TIAS-02-01 Admission Policy and Procedures

(The National Code Standards 2, 3, 5, 7 and 12)

Note: This document will be subject to revision. Once it is downloaded it is no longer a controlled document
1. PURPOSE
To ensure that the Taylors Institute of Advanced Studies Ltd (TIAS) has open, fair and transparent procedures for making decisions about the selection of students into a program offered by TIAS (Program), that those procedures are based on the published and clearly-defined entry requirements, and that students are selected on merit, based on those entry requirements, on an individual case by case basis.

2. POLICY CONTENT
TIAS will ensure that all applicants seeking admission are treated fairly and equitably. Admission procedures will be open, fair and transparent. Admission procedures will be based on clearly defined entry criteria used for making decisions about the selection of students. Students will be selected on merit, based on the published criteria, and on an individual case by case basis.

Throughout the process of selection and admission, all applicants are treated courteously and expeditiously.

Entry criteria and application procedures are published in the promotional brochures and on the website and do not present unreasonable barriers to access.

TIAS consistently applies procedures for verifying applicants’ credentials. This ensures that students entering a Program have an adequate basis of knowledge and skills to successfully undertake the studies proposed.

Offers are for admission apply to a specific intake and may be made on a conditional basis. If an applicant does not fulfil the condition(s), he/she may not enter the Program. These conditions may include English ability and/or achievement of an academic requirement where evidence of attainment was not available at the time of application.

In cases where an applicant is assessed as not being eligible to enter the course of choice, a review of alternative courses, where possible, the applicant is advised of any he/she is eligible to enter.

Records are retained of the admission process.

2.1 Pre-admission Procedures
2.1.1 Start Dates
There are multiple start dates for each program across each calendar year. Start dates are published within the relevant brochures and on the website. Applications for each start date are processed in the order in which they are received.

2.1.2 Entry Criteria
Entry criteria and application procedures are published in brochures and on the website for the information of those seeking admission. Each application is reviewed against the relevant entry criteria.

2.1.3 Method of contact
During the application process, an international applicant may:
- be assisted by an Education Agent, either onshore or offshore; and/or
- make independent contact with the International Admission Centre (IAC); and/or
- apply online; and/or
- visit TIAS campus to enrol

2.1.4 Information to be provided to applicants
Irrespective of the contact method, the applicant must be provided with information which includes:
- the requirements for acceptance into a program, including:
• the minimum level of English language proficiency; and
• educational qualifications or work experience required
b. whether course credit may be applicable;
c. information about the course, including:
   • content and duration;
   • qualification offered;
   • modes of study; and
   • assessment methods
d. information about the campus, including:
   • campus locations;
   • a general description of facilities and equipment;
   • learning and library resources available to students;
e. details of any arrangements with another registered provider, person or business to provide the course or part of the course;
f. indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable cancellation and refund policies;
g. information about the grounds on which the student’s enrolment may be deferred, suspended or cancelled;
h. a description of the ESOS framework;
i. relevant information on living in Australia, including:
   • indicative costs of living
   • accommodation options; and
   • where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

2.1.5 Application for admission
The applicant will be required to complete and submit an Application for Admission, stating details of the preferred programme, and providing evidence of eligibility for enrolment. The completed application for admission and the supporting evidence (see below) are then reviewed against the relevant entry criteria by one of Admissions Officers (IAC) or Registrar (campus-based).

2.1.6 Supporting Evidence to be provided by applicants
The following documents must be provided by the applicant with the application form:
• verified copy of passport
• verified copies of English test result documents (IELTS, TOEFL or other internationally recognised exam consistent with DIAC regulations)
• original or verified copies of academic certificates and transcripts
• any other supporting information

Important note: All documents supplied in support of an application for enrolment must be verified copies of originals or certified copies of English translations of the originals.

(Please refer to 2.2.4 below for information about verification procedures)

2.2 Admission Procedure

2.2.1 Completion and submission of application for admission
The applicant completes the Application for Admission either online or in hard copy, and submits it along with the supporting evidence related to eligibility for enrolment. Certified copies of an applicant’s credentials are required.
2.2.2 Assessment of application
The Admissions Officer (in the case of an application being processed by IAC) or Registrar (in the case of an application being processed at TIAS campus) assesses the application based on the published entry requirements for the Program.
This assessment of eligibility for entry must be thorough and consistent in approach, especially in relation to the English language skills of the applicant.

2.2.3 Methods for determining equivalency of academic qualifications
An applicant may present overseas academic qualifications at the time of application. These are assessed for equivalency using AEI-NOOSR Country Education Profiles.

2.2.4 Methods for determining authenticity of academic qualifications
International academic qualifications submitted can be authenticated by:
- original documents (i.e. award and transcript of results) being provided to the authorised representative; or
- copies of the original documents (i.e. award and transcript of results) being provided which have been either:
  - notarised by a Justice of the Peace or equivalent authority; or
  - verified as a true and correct copy of the original documents by an authorised representative of TIAS.

