



## **STUDENT ADMISSION AND ENROLMENT POLICY AND PROCEDURE**

### **1. Purpose**

This policy is intended to provide a broad framework, and minimal requirements for determining admission to training courses and programs of Highgate International College. This policy outlines procedure for approving admission applications and enrolling students, both international and domestic, in the relevant courses or units of competency.

### **2. Scope**

This policy applies to all the applications for admission and enrolment into college's programs received by Highgate International College, including international and domestic students. This policy is also relevant to staff handling and processing student admissions and enrolments, decision-making committees, and all the agents of Highgate International College.

### **3. Definitions**

**Course:** A program of study leading to a qualification or an award. A course may comprise of units or modules. Also referred as "program".

**Pre-requisite:** Means specified minimum requirements an applicant must satisfy in order to be considered eligible for admission to a particular program.

**Offer:** Means the formal notification from college's Student Administration Office on behalf of Highgate International College, offering an applicant a place in a nominated program under specified conditions, such as location, mode of study, duration, course fee and type of place offered.

**Admission:** Acceptance of an applicant as a student of Highgate International College in the nominated course(s)

**Enrolment:** Allocation of unit(s) of competency as prescribed under each course as part of student's training plan that leads to attainment of the relevant competency or qualification on successful completion

**USI:** Unique Student Identifier

**Department:** Means the Capital Territories acting through the Department of Education and Early Childhood Development (or its successor).

### **4. Legislative Context**

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations 2015
- The ESOS Act 2000 and subsequent amendments
- VET Student Statistical Collection Guidelines
- Student Identifiers Act 2014

- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Standards for Education 2005 (Cth)

## 5. Policy

### 5.1. Admission Criteria

5.1.1 Candidates are considered on the basis of the following:

- Minimum entry requirements for respective courses
- Pre-requisites
- Minimum age
- IELTS score or equivalent English Language proficiency scores
- Student transfer status (onshore transferring students)
- Prior studies and existing skills and knowledge
- Pre-enrolment needs analysis and candidate self-assessment (course suitability assessment)

All admissions will be subject to review and document verification (6.1.3) and approval by the Academic Manager.

Students will be provided with an opportunity to apply for Recognition of Prior Learning (RPL) or Credit Transfer at the time of application.

*English proficiency:*

5.1.2 Entry to Highgate International College award courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to Highgate International College by one or more of the following:

- IELTS academic result overall band score of 6.0, with no less than 5.5 in each band or equivalent (eg TOEFL Cambridge English, PTE). The test result should not be more than 2 years old
- Completion of Certificate IV level or above within the last 2 years in an Australian institution in English medium; ▪  
Completion of a General English Upper Intermediate or an English for Academic Purposes (EAP) level two ELICOS course from a registered ELICOS provider; or
- Any other form of equivalency that can map as equivalent to IELTS 6.0. outcome (conducted and verified by a TESOL qualified teacher based on the evidence).

5.1.3 Highgate International College shall not enrol an eligible candidate in a course or qualification that is at an inappropriate level for that student, including but not limited to courses that would not provide additional relevant competencies as per student's career/academic objectives.

5.1.4 In supporting the above policy measure (5.1.3), student interview will be conducted prior to finalisation of enrolment, where students are transferring students from other domains/packages, entering same qualification level or from qualifications higher than intended course(s), or as deemed necessary based on the review of the application documents.

5.1.5 Highgate International College does not enrol students under 18 years of age.

5.1.6 Highgate International College shall conduct pre-enrolment assessment of all the applications received based on candidate self-assessment questionnaire to determine course suitability and prior skills and knowledge.

5.1.7 Highgate International College shall require that all the students applying for or enrolling in a course first provide Highgate International College with their **USI number for verification** - unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, Highgate International College will inform the student prior to either the completion of the enrolment or commencement of course, whichever occurs first, that

the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

**Note:** Admission/Admin staff to take note of the above and ensure that USI verification is conducted in accordance with the requirements and records maintained on student file/system.

## 5.2 Pre-requisites for Admission

Pre-requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular course. Pre-requisites may include units or qualifications completed to a specified level of achievement, or other requirements such as particular qualifications, or work experiences.

## 6. Admission Procedure

This section describes the processes associated with admission. These processes generally apply to both local and international students.

