

Student Application, Admission and Enrolment Policy

APPROVAL AND REVIEW	
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Endorsed by Academic Board	28 August 2014

POLICY INTENT

The intent of the Insearch Student Application, Admission and Enrolment Policy is to ensure that all stakeholders are accurately advised of entry requirements for application, admission and enrolment to its English and Academic programs.

All students (Domestic and International) being admitted to the programs, should meet the entry requirements and have the educational and language background required to successfully complete their chosen program, complying with the ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018, and with Insearch's educational objectives.

SCOPE

The policy applies to all students applying for admission to UTS Foundation Studies, Insearch Diploma or English programs, Insearch representatives and staff involved in the recruitment, application, admission, enrolment and re-enrolment processes.

DEFINITIONS

Academic Programs	UTS Foundation Studies programs and Insearch Diploma courses.
Admitted Student	<p>A student who accepts an offer or provisional offer to an Insearch course or package of courses by:</p> <ul style="list-style-type: none"> a) providing an Acceptance form and b) paying the required fees <p>OR providing proof of payment (through channel partners only) OR has successfully applied for FEE-HELP (eligible domestic students only) OR who has provided a scholarship letter from an acceptable sponsor (includes Insearch sponsorships as well as scholarships from foreign government bodies) and</p> <ul style="list-style-type: none"> c) having this change of status recorded on the Insearch student database.
Admission	The process by which a student accepts an offer of a place at Insearch and is admitted into an Insearch diploma course, a UTS Foundation Studies program, an English Language program or some combination of these.
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Census Date	<p>The date by which domestic students must withdraw, from a single unit or course, to be eligible for a refund with no academic penalty.</p> <p>The date by which international students must withdraw from a subject(s) to be eligible for no academic penalty. Fees for withdrawn subjects are held in credit and are not refundable under normal circumstances.</p>
Channel Partner (Agents)	An organisation involved in a contractual relationship to recruit students to study at Insearch.
e-CoE	A document provided electronically, which is issued by Insearch to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in a particular program.
Commencing students	New students enrolled in any Insearch course or program that they have not enrolled in before even though they may have enrolled in another type of Insearch course or program prior.
Continuing students	Students who have previously enrolled in the same course or program for at least one semester or term.
Domestic student	An Australian citizen, an Australian Permanent Resident or a New Zealand citizen.
ELT	English Language Training (ELT). In the context of this policy this means full time CRICOS accredited courses.

Enrolment	The process by which a student's status is changed from Admitted to Enrolled in the Student database and they are enrolled into classes within their course or program i.e. they are given a timetable
FEE-HELP	Higher Education Loan Program (HELP) allows eligible domestic students to defer their student contribution and repay it later through the taxation system.
Full-time study load	ELT - 20 hours per week. UTS Foundation Studies and Diploma – the normal workload per semester as published in the Academic Handbook.
IELTS – TOEFL – PTE(ACADEMIC) – VEPT	IELTS – International English Language Testing System TOEFL – Test of English as a Foreign Language PTE(ACADEMIC) – Pearson Test of English (Academic) VEPT – Versant English Placement Test These four tests, (known as High Stakes Tests) measure the ability to communicate in English across all four-language skills – listening, reading, writing and speaking – for people who intend to study or work where English is the language of communication.
International student processing fee	Administration fee applicable to International students.
OPT	Overseas English Proficiency Indicator Test (used to provide an estimate of the duration and cost of a student's ELT studies). It is not used to guarantee placement in a particular English level.
Package program	This consists of two or more Insearch courses and is treated as a single study plan. A package program may comprise: <ul style="list-style-type: none"> • an English language course and an academic course, (English and UTS Foundation Studies, English and Diploma, English UTS Foundation Studies and Diploma) or • UTS Foundation Studies and Diploma <p>Students admitted to a package program are admitted to each component of the package program.</p>
Sponsored student	A student whose fees or some part of their fees are waived by UTS Insearch either as part of a marketing campaign or for some other reason.
Scholarship student	A student whose fees or some part of their fees are paid by some external party whether this is a government body, an educational institution or some other private body (Not UTS Insearch)
Week 0	The week prior to Academic Week 1. Commencing Academic students attend Orientation in Week 0.

POLICY PRINCIPLES

1. Admission requirements will focus on merit and reflect the potential for academic success. The minimum academic levels for admission should be appropriate for the level under the Australian Qualifications Framework (AQF).
2. Admission requirements for ELT and Academic programs will be reviewed and approved annually by Academic Board. Any changes within a 12 month period are also to be approved by Academic Board. UTS Foundation Studies entry requirements also require approval by UTS.
3. Applicants will be admitted by fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable requirements.
4. Staff involved in the admission process must not divulge to any unauthorised person any information related to a student's application or admission.

