

## ADMISSIONS PROCEDURE

<b>Approving Authority</b>	Executive Management Team
<b>Purpose</b>	This procedure outlines the operational processes for making direct offers of admission for all coursework courses at Ozford Institute of Higher Education.
<b>Responsible Officer</b>	Academic Dean, Academic Coordinator and Head of Marketing (currently the Director of Marketing & Student Recruitment)
<b>Next Scheduled Review</b>	<b>April 2031</b>
<b>Document Location</b>	<a href="https://ozford.edu.au/policies-and-procedures/higher-education/">https://ozford.edu.au/policies-and-procedures/higher-education/</a>
<b>Associated Documents</b>	Admissions Policy Credit Transfer and Articulation Policy and Procedure Domestic Student Fee Refund and Remission Policy and Procedure International Student Fee Refund Policy and Procedure Transfer between Registered Providers Policy and Procedure

### 1. PRINCIPLES

The Ozford Institute of Higher Education (hereafter referred to as ‘the Institute’) Admissions Procedure ensures the Institute has open, fair and transparent policies and procedures for making decisions about the admission and selection of students. The Institute admits students from a wide range of backgrounds, from Australia and overseas, who meet the entry requirements given in the Admissions Policy and are judged to have a high probability of successfully completing the course into which they are admitted.

Admissions assessments are made in accordance with the standards and requirements of the Academic Board (AB) and the *Education Services for Overseas Students Act 2000* (ESOS Act), the *Higher Education Support Act 2003*, the Australian Qualifications Framework (AQF) and Tertiary Education Quality and Standards Agency (TEQSA) *Higher Education Standards Framework (Threshold Standards) 2021*.

Socially and educationally disadvantaged applicants, including students who identify as Aboriginal and Torres Strait Islander peoples, can apply to study at the Institute at any time of the year by completing an Application Form, attending an interview and meeting the selection criteria. The Institute will determine if we have all the necessary support networks available for the student to successfully complete their course.

### 2. SCOPE

This procedure applies to all applications for admission to undergraduate and postgraduate courses at the Institute and all staff involved in making admission decisions.

### 3. DEFINITIONS

#### ***Confirmation of Enrolment (CoE)***

The Confirmation of Enrolment (also called a CoE) is an official statement from the Institute via PRISMS that lists the student's details, course and the start and end dates of the course.

The Confirmation of Enrolment (COE) is an official document issued to international students by universities and other education providers in Australia. It confirms that the student has accepted a place in a course and has paid the required tuition fees and Overseas Student Health Cover (OSHC). The COE is required by the Department of Home Affairs for the purpose of issuing a student visa.

#### ***Domestic Students***

Domestic students are those students, or applicants to become students, who are Australian or New Zealand citizens or permanent residents who have the right to study in Australia without the requirement to hold a student visa. Asylum seekers on Bridging Visa A or E, a Temporary Protection Visa or a Safe Haven Enterprise Visa may have the right to study in Australia as domestic students.

#### ***Genuine Student (GS) Requirement***

Under Ministerial Direction 106, all applicants for a student visa must:

- be a genuine applicant for entry and stay as a student.
- be able to demonstrate an understanding that studying in Australia is the primary reason for applying for a student visa.

The GS criterion focuses on the assessment of the student's intention to genuinely study in Australia and considers factors including the applicant's:

- circumstances
- immigration history
- compliance with visa conditions and any other relevant matters.

This criterion acknowledges that post-study pathways are available for those who may be eligible. The GS requirement recognises that genuine students may develop skills Australia needs and may later choose to apply for permanent residence. Future intentions of this kind do not count against an applicant under GS.

To be granted a student visa, all applicants must demonstrate that they satisfy the GS criterion or the GS dependent criterion.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

To establish that the applicant will comply with this requirement, the Institute's genuine student test includes questions about the applicant's purpose of study, English language proficiency, academic background, links to Australia and financial capacity to support themselves during their studies.

#### ***International Students***

International students are those students, or applicants to become students, who have been issued with a valid and current student visa for the purposes of studying in Australia.

