

## ADMISSIONS POLICY AND PROCEDURES 2023

### 1 Name of policy

This is the Admissions Policy and Procedures 2023.

### 2 Commencement

This policy commences the day after the day on which it is registered.

### 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds Navitas Australia Pty Limited (formerly named Study Group Australia Pty Limited) (CRICOS Provider Code: 01682E) trading as Taylor's College Sydney (the College), staff, students and affiliates.

### 4 Overview

This policy (and its procedures) aims to ensure the provision of fair, open, transparent and merit-based processes for the admission of prospective students to a Taylor's College course.

### 5 Application

This policy and its procedures apply to students enrolled in an English Language Intensive Courses for Overseas Students (ELICOS) course delivered by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylor's College Sydney (the College), and to staff and affiliates of the College. It outlines the admissions and selection process for prospective student enrolments.

### 6 Definitions

<b>Admissions</b>	means the Taylor's College Admissions team.
<b>Academic English Preparation Program (AEP)</b>	means the non-award ELICOS program offered by the by Navitas Australia trading as Taylor's College Sydney.
<b>Affiliates</b>	means consultants and contractors to the College, members of the College Committees; and any other persons appointed or engaged by the College.
<b>Applicant</b>	means a person applying for admission to a course offered by the College.
<b>Certified</b>	means to declare to be correct, true, or genuine; to affirm in an official capacity (for example, a document verified by a Justice of the Peace (JP) or a college representative).
<b>Conditional Offer</b>	means a restriction(s) placed on the applicant's offer of enrolment, which remains in place until it has been determined by Admissions as having been satisfactorily

	met. An applicant may not enroll until this restriction(s) is removed.
<b>The College</b>	means Taylors College Sydney, including its staff, affiliates and contractors.
<b>College Director</b>	means the most senior staff member for the College (or their delegate).
<b>Course</b>	means a sequence of academic subjects to achieve stated learning outcomes. An ELICOS course must have a minimum of 20 hours face-to-face scheduled course contact per week.
<b>CRICOS</b>	means Commonwealth Register of Institutions and Courses for Overseas Students.
<b>Delegate</b>	means a person authorised to perform a specific responsibility.
<b>Department of Education, Skills and Employment (DESE)</b>	means the Australian Government department responsible for the international education system.
<b>Department of Home Affairs (DHA)</b>	means the Australian Government department responsible for issuance of student visa and provision of student visa services ( <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> ).
<b>eCoE</b>	means an electronic Confirmation of Enrolment (eCoE) issued by an education provider to verify a student's enrolment in a course.
<b>Education agent</b>	means a person or organisation (within or outside Australia) who recruits overseas students and refers them to education providers.
<b>ELICOS</b>	means English Language Intensive Courses for Overseas Students, an English language course.
<b>Enrolment</b>	means confirmed acceptance into an AEP course where a student is progressing towards the completion of the course requirements.
<b>Entry requirements</b>	means the requirements that an applicant must meet for admission and enrolment in an AEP course. Entry requirements include, but are not limited to, academic requirements or qualifications, attainment of a minimum English language proficiency.
<b>ESOS Act</b>	means the <i>Education Services for Overseas Student Act 2000</i> .
<b>GS</b>	means the Australian Government's genuine student requirement for student visa applicants.
<b>International student/overseas student</b>	means a person (whether physically located within or outside Australia) who holds or needs a visa with rights to study in Australia, and who has the right to enroll at the College.

<b>Letter of Offer</b>	means the document issued by Taylors College Sydney in conjunction with other material, offering an applicant admission to an AEP course.
<b>National Code</b>	means the <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> made under subsection 33(1) of the <a href="#">Education Services for Overseas Students (ESOS) Act 2000 (Cth)</a> , which outlines nationally consistent standards for the conduct of registered providers and the registration of their programs.
<b>Offer</b>	means the formal offer of enrolment made to an applicant to commence a course at the College.
<b>Principal Course</b>	means the main course of study to be undertaken by an overseas student. If the student visa has been issued for multiple courses of study (a 'package' of courses), the principal course would normally be the final course of study that leads to the highest qualification in the 'package'. Where a student visa has been issued for only one course, that course is the student's principal course of study.
<b>PRISMS</b>	means the Provider Registration and International Student Management System.
<b>Qualifications</b>	means: <ul style="list-style-type: none"><li>• degrees, diplomas, certificates, professional titles, and professional standing that an individual acquires through recognised study or experience</li><li>• the outcome of an assessment and validation, and process that determines that an individual has achieved relevant learning outcomes and the necessary competencies in relation to required standards and/or processes.</li></ul>
<b>Short courses</b>	means courses of up to three months duration that are available for professional development, refreshing knowledge, or learning a new skill or area of interest but which are not courses as defined in the ESOS Act.
<b>Student</b>	means a person who is currently an enrolled student in a Taylors College course (this does not include former students).
<b>Student Management System (SMS)</b>	means the system used to record student personal information and grades.
<b>University of Sydney Preparation Programs (USPP)</b>	means the non-award pathway programs offered by the University of Sydney and delivered by Navitas Australia trading as Taylors College Sydney. They include the University of Sydney Foundation Program and the High Achievers Preparation Program (HAPP).