POLICY STATEMENTS

1. ELIGIBILITY

- 1.1 To be considered eligible for entry, applicants must satisfy the Academic Board approved course selection criteria and have lodged an application to Insearch through the specified application process;
- 1.2 English language proficiency requirements for Insearch's programs are set out in Schedule 1 to this policy. Academic and English language proficiency requirements are also detailed on the Insearch website;
- 1.3 Applicants for Academic programs must provide certified copies of academic transcripts, English proficiency certificates and other supporting documentation;
- 1.4 All applicants must provide a completed signed application form when applying for a program. A parent or legal guardian's signature is required on the course application form from course applicants under the age of 18;
- 1.5 International applicants who have completed the Insearch Academic English program offshore can articulate to the ELT or the Academic program;
- 1.6 Students undertaking a package program must successfully complete the English language program before proceeding to the academic program;
- 1.7 Applicants may not apply for admission to Insearch during a period of exclusion from Insearch or any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details with their application of the exclusion penalties that were applied. Applicants who have met the admission requirements but who have been excluded previously from a course, at Insearch or another tertiary education institution must demonstrate, by providing a written statement and other documentation, to confirm that they have an improved likelihood of success in the course for which they are applying;
- 1.8 Applicants who have been excluded for misconduct from Insearch or any other tertiary institution must show cause by providing a statement outlining why they should be reconsidered for readmission. Statements of explanation must be submitted at time of application.

2. ASSESSING APPLICATIONS

- 2.1 Insearch staff assessing course applications must verify student qualifications (English and academic) by requesting original documents or certified copies of originals;
- 2.2 Placement in ELT courses is made by assessment of students' High Stakes Test results (IELTS, TOEFL or PTE (Academic). Where the student has not undertaken a high stakes test a VEPT test is used to place the student at the correct ELT level. The Overseas English Proficiency English Test (OPT) is only used only to provide an estimate of length and cost of English studies that a student requires to reach their future study goals. It is not used for placement of a student in an English level.
- 2.3 Applications for Academic courses are assessed on the basis of the highest and most recent award attempted. Where the student's academic record is poor, results from earlier qualifications such as high school results, can be used for assessment purposes but the student will be placed on an academic Support program.
- 2.4 For all processed applications, staff will generate a full offer, a provisional offer (explaining to the student any enrolment conditions) or a rejection letter;
- 2.5 Only original copies of the Request for FEE-HELP assistance form can be used;
- 2.6 Any applicant who supplies Insearch with any forged or false documents, statements or claims in support of an application for enrolment or re-enrolment will be excluded from all programs of study. In the case of international students the Department of Home Affairs will be advised.

3. ADMISSION

- 3.1 A Carer Declaration Form with a parent or legal guardian's signature is required from international course applicants under the age of 18;
- 3.2 FEE-HELP and Scholarship applicants must submit the following at prior to admission:
- a) a form requesting FEE-HELP assistance, or
 - b) a formal scholarship letter confirming the payment of fees issued by a Scholarship Office or relevant government body, or
 - c) a financial guarantee confirming the applicant's scholarship issued by a Scholarship Office or relevant government body;
- 3.3 Applicants are advised of the program duration and costs as required by Standard 2 of the National Code of Practice for Providers of Education and Training to Overseas Student 2018, prior to being admitted to the program. Students who require extra weeks /semesters to complete their program will be required to pay additional fees to cover the additional studies;
- 3.4 Payment will only be accepted from the student with or after receiving the signed application form and the acceptance of offer declaration;
- 3.5 The Acceptance of Offer for applicants under the age of 18 must also be signed by a parent or legal guardian.

3.6 Student Admissions staff aim to generate the e-CoE for international students within 48 hours of receiving the payment on receipt of the following:

- a formal scholarship letter confirming the payment of fees issued by a Scholarship Office or relevant government body; and
- a financial guarantee confirming the applicant's scholarship issued by a Scholarship Office or relevant government body; and
- payment by cash or credit card; or
- payment by Company cheque from an Insearch Channel Partner; and
- a faxed or scanned copy of a bank-draft from an Insearch Channel Partner; or
- a bank receipt and completed TT form confirming transfer of money to the Insearch account.

The e-CoE is sent to the student or their Channel Partner along with correspondence regarding Orientation.