#### ***Provider Registration and International Student Management System (PRISMS)***

Means the Provider Registration and International Students Management System (the electronic system that holds CRICOS and the electronic confirmation of enrolment).

## *Prospective student*

Means a person (whether within or outside Australia) who intends to become, or who has taken any kind of steps towards becoming a Student at the Institute.

## 4. PROCEDURE

4.1 The responsibility for admissions decisions ultimately rests with the Academic Board (AB). The AB has delegated this responsibility to the Academic Dean and the Academic Coordinator, who fulfil this responsibility with the assistance of other senior officers, including the Heads of Department and/or the Head of Marketing (currently the Director of Marketing & Recruitment).

### Applications Submissions

4.2 Applicants for admission are required to submit the Institute's *Application Form* via the online application system (MESHED) accessible on the Institute website. Students may apply directly or through an approved educational agent.

4.3 All supporting documents, including certified academic documents (i.e. qualification certificate), English language evidence, identification documents (i.e. passport) e, must be submitted along with an Application Form if applicable. All supporting documentation must be verified, and copies of original documents must be certified as true copies. Documents in foreign languages must be translated into English.

### Assessing Applications

4.4 Applications will be processed in order of receipt.

4.5 The Admissions staff will contact the applicant to inform them if they are eligible for admission.

4.6 Applications will be assessed on merit, in accordance with the Institute's published entry requirements (as per the Admissions Policy) to determine whether an applicant meets the relevant entry requirements. Adequate evidence for each category of the entry requirements must be provided.

4.7 For overseas qualifications, Admissions staff will verify the supporting documents provided using appropriate and reliable reference sources.

4.8 The General *Student Enrolment Checklists - Domestic or International Student Application* must be completed by Admissions staff.

4.9 Any incomplete application will not be processed. The applicant will be contacted by the Institute admissions staff to advise the application status and request the provision of missing documentation.

4.10 If an applicant is applying based on current studies being undertaken and, as a result, is unable to present the academic qualification at that time, and that qualification is listed within the entry requirements, then the offer of enrolment will be conditional upon the achievement of that qualification.

4.11 If the applicant has included an application for Course Credit Exemption, the application is reviewed under the *Credit Transfer and Articulation Policy and Procedure*.

## Selecting Applicants and Issuing a Letter of Offer and Student Acceptance Agreement

- 4.12 All applicants who have met the Institute's published entry requirements are considered for places in the course. If the applicant is assessed as being eligible for entry to the course of choice, the delegated Admissions Officer will authorise the issuing of a Letter of offer.
- 4.13 Information is entered into the Student Management System and the Letter of Offer and Student Acceptance Agreement are generated showing details of the following:
- student name
  - date of birth
  - institute location
  - course of study/course information
  - proposed start dates, end dates and course duration
  - tuition fee and non-tuition fees
  - enrolment conditions that may apply, such as providing evidence of meeting the English language requirement
  - Course Credit Exemption and/or transfer credit granted under the *Credit Transfer and Articulation Policy and Procedure*
  - Terms and Conditions, including the *Refund Policy and Procedure*
  - prerequisites and conditions on enrolment (if applicable)
  - mode of study
  - complaints and appeals processes.
- 4.14 The *Letter of Offer, Student Acceptance Agreement* and an information pack, including the course brochure and Pre-Enrolment Guide, are then sent to the student via email.
- 4.15 If the applicant is not successful due to not meeting the entry requirements, the student will be advised in writing by the admissions staff via email.
- 4.16 The usual assessment and selection processing times range from 4 to 10 working days. If circumstances arise in which an assessment cannot be made within 10 days, the student or student's representative/agent will be contacted by the Admissions staff with the reason for the delay and an estimate of when the assessment will be finalised.

## Offer Acceptance - Students

- 4.17 If the applicant wishes to accept the offer, the applicant must ensure they meet all the conditions as stated in their *Letter of Offer*. The applicant must sign and return the *Student Acceptance Agreement* before or at the same time as the payment of specified fees. The applicant is then required to make the minimum fee payment as stated in the *Student Acceptance Agreement*. The student can make payment by bank draft, credit card, telegraphic transfer or direct deposit. The Institute **does not** accept or hold any cash on the premises.
- 4.18 The applicant must indicate the payment amount and payment method on the *Student Acceptance Agreement*.

