

# Admissions Procedure



<b>Date first approved:</b>	28 May 2018
<b>Date of effect:</b>	28 May 2018
<b>Date last amended:</b>	28 May 2018
<b>Date of next review:</b>	28 May 2021
<b>Approved by</b>	Stanley College Academic Board
<b>Authorised Officer</b>	Registrar
<b>Supporting documents, procedures and forms of this procedure</b>	<p>Aboriginal and Torres Strait Islander People (ATSI) Education Policy and Procedure</p> <p>Application for Enrolment Form (Higher Education) – Domestic Students</p> <p>Application for Enrolment Form (Higher Education) – International Students</p> <p>Course Admission Information Set</p> <p>Credit and RPL Policy and Procedure</p> <p>Diversity and Equity Policy and Procedure</p> <p>English Language Proficiency Policy and Procedure</p> <p>Learning and Teaching Plan</p> <p>Letter of Offer and Student Agreement</p> <p>Refund Policy and Procedure</p> <p>Student Fees Policy and Procedure</p> <p>Student Grievance and Complaint Policy and Procedure</p> <p>Student Prospectus</p> <p>Student Services Plan</p> <p>Whole-of-Institution Admission Information Set</p>
<b>Related Legislation and Codes of Practice</b>	<p><a href="#">Admissions Transparency Implementation Plan, June 2017</a></p> <p><a href="#">Education Services for Overseas Students (ESOS) Act 2000</a></p> <p><a href="#">Higher Education Standards Framework 2015, Part A: Standard 1.1 (Admission), 1.2 (Credit and Recognition of Prior Learning), 2.2 (Diversity and Equity) and 7.2 (Information for Prospective and Current Students)</a></p> <p><a href="#">National Code 2018, Standard 2 and 3</a></p> <p><a href="#">Higher Education Support Legislation Amendment Bill 2017</a></p> <p><a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a></p>
<b>Audience</b>	Public

## 1. PROCEDURE

### Application for Admission

1.1 Applications may be lodged using the online *Application for Enrolment Form (Higher Education)* and submitted using one of the following methods:

- a. Uploading the complete application via the Stanley College website;
- b. Emailing the complete application to [admissions.HE@stanleycollege.edu.au](mailto:admissions.HE@stanleycollege.edu.au); or
- c. Lodging the complete application in person at the West Perth Campus.

1.2 Documents required for Admission include:

- a. A completed *Application for Enrolment Form (Higher Education)*;
- b. A copy of an identification document such as a passport\* or driver's licence; (\*Passport details are required for international students)
- c. Certified copies of testamurs and academic records from previously completed courses of study at other institutions; and
- d. A certified copy of an approved English language test or documented evidence of English language proficiency.

**(Note: Qualifications submitted in a language other than English must be accompanied by a certified translation)**

1.3 The Admissions Officer will review the application and supporting documentation to ascertain whether the applicant meets the admission requirements outlined in the *Admissions Policy*.

### Applying for Credit or RPL and Assessment

1.4 Applicants who wish to apply for credit must do so at the same time as when applying for admission to Stanley College. The applicant must indicate their wish to apply for credit on the *Application for Enrolment Form*.

1.5 Upon receipt of a request for credit, the Admissions Officer will forward the *Application for Course Credit (Higher Education) Form* to the applicant.

1.6 The applicant will be required to provide certified evidence demonstrating successful completion of subjects ('pass' grade or higher) or complete courses of formal study, provided they meet the equivalency conditions stated in the *Credit and RPL Policy and Procedure*.

### Offer and Acceptance

1.7 All applicants will receive a formal notification of the admission outcome from Stanley College's Registrar Office, as follows:

- a. A Letter of Offer (full offer);
- b. A Letter of Offer (conditional offer), requiring proof of English proficiency, successful completion of a prior qualification, or providing other official documentation); or
- c. A refusal letter.

1.8 An offer of a place in a course will be made in reference to the course duration, location, and attendance mode.

1.9 In order to accept an offer, the applicant must meet all conditions and comply with all specified instructions and deadlines stated in the Letter of Offer.

- 1.10 Admission takes effect when the applicant accepts the Letter of Offer by lodging a signed Student Agreement.
- 1.11 The Student Agreement is a written agreement between the student and Stanley College, and will need to be received prior to, or concurrently with, the payment of fees specified.
- 1.12 The Letter of Offer and Student Agreement will include the information required within Standard 3.3, 3.4 and 3.5 of the *National Code 2018*.
- 1.13 Stanley College will retain a record of all Letter of Offers and Student Agreements for at least two years after the student ceases enrolment at Stanley College.

### **Refusal of Admission**

- 1.14 Admission may be refused to applicants on any of the following grounds:
  - a. The applicant does not meet the entry requirements of the course;
  - b. The applicant has provided false or misleading information as part of the enrolment process;
  - c. The applicant has outstanding fees owing to Stanley College;
  - d. The applicant has been expelled or excluded from Stanley College or from another tertiary education institution for unsatisfactory course progress or disciplinary reasons (or a combination of these reasons);
  - e. In the opinion of Stanley College, the applicant's conduct would provide reasonable grounds to exclude the person from study at the College;
  - f. Admission of the applicant would be contrary to Australian law; or
  - g. The nominated course is no longer delivered at Stanley College.
- 1.15 If applicants have previously been excluded from Stanley College or any other educational institution, they must disclose facts and reasons for exclusion, together with details of any penalties, at the time of their application.
- 1.16 Unsuccessful applicants will be advised of the grounds for refusal of admission to Stanley College in writing.