The authorised representative must sign and print his/her name clearly, include the date, and record that the original has been sighted. If external to TIAS, an official stamp or seal of the authorised officer’s organisation must be added.

Should the Admissions Officer suspect that the academic document presented has been altered or fraudulently created, contact is made with the conferring institution to validate the claims of the applicant.

If the application makes reference to studies currently being undertaken and is unable therefore to present evidence of the academic entry requirements having been met, then the offer of enrolment will be conditional upon the achievement of the required academic outcome.

2.2.5 Applicants with a special needs
TIAS adopts the Disability Standards for Education 2005, underpinned by the Disability Discrimination Act, 1992 which states that it is unlawful for an educational authority to discriminate against a person on the grounds of their disability.

TIAS will treat all students, including those with disabilities, equally and with dignity. Students who have a disability will be able to enjoy the benefits of the educational experience in the same way as those without a disability.

Wherever feasible and practicable and in consultation with the Campus Director/Principal, staff will take into consideration the special needs of students who have a disability and make appropriate adjustments to the teaching and/or assessment environments.

Reasonable adjustment for students with a disability will be individualised, and granted with integrity according to negotiations with stakeholders. Reasonable adjustment will be implemented in such a way as to ensure that the interests of all parties are met, applied with care and fairness, and applied across the scope of a student’s interaction with TIAS.

2.2.6 Offer of enrolment
If, upon completion of the verification of credentials, the applicant is assessed as being eligible for entry to the Program then an Enrolment Offer Pack is issued to the applicant either electronically or by standard mail.
This Enrolment Offer Pack comprises:

- **Letter of Offer**, showing:
  - Campus location,
  - start date,
  - end date,
  - itemised fees,
  - information of any enrolment conditions that may apply, and orientation;
- **Terms and Conditions**, including the Cancellation policy and procedures and the refund policy and procedures;
- a plain English explanation of what happens in the event of the Program not being delivered;
- information relating to the ESOS Framework;
- an Acceptance of Offer document,
- other documents applicable to the enrolment.

### 2.2.7 Contract of enrolment

The Letter of Offer, signed by TIAS (or IAC), with the Acceptance of Offer, signed by the Applicant (and his/her parent or guardian if the applicant is under 18 years of age) become the Contract of Enrolment ("the Contract").

The Acceptance of Offer must include:

- Refund policy
- The circumstances in which personal information about the student may be shared with others
- The obligation of students to notify the education provider of any change of address while enrolled in the course.

### 2.2.8 Advising an unsuccessful applicant of alternative options

If, once the credential verification is completed, the applicant is identified as not being eligible for entry to the Program, a review of alternative courses of study occurs. Where possible, the applicant is advised of any he/she is eligible to enter an alternative course. Should the applicant accept the alternative course of study, an appropriate Enrolment Offer Pack is issued.

### 2.2.9 Record of enrolment

Once the Acceptance of Offer has been signed by the applicant (and his/her parent or guardian if the applicant is under 18 years of age), and received by TIAS (or IAC), the enrolment will be noted within the student database.

### 2.2.10 Filing of enrolment documents

All documentation, including the Application for Admission and supportive evidence, and signed Acceptance of Offer will be collated and a file created for the applicant.

### 2.2.11 Confirmation of Enrolment

The fees have been processed and a receipt issued, then the enrolment is confirmed within the student database and a Confirmation of Enrolment is generated and provided to the applicant.

If the applicant chooses to delay the commencement date before the issuing of a visa, the Admissions Officer (IAC) or Registrar (campus-based) ascertains the next most suitable date for the commencement, and adjusts records accordingly. A new Confirmation of Enrolment is then provided to the applicant.
2.2.12 Delaying commencement

If the applicant requests to delay the commencement date after the issuing of a visa, the Admissions Officer (IAC) or Registrar (campus-based) determines the impact such a deferment will have on the finishing date of the course and will proceed in accordance with Standard 13, National Code.

TIAS must not actively recruit a student where this clearly conflicts with its obligations under the National Code, Standard 7 Transfer between registered providers.

2.3 Commencement Procedure

The following procedures apply during Orientation:

- Student Services confirms that a signed Acceptance of Offer has been received by TIAS (or IAC), and confirms that the student has brought other required documentation, such as:
  - details of home and term addresses;
  - personal email address, and phone number(s);
  - name, address and phone number of the caregiver/guardian if under 18;
  - a photocopy of the personal details and visa pages from his/her passport;
- the Bursar checks to ensure that relevant fees have been paid. If the appropriate fees have not been paid the student will be advised of the payment options, and alternative arrangements made with the Bursar.
- each student has an identification photograph taken and is issued with the appropriate identification card;
- the student is issued with the Timetable and an explanation is given; and
- students are provided with the Handbook, and guided through key policies and procedures, including academic progress, attendance, assessment, and grievances.