## Offer Acceptance – Provider

- 4.19 Upon receipt of a completed ***Student Acceptance Agreement*** and any payment, domestic students will be advised in writing that their enrolment has been confirmed and sent an ***Orientation Information Pack***.
- 4.20 The payment is made to the Institute’s designated bank account. Funds are held in the account until the student commences the course. The Institute is exempt from ESOS Act Sections 28 and 29 because it is entitled to receive funds under a law of the Commonwealth for recurrent expenditure for the provision of education or training (ie. due to the FEE HELP funding agreement). Despite this, the Institute ensures that, at all times, there is a sufficient amount (the protected amount) standing to the credit of the account to repay all tuition fees to every overseas student or intending overseas student (a relevant student):
- in respect of whom tuition fees have been paid to the Institute; and
  - who has not yet begun the course that the Institute is to provide to the student.
- 4.21 Upon receipt of a completed ***Student Acceptance Agreement*** and payment from an international student, the delegated Admissions Officer will issue a Confirmation of Enrolment (CoE) to the Department of Home Affairs Office nominated by the student on the Application Form.
- 4.22 Before issuing CoE in PRISMS, the delegated Admissions Officer must complete ***PRISMS CoE Checklist***. The CoE must include the following information:
- student’s full name (as on passport), gender, date of birth, nationality and country of birth
  - Department of Home Affairs Office where the visa application is to be made
  - course title and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) code
  - course start date
  - course end date
  - course details
  - fee paid in advance
  - total course fee (allowing for adjustments due to Credit Exemption/recognition of prior learning [RPL])
  - Overseas Student Health Cover paid
  - English test type and score
  - entered in the comments section: any extra information (e.g., Credit Exemption/credit RPL granted)
  - mode of study.
- 4.23 Admission staff will send the CoE and ***Orientation Information Pack*** to the student or educational agent via email.

## 5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meets the requirements of the TEQSA Compliance Frameworks, the procedure will be:

- 5.1 internally approved by the Executive Management Team;
- 5.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer at least every five years from the date of approval (if not earlier); and
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulation.

## 6. FEEDBACK

Feedback or comments on this procedure is welcomed by the listed responsible officer(s) of the Institute.

## 7. ACKNOWLEDGEMENT

This procedure was developed with reference to the following:

- Central Queensland University, Admission to CQUniversity Coursework Courses Policy and Procedure, April 2018
- Deakin University, Admission Policy and Admission Minimum Eligibility Criteria Procedure, 2023 ([Admission policy / Document / Deakin Policy Library](#) and [Admission Minimum Eligibility Criteria procedure / Document / Deakin Policy Library](#))
- Griffith University, Undergraduate Programs Admission Policy and Postgraduate Programs Admission Policy, 2021 (<https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Undergraduate%20Programs%20Admission%20Policy.pdf>) and [Postgraduate Programs Admission Policy.pdf \(windows.net\)](#))
- Melbourne University, Selection and Admission Policy, 2023 ([Selection and Admission Policy \(unimelb.edu.au\)](#))
- TEQSA, Guidance note: Admissions (coursework), Version 2.0, 2022 ([Guidance note: Admissions \(coursework\) | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](#))

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
5.0	June 2018	Initial issue	EMT
7.0	July 2019	Internal review for domestic students	EMT

9.0	November 2020	Internal review	EMT
10.0	December 2020	Internal review	EMT
11.0	April 2021	Internal review	EMT
12.0	November 2021	Internal review	EMT
13.0	June 2023	Internal review	EMT
13.1	September 2023	Internal review – minor formatting changes, alignment of definitions and add external referencing	EMT
13.2	February 2026	Internal Review to remove under 18 student obligations after change in policy	EMT
13.3	March 2026	Internal review – updating policy to align to current process and legislation	EMT
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act (ESOS) 2000 Education Services for Overseas Students Regulations 2019 The National Code of Practice for Providers of Education and Training to Overseas Students 2018		

Note. EMT = Executive Management Team.