

ADMISSIONS PROCEDURE

Approving Authority	Executive Management Team
Purpose	This procedure details the basis for making direct offers of admission for all undergraduate and postgraduate courses at Ozford Institute of Higher Education.
Responsible Officer	Academic Dean
Next Scheduled Review	February 2025
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated Documents	Credit Transfer and Articulation Policy Credit Transfer and Articulation Procedure Refund Policy Refund Procedure Transfer between Registered Providers Policy Transfer between Registered Providers Procedure Younger Student Policy Younger Student Procedure Admissions Policy

1. PRINCIPLES

The Ozford Institute of Higher Education (henceforth “the Institute”) Admissions Policy and Procedure ensure 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. RESPONSIBILITY FOR ADMISSIONS

The responsibility for admissions decisions ultimately rests with the AB. The AB has delegated this responsibility to the Academic Dean, who fulfils this responsibility with the assistance of other senior officers, including the Heads of Department and/or the Head of Student Services & Administration.

4. PROCEDURES

4.1 Applications—students

- 4.1.1 Applicants for admission are required to submit the Institute’s Application Form in person, by post, fax, email or via the online application on the Institute website. Students may apply directly or through an approved educational agent.

4.1.2 All supporting documents, such as qualifications, tax file number, Australian passport or birth certificate, 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.

4.2 Assessing applications

4.2.1 Applications will be processed in order of receipt.

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

4.2.3 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.

4.2.4 For overseas qualifications, an assessment check is undertaken with reference to the appropriate state or federal authority.

4.2.5 The General Student Enrolment Checklists—Domestic or International Student Application must be completed by admissions staff.

4.2.6 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.

4.2.7 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.

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

4.2.9 Applicants under the age of 18 who wish to apply for admission may apply directly to the Academic Dean for consideration. Applicants will be required to provide the documents below:

- evidence that the applicant will be no less than 17 years old before commencement
- evidence that appropriate welfare arrangements have been put in place for the applicant. The applicant is required to live with a 'nominated guardian' approved by the Department of Home Affairs or nominate the Institute to accept the responsibility for welfare arrangements.

4.2.10 If applicants nominate the Institute to accept the responsibility of welfare arrangements, the applicants and their parent/legal guardian must agree to the condition that the applicants, upon arrival in Australia, reside and remain in the Institute's approved accommodation and not move out without approval until the age of 18. In this case, the Institute will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter under the Migration Regulations 1994, Commonwealth, state/territory legislation and other regulatory requirements.

4.2.11 The under 18 student's parent or guardian must accept the offer on the student's behalf.

4.3 Selecting applicants and issuing a Letter of Offer and Student Acceptance Agreement

4.3.1 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 an offer.

4.3.2 Information is entered into the Student Management System and a 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
- Terms and Conditions, including the Refund Policy
- prerequisites and conditions on enrolment (if applicable)
- mode of study
- complaints and appeals processes.

4.3.3 The Offer Letter, Student Acceptance Agreement and an information pack, including the course brochure and Pre-Enrolment Guide, are then sent to the student by email or post.

4.3.4 If the applicant is not successful due to not meeting the entry requirements, the student will be advised in writing by admissions staff.

4.3.5 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.

4.4 Offer acceptance—students

4.4.1 If the applicant wishes to accept the offer, the applicant must ensure they meet all condition/s as stated in their Letter of Offer. They must sign and return the Student Acceptance Agreement before any 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 pay by bank draft, credit card, telegraphic transfer or direct deposit.

4.4.2 The applicant must indicate the payment amount and payment method on the Student Acceptance Agreement.

4.5 Offer acceptance—provider

4.5.1 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.

4.5.2 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. The CoE includes 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.

4.5.3 Admission staff will send the CoE and Orientation Information Pack to the student or educational agent.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meets the requirements of the HESF Threshold Standards (2021), the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review
- 5.2 externally reviewed as part of any independent review of the HESF Threshold Standards (2021) approved by the Governing Board
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier)
- 5.4 referenced to the applicable HESF threshold standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this procedure are welcomed by the listed Responsible Officers of the Institute.

7. 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	February 2022	Internal Review	EMT
Related legislation/ regulation/standard	HESF Threshold Standards (2021), 1.1 & 1.2 (Admissions)		

Note. EMT = Executive Management Team.