3 YOUNGER STUDENTS

If the applicant is less than 18 years of age, a parent or legal guardian must also sign the Application for Admission and Acceptance of Offer. This documentation is retained within the student’s file.

Education providers approving care arrangements for international applicants less than 18 years old who are seeking to enter Australia under a Student visa must:

- provide DIAC with a signed statement (Confirmation of Appropriate Accommodation and Welfare) confirming that appropriate arrangements have been made for the student’s accommodation, support and general welfare during the entire time of their stay in Australia until they turn 18, and
- notify DIAC in writing of any changes to the care arrangements.

Additionally, students are required to obtain their education provider’s approval to change these arrangements if they wish to do so after their arrival in Australia.

Refer to policies of TIAS-TSC-05-, managing the welfare of under-18 students.

4 STUDENT RECORDS

Each student is required to complete an Application for Admission and Acceptance of Offer prior to commencing studies. This provides the essential information for the identification process and must be retained in the student’s file.
The Admissions Officer (IAC) or Registrar (campus-based) follows the controlled steps to enter the student details into the student database. This creates a dedicated student file with:

- student name;
- gender;
- details of the Program with subjects to be studied;
- date of birth;
- a unique identification number for the student;
- local or overseas student classification;
- starting date and nominal completion date;
- fees applicable;
- name of staff (IAC) or Registrar concerned or overseas agent; and
- details of support services required, such as OSHC and Homestay.

The student attends Orientation to commence the Program. At this time, student’s details are individually checked. A digital photograph of the student is then placed within the front screen of the student’s electronic file for identification purposes.

5 TAYLORS SENIOR COLLEGE

The enrolment process is supplemented by regulations hereinafter. The application is accompanied by the relevant information and the certified documentation listed below:

**Domestic Student Applications**

- School reports for the preceding two years
- Victorian Student Number
- Parents occupation data
- Parents level of education background
- Australian citizenship (where relevant)

**International Student Applications**

- English Language Proficiency documentation
- School Reports for the preceding two years

Minimum English language entry requirements are set out below.

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<tr>
<th></th>
<th>Year 10</th>
<th>Year 11*</th>
<th>Year 12</th>
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<tbody>
<tr>
<td>IELTS</td>
<td>4.5 (no band less than 4.5)</td>
<td>5.0 (no band less than 5)</td>
<td>5.5 (no band less than 5)</td>
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<td>TOEFL (Paper)</td>
<td>450 TWE 3.5</td>
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<td>TOEFL iBT</td>
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Academic performance

Students wishing to find out whether they would be accepted into the Program should submit copies of their reports and/or official exam certificates for assessment.

<table>
<thead>
<tr>
<th>Country</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
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<tbody>
<tr>
<td>Australia</td>
<td>Year 9</td>
<td>Year 10</td>
<td>Year 11</td>
</tr>
<tr>
<td>China</td>
<td>Chu San</td>
<td>Gao Yi</td>
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<tr>
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<td>Form 4</td>
<td>HKCEE or Form 5</td>
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<tr>
<td>India</td>
<td>Year 9</td>
<td>Year 10</td>
<td>Year 11</td>
</tr>
<tr>
<td>Indonesia</td>
<td>SMP 3</td>
<td>SMU 1 or SMU 2</td>
<td>SMU 2 or SMU 3</td>
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<tr>
<td>Japan</td>
<td>Lower Secondary School Year 3</td>
<td>Upper Secondary School Year 1</td>
<td>Upper Secondary School Year 2</td>
</tr>
<tr>
<td>Korea</td>
<td>Year 3 of Middle School</td>
<td>Year 1 of High School</td>
<td>Year 2 of High School</td>
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<tr>
<td>Macau</td>
<td>Form 3</td>
<td>Form 4</td>
<td>Form 5 or Senior Middle 2</td>
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<td>PMR</td>
<td>Form 4</td>
<td>SPM</td>
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<tr>
<td>Oman</td>
<td>Year 10</td>
<td>Year 11</td>
<td>Year 12</td>
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<tr>
<td>Russia</td>
<td>Year 9</td>
<td>Year 10</td>
<td>Certificate of Secondary Education (Attestat)</td>
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<td>Secondary 4 (Express) or Secondary 5</td>
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<tr>
<td>Country</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
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<td>Senior High School Year 1</td>
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<tr>
<td>Vietnam</td>
<td>Year 9</td>
<td>Year 10</td>
<td>Year 11</td>
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# Forecast results accepted where appropriate.

## DOCUMENT VERSION CONTROL

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<td>Manager Student Welfare &amp; Support</td>
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<tr>
<td>Approver</td>
<td>Principal</td>
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<tr>
<td>Version</td>
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