3.7 FEE-HELP domestic students are admitted once their FEE-HELP application is processed by Insearch.

4. ORIENTATION AND ENROLMENT

4.1 All commencing academic students are required to attend Orientation in the week before Semester begins, Week 0;

4.2 All commencing ELT students are required to attend Orientation Day on the first day of their course.

4.3 International students must enrol in a full time study load. For International students this is a condition of their visa and the only instance where an exception will be granted is where the student's load has been decreased as part of Intervention strategy;

4.4 Domestic Diploma students are permitted to enrol part time providing course completion can be achieved as described in the Course Progression and Completion Policy;

4.5 Students may not enrol in more than the published study load for their program, except in exceptional circumstances and with the approval of the relevant Program Manager;

4.6 Students may not enrol in a subject which has a pre-requisite without successfully completing the pre-requisite subject(s). Where a subject has a co-requisite, students must enrol in those subjects concurrently. Exceptions may be granted with the approval of the relevant Program Manager;

4.7 Student Administration is responsible for ensuring students are enrolled in the correct study load;

4.8 All Academic and ELT students are expected to enrol during their scheduled Orientation days, however the final day to enrol is COB Friday of week 1. In exceptional circumstances, the Associate Dean of Studies may approve enrolment after this date if it is deemed the late enrolment will not adversely impact the student's academic success;

4.9 Student Admissions will attempt to contact admitted students or their Channel Partners if they have failed to enrol by Friday, Week 0. Students are not permitted to enrol after Friday week 1 of classes. If no response is received from the student by Monday, Week 2, they will be withdrawn from the course;

4.10 International students who have not enrolled or contacted Insearch by Friday, Week 1 will be reported to the Department of Home Affairs for failure to commence as per ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018;

4.11 Domestic students who have not enrolled by the end of Week 1 will be withdrawn from the course;

5. RE-ENROLMENT

- 5.1 Students must pay their tuition fees or submit a Request for FEE-HELP Assistance prior to enrolling;
- 5.2 Academic Advisers are responsible for ensuring students are advised the correct study load as per the Academic Course Progress and Completion Policy (Domestic), Academic Course Progress Policy International, Completion within expected duration of study policy (International);
- 5.3 Students must meet the progression requirements as per the Course Progression and Completion Policy. Any variations to Study Load require approval;
- 5.4 Student Admissions (Compliance) will attempt to contact students if they have failed to re-enrol by Friday, Week 1. If no response is received from the student by Friday of Week 2 they will be withdrawn from the course. International students will also be reported to the Department of Home Affairs for failure to re-enrol.

6. PAYMENT

- 6.1 Course fees must be paid at least 28 days before the first day of each course (or before the first Orientation day if orientation is provided), except for sponsorship and FEE-HELP students whose fees can be received after the commencement of the course;
- 6.2 International students who have not studied a full-time course with before must also pay a one-off international student processing fee;
- 6.3 Fees must be paid in Australian dollars by cheque, bank draft or credit card;
- 6.4 Enrolment and program fees do not cover the cost of accommodation, living expenses, textbooks, stationery or other equipment.

ROLES AND RESPONSIBILITIES

Academic Board – approves Insearch student entry standards and endorses Student Application, Admission and Enrolment Policy.

Student Centre/Student Admissions – deal with all aspects of accepting applications, assessment of these, providing offer or rejection letters and admission of students including visa documentation as required.

Registrar – assists with more complex applications and enquiries regarding the Department of Home Affairs and other compliance matters.

Associate Dean of Studies – approves late arrival requests (arrivals after the normal late arrival deadline).

Program Manager UTS Foundation Studies – assesses mature age applicants for the UTS Foundation Studies programs.

Student Administration – deals with enrolment and re-enrolment of students.

SUPPORTING DOCUMENTS

- The National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Part 3-4—FEE-HELP assistance (www.studyassist.gov.au)
- Schedule 1 Academic and English entry requirements
- Student Application and Admission procedure
- Student FEE-HELP admission procedure
- International Student Transfer Request Assessment Policy
- Academic Course Progress and Completion Policy (Domestic)
- Academic Course Progress Policy (International)
- Completion within expected duration of study policy (International)
- The Australian Qualifications Framework (AQF)

VERSION CONTROL AND CHANGE HISTORY

Date	Version	Approved by and resolution no.	Amendment
17/4/14	PO/EDUC/OPS/V1/01/14	Academic Board	
28/8/14	PO/EDUC/OPS/V1/01/14	Academic Board	Update to policy names and intervention strategy
28/11/2018	PO/EDUC/OPS/V1/01/14	Not applicable	Update to name of the National Code
<p>Signature:</p> <p>Name: Alex Murphy, Managing Director Date:</p>			