### **Deferring an Offer**

- 1.17 Students who wish to defer their studies after accepting an offer of admission may apply for deferment for up to 2 semesters. They must apply to Stanley College in writing of their intention to defer the commencement of studies, by completing an *Application for Deferment Form*. Requests for deferment are not automatically granted and will not be approved to allow commencement of another tertiary program. If deferment is granted, tuition fees may be transferred to the revised commencement date.
- 1.18 Deferment will usually be granted only on the grounds of compassionate or compelling circumstances.
- 1.19 Stanley College may refuse an application for deferment, and inform the student in writing, outlining the reason(s) and the student's right to appeal.
- 1.20 If the application for deferral has been approved, Stanley College will notify international students that deferring from a course may impact on their student visa and that they should seek advice from the Department of Home Affairs (DoHA).

- 1.21 Granted applications for deferral from international students will be reported to DoHA via Provider Registration and International Student Management System (PRISMS), as per section 19 of the *ESOS Act*.

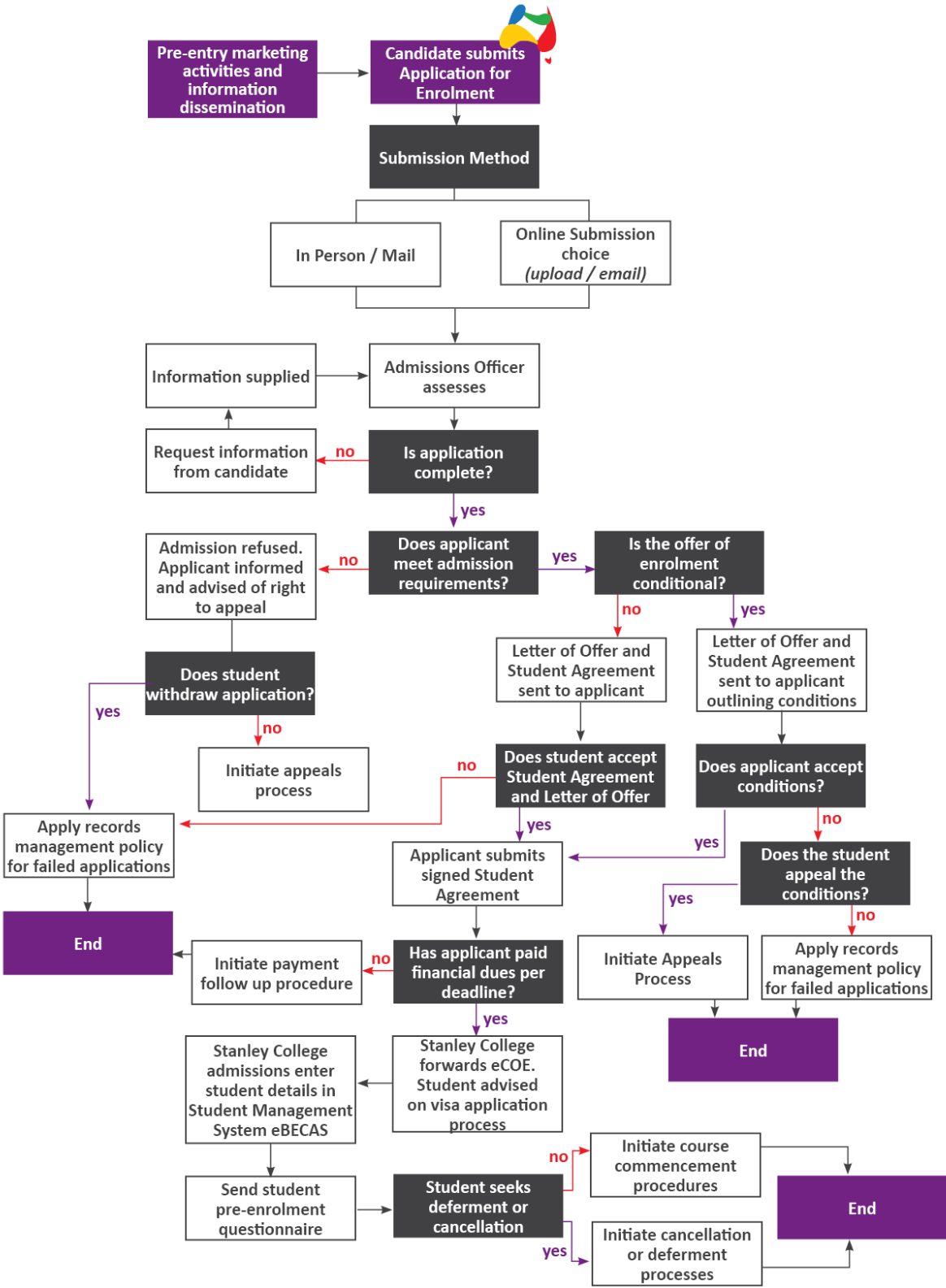
**Re-admission**

- 1.22 Applicants whose offer has lapsed may re-apply for admission and will be subject to the same entry requirements as all other applicants at the time of applying.
- 1.23 Applicants who have met the entry requirements but have previously been excluded from Stanley College or any other institution must demonstrate that they have an improved likelihood of success in the course for which they are applying.

**Inaccurate Information**

- 1.24 Where an applicant has been offered a place and it is later found that incomplete or inaccurate information was provided by or on behalf of the applicant, the offer may be withdrawn, or the student withdrawn from the course.

**APPENDIX 1: HIGHER EDUCATION ADMISSIONS - PROCEDURE DIAGRAM**



**APPENDIX 2: HIGHER EDUCATION ADMISSIONS – STREAMS SUPPORT DIAGRAM**