### 6.1 Pre-Enrolment Information

All the **prospective students** will be provided with or sent an application pack comprising of;

- Course Brochure/Prospectus, including college and campus details
- Application Form
- Pre-enrolment Self-Assessment Form
- Unique Student Identifier (USI) Consent Form
- Fee Schedule
- Fee Policy
- Fee Refund Policy
- RPL and Credit Transfer Policy and Procedure
- Language, Literacy, and Numeracy (LLN) Policy
- Important and Useful links (e.g., ESOS Framework, OHSC, college policies and procedures etc.)

Website links to other college policies and procedures, and the ESOS Framework, will be provided as part of the application pack. It is also available for download from Highgate International College's website under the Admissions section.

Students applying through Highgate International College's approved education agents shall receive the application pack from the respective agents.

### 6.2 Formalisation

**Once accepted in the course following the pre-enrolment assessment** based on the above documents and information provided by the candidates, Highgate International College shall either accept or reject an application for admission and inform the candidate of the outcome.

Pre-enrolment interviews (face-to-face or video conference for offshore students) will also be conducted where it is determined that further information is required from the candidates or their choice of the course/s is not consistent with the stated academic and professional/career objectives (i.e. determination of course suitability), in particular where candidates have completed or attained a higher level course than the course they are applying for, moving/transferring from a similar course, or moving from a different or unrelated field (e.g. applying for a commercial cookery course having already completed a course in information technology). Candidates will be provided with the information on the planned Highgate International College course contents and outcomes and further advice on the pathways.

Accepted students will be provided with;

- A Letter of Offer
- Student Agreement (to be signed and returned)
- Pre-paid Fee Information and Bank Details
- Fee Policy
- Fee Refund Policy
- Complaints and Appeals Policy and Procedure
- Student Handbook

For international students, information on the ESOS Framework, their rights, responsibilities, and terms of enrolment will be contained in the Letter of Offer and the Student Agreement.

In accordance with the National Code 2018 Clause 3.1, Highgate International College shall enter into a written agreement with the overseas student or intending overseas student, signed, or otherwise accepted by the student, concurrently with or prior to accepting payment of tuition fees or non-tuition fees. The written agreement shall contain all the requirement under the Clauses 3.3, 3.4, and 3.5.

### 6.3 Pre-Commencement

**Once the written agreement has been accepted and signed, students will additionally receive;**

- eCoE (subject to conditions of the offer)
- Enrolment and program details, key dates and academic schedules
- Pre-Departure Information Pack/Guide
- Overseas Student Health Cover (OHSC) details
- Student Orientation Policy and Procedure
- Orientation program dates and details
- Timetable/s and campus information for new arrivals

Website links to other college policies and procedures will be provided as part of the pre-departure information pack.

### 6.4 New Applications

For all applicants, copies of the following documents will be received along with the application form;

- Photo ID: Passport
- Copies of previous transcripts, testamur, or any other formal or informal awards/achievements
- Valid English proficiency evidence
- Candidate Pre-enrolment Self-assessment form
- Address and current contact details
- Unique Student Identifier (USI) or USI Consent Form
- Additional documents as per course entry requirements

6.4.1 Prospective students seeking to be admitted to a course offered by Highgate International College must make application directly to Highgate International College or to a college/agent authorised to act on behalf of Highgate International College, as required.

Application forms and instructions, including the documentation to be submitted with the application, the method of application and application due dates are available on Highgate International College's web site as well as Highgate International College reception.

6.4.2 All students must provide their **USI** number for verification purpose. If provided by the student, Highgate International College shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose.

Where an exemption applies under the Act, the student will be informed (via email or letter) prior to either the completion of the enrolment or commencement of course, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

6.4.3 Administrative staff processing new applications must verify the applicant's academic credentials, eligibility criteria, and the status of the awarding institution by means of, but not limited to;

- Where possible, sighting and certifying original transcripts, awards, and other supporting documents
- Accepting only certified copies of original documents for all applications made through electronic medium, post or through education agents
- Ensuring that all the supporting documents are in good condition, legible; and if containing foreign language, accompanied by certified and verifiable translation in English
- Matching and comparing the details of academic history and achievements stated in the application with that of accompanied documents, including full name, date of birth and date of completion
- When available, comparing official academic seals, testamurs, and transcripts with academic records of other past or present students from the same institute
- Checking the current status of awarding institutes/colleges on state registers
- When in doubt, bringing any illegible or doubtful documents or concerns to the attention of the Academic Manager and/or the Student Admission Manager for further enquiry
- Determination of course/program suitability for applicants seeking a place in a course through the Academic Manager

6.4.4 The Academic Manager shall approve all new admissions. Approval signatures must be obtained on the application form.

