

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.
GCE A Levels	General Certificate of Education Advanced Level
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.
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) for accounting and the score of 55 for Bachelor of Business (Technology Management) and nested courses; 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 or above for entry into the Diploma, AQF Level 5 (Diploma) or above for entry into the Associate Degree, AQF Level 6 for entry into the Bachelor's degree, or an equivalent international qualification; or admission to candidature for an undergraduate degree at an Australian University; or
5. satisfactorily complete GCE A-Levels in subjects relevant to the course to which the application is being made. The relevance and grading of the attained GCE A levels will be assessed for equivalence to an ATAR score for entry into ASA courses by the Academic Dean.

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. Such EAP courses must have been approved by the Academic Board as equivalent to the English language entry requirements.

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 for entry into Accounting and 55 for entry into Bachelor of Business (Technology Management).

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

Student Admissions Procedure
Student Application Form
Recognition of Prior Learning Policy,
Recognition of Prior Learning Procedure
Recognition of Prior Learning Register

7. Related documents

Student Fees, Charges and Refund Policy
Recognition of Prior Learning Policy
English Language Proficiency Assessment Policy

8. Relevant Legislation

Higher Education Standards Framework (Threshold Standards) 2021

9. Version Control

Document		Student Admissions Policy			
Approved by		Academic Board		Date: 10 August 2022	
				Next Review date	2025
Version #	5.0	Version #	4.2	Academic Board Approval	
	4.2		4.1	Update to 4. GCE A Levels	
	4.1	Replaces Version #	4.0	New course accreditation minor edits	
	4.0		3.1-3.4	New course accreditation	
	3.0		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	