for up to 13 months. Deferral will be valid for one year from the time the offer is applicable, after which time the applicant will be required to reapply. Delegation for this action lies with the Academic Dean and the Academic Dean has the authority to vary the period by up to one month.

## 4.2 Conditional Offers

International students applying to study a course with ASA must meet both ASA's educational and English language proficiency entry requirements *and* the Department of Home Affairs requirements for current student visa applications.

Applicants who have provided evidence of meeting the educational requirements *but not* the English language entry requirements may be offered a Conditional Offer for their chosen course. They must also then apply to study an Academic English-based ELICOS course, at a course approved by ASA which must be completed prior to receiving a full offer into an ASA course. The Conditional Offer will clearly state, "A full offer has not been made due to the applicant requiring evidence of English language proficiency. When the applicant has provided evidence of successfully achieving the English language entry requirement of IELTS 6.0 or equivalent (no band less than 5.5), Australian School of Accounting will issue a Letter of Offer (that includes Acceptance and Terms and Conditions)."

Students who do not meet the Conditional Offer requirements should refer to the *Student Refund Policy*.

## 5. Articulation Arrangements

Where students are seeking admission by articulation, they must also provide verified copies of academic qualifications and transcripts from the articulating institution, in addition to the documentation prescribed above. Please refer to the *Recognition of Prior Learning Policy and Procedure* for further details.

## 6. Recognition of Prior Learning/Advanced Standing

Applicants who wish to apply for advanced standing (also known as credit or prior learning) for a part of their course of study where articulation agreements do not exist, should refer to the *Recognition of Prior Learning Policy and Procedure* and lodge their application concurrently with their application for admission. The last day to lodge the Recognition of Prior Learning application is two (2) weeks before the first census date. The outcome of this application will be determined by the Academic Dean on a case-by-case basis.

## 7. Offers

All offers will be made in accordance with the Student Admissions Policy and this Procedure. Offers will be made in writing and acceptance of any offer is subject to the following:

1. The Acceptance must be made in accordance with the Letter of Offer and completed by the specified date;
2. Acceptance of an offer shall be taken to constitute acceptance by the applicant of all published rules and regulations of ASA; and
3. Any applicant providing false or misleading information may have their offer withdrawn and enrolment cancelled.

## 8. Enrolment

Applicants accepting an offer for their nominated course must complete the process by enrolling for the nominated study within the prescribed enrolment period.

During the enrolment process, students will be given course advice, enrolled into specific units and classes, required to pay the prescribed fees which are due, issued with a timetable and Student ID card and required to attend a compulsory orientation session.

## 9. Specific Related Documents

*Admissions Application Form*

*Letter of Offer (that includes the Acceptance and Terms and Conditions)*

*Application Form*

*Recognition of Prior Learning Form*

*2102 Procedure Enrolment, Withdrawal and Deferral Amendment*

The policies related to this procedure can be found under the policy register as *Student Admissions Policy, Recognition of Prior Learning Policy, Student Fees, Fee Refund and Charges Policy and Deferral, Suspension and Cancellation Policy.*

## 10. Version Control

| Document    |     | Student Admissions Procedure |         |   |      |
|-------------|-----|------------------------------|---------|---|------|
| Approved by |     | Academic Board               |         | Date: 06 October 2021                               |      |
|             |     |                              |         | Next review date                                    | 2024 |
| Version #   | 4.0 | Replaces Version #           | 3.1     | Academic Board approval                             |      |
|             | 3.1 |                              | 3.0     | New course accreditation minor edit                 |      |
|             | 3.0 |                              | 2.1-2.5 | Academic Board approval<br>New course accreditation |      |
|             | 2.0 |                              | 1.4     | Academic Board approval                             |      |
|             | 1.4 |                              | 1.3     | New Marketing arrangements                          |      |
|             | 1.3 |                              | 1.2     | CRICOS RFI  |      |
|             | 1.2 |                              | 1.1     | Academic Director to Dean                           |      |
|             | 1.1 |                              | 1.0     | Review post-Council meeting #7                      |      |
|             | 1.0 |                              | 0.4     |   |      |
|             | 0.4 |                              | 0.3     | Style review  |      |
|             | 0.3 |                              | 0.2     | Project Manager review<br>Next review               | 2020 |
|             | 0.2 |                              | 0.1     | Academic Board review                               |      |