## 6.5 Offers

6.5.1 Admission offers are made to applicants who are eligible for admission to the particular course under this admission policy. An offer letter with course(s) code, name, duration, fee, study period, and other relevant information is sent to applicants.

## 6.6 Acceptance or Lapsing of Offer

6.6.1 An applicant receiving an offer of admission must respond to accept the offer by the due date and by the process specified in the letter of offer.

6.6.2 If an applicant fails to accept the admission offer by the due date specified in the notice of offer, the offer will lapse, and the applicant may have to lodge another admissions application.

## 6.7 Deferment

6.7.1 Deferment is accepting the offer of a place in the program but deferring commencement in the program for a specified period, especially where the circumstances do not permit students to commence their studies on planned dates. The maximum period of deferment is one year. The process deferment will be guided by college's *Deferment, Suspension, Cancellation and Exclusion Policy*.

## 6.8 Transfer

6.8.1 A student who is currently enrolled in a program and who has not completed the requirements for graduation from the program may under certain conditions transfer to another program as per Highgate International College's *Change Of Course Policy and Procedure*. To be eligible for transfer, the applicant must satisfy the entry requirements for the intended program.

6.8.2 A student may also make an application to transfer to another institute. Recognising student's right to exercise freedom of choice as consumers, as a principle, Highgate International College will grant a student's request to transfer to another provider, where it will not be of detriment to the student, pursuant to Highgate International College's *International Student Transfer Policy and Procedure*.

6.8.3 Where appropriate Highgate International College will counsel students, to consider their personal or academic reasons for transferring. Outcomes of counselling may include the identification of alternative academic programs within Highgate International College, and/or the recommendation of appropriate student support or study skills support as an alternative to the transfer.

6.8.4 In an unlikely event that Highgate International College needs to transfer students to another RTO as required and instructed by the regulatory agencies, Highgate International College shall ensure that it facilitates all the information and assistance to enable students to continue their training, including (but not limited to);

- Prompt and timely student notification
- Up-to-date student file
- Up-to-date student training information and competency records
- Academic testamurs and statements
- Delegated staff member(s) to personally assist the students

## 6.9 RPL and Credit Transfer

6.6.1 A person applying for an admission offer or having received an admission offer may apply for credit transfer based on prior study or on the basis of relevant skills and experience according to Highgate International College's *RPL and Credit Transfer Policy and Procedure*.

## 7. Enrolment – Commencing the Studies

7.1 Highgate International College will enrol students in their respective courses once their application for admission into a course has been approved by Highgate International College and the conditions of offer, including the entry requirements and pre-enrolment assessments, have been met by the applicants.

7.2 Administrative staff completing enrolment will ensure that the students are placed in appropriate groups and provided with student ID, course information, timetable, and student log-in information at the time of enrolment.

7.3 Students not able to enrol in their scheduled courses as per the start date of their enrolment must defer their studies according to *Deferral, Suspension, and Cancellation Policy* of Highgate International College.

7.4 All newly enrolled students must attend college's Orientation Program (*Student Orientation Policy and Procedure*).

## 8. Enrolment Procedure

8.1 Student file is checked to confirm that all the required documentations as per the application requirements have been obtained and advance fees have been received.

8.2 For all VET students, a **USI** is either provided by the students or applied by Highgate International College on behalf of the student by prior communication and consent. If provided by the student, Highgate International College shall verify the **USI** with the Registrar, before using that Student Identifier for any purpose.

8.2 Students are issued with a Confirmation of Enrolment when their application for admission into a course has been approved by Highgate International College and the conditions of offer have been met by the applicants.

8.3 A written Student Agreement is prepared and signed by both the parties.

**8.4** Student details are entered into The Student Management System and student enrolment details are extracted and printed.

**8.5** Students are sent a copy of their enrolment details.

**8.6** Student is provided with the details of the next orientation program (usually held a week before the commencement of an academic semester).

## **9. Responsibility**

The Student Admissions Officer has the responsibility to receive, review, and process all the new enrolments, and undertake due diligence as per the policy requirements.

The Student Admin Manager has authority to make offers of admission to coursework programs offered by Highgate International College.

The Academic Manager is responsible for implementation and administration of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: [ceo@hic.edu.au](mailto:ceo@hic.edu.au)

## Admission and Enrolment Process