## 7 General principles

- (1) Applicants will be selected for admission on merit.
- (2) Eligibility requirements for admission will be clearly expressed and publicly available.
- (3) The College has a commitment to social equity and to ensuring that applicants of potential from all backgrounds can be admitted. Applicants should refer to the Student Disability Policy and Procedures for more information.
- (4) Eligibility requirements and the number of places available may differ by course.
- (5) Admissions must not make an offer of enrolment to an applicant where this clearly conflicts with the National Code Standard 7 concerning transfer between registered providers.
- (6) Student visa holders accepting an offer of enrolment within a packaged program for ELICOS, USPP and a Bachelor's degree at the University of Sydney, must complete six months of the principal course of study applicable to their visa.
- (7) The College will only admit international students on a fee-paying basis. The College will allow international students to remain enrolled if they become permanent residents after commencing their studies, but they will still be required to pay the fees set out in their Letter of Offer.
- (8) Concurrent enrolment at another provider during a Taylor's College program is prohibited. Student visa holders may enrol in short courses with prior approval from the College Director or delegate.

## 8 Eligibility requirements for admission

- (1) To be eligible for selection to an AEP course, an applicant must meet the general entry requirements and the course entry requirements and apply via the approved admission process.
- (2) Meeting the eligibility requirements does not guarantee admission.
- (3) General entry requirements  
The general entry requirements are:
  - (a) minimum age requirements; and
  - (b) GS requirements.
- (4) Course entry requirements  
The College determines the minimum course entry requirements to an ELICOS course. Course entry requirements must:
  - (a) include a measure of academic achievement and/or additional related requirements;
  - (b) include a measure of English language proficiency; and
  - (c) be consistent with the College's commitment to academic excellence and appropriate to the academic demands of the course.
  - (d) be consistent with the ELICOS Standards and relevant DHA visa requirements.

## 9 Selecting applicants for admission

- (1) Only applicants who meet the eligibility requirements for admission will be considered for selection to a course.
- (2) The College can limit the number of places in a course at its discretion.

## 10 Records Management

Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

## 11 Eligibility requirements

- (1) To be eligible for selection to a course, an applicant must meet the College approved general entry requirements and the course entry requirements and apply via an approved admission process.
- (2) Meeting the eligibility requirements does not guarantee admission.
- (3) The entry requirements are:
  - (a) English language proficiency requirements:
    - (i) All applicants must meet the minimum English language proficiency requirements.
    - (ii) English language proficiency requirements and acceptable English tests will be published on the College website (see <https://www.taylorscollege.edu.au/aep>)
  - (b) Minimum age requirements
    - (i) An applicant must have reached the age of 16 years prior to the commencement of the course to be eligible for admission.
  - (c) Applicants who require a student visa
    - (i) All international applicants who require a student visa must satisfy the [DHA English language proficiency requirements](#) for the issuing of visas for study in Australia and requirements of the National Code.
    - (ii) All international applicants will need to meet GS requirements as per the [DHA requirements](#) to be eligible for admission. Applicants who intend on packaging with a USPP and a degree with the University of Sydney must note that the University of Sydney may impose higher requirements to the GS requirements set by the DHA.
  - (d) Applicants on an alternate visa
    - (i) All international applicants who will study in Australia on an alternate visa other than a student visa, must, upon request, provide verifiable documentary evidence that they meet the requirements of a visa which enables them to undertake courses of study in Australia.
  - (e) International students under the age of 18
    - (i) The DHA requires international students under the age of 18 to have appropriate accommodation and welfare arrangements in place while studying in Australia on a student visa.
  - (f) Information on how international applicants under the age of 18 can meet DHA requirements can be found in the Safety and Wellbeing of Under 18 Students Policy and Procedures
  - (g) Academic entry requirements
    - (i) All applicants must meet the academic entry requirements for the course to which they have applied for admission (see <https://www.taylorscollege.edu.au/aep>)
    - (ii) Former students whose enrolment was cancelled as a result of misconduct may reapply for admission after two years. Admission will be at the discretion of the College Director or delegate.
- (4) Former students whose enrolment was cancelled as a result of unsatisfactory course attendance or progress may reapply for admission after one year. The former student would

need to provide evidence of their enhanced ability to successfully complete the AEP course. Admission will be at the discretion of the College Director or delegate.

## 12 Applying for admission

- (1) Application process
  - (a) The process of applying for admission to a Taylors College course commences with the applicant submitting an [online Application for Admission](#). Supporting evidence must be included to allow Admissions to assess an application against the relevant entry requirements.
  - (b) The applicant may be assisted by an authorised education agent, either in Australia or overseas and should contact Admissions ([taylorsadmissions@navitas.com](mailto:taylorsadmissions@navitas.com)) for information and assistance.
- (2) Documentation required
  - (a) An application for admission must be complete and correct without alteration to original documents. All attempts at academic study must be disclosed.
  - (b) Academic transcripts presented in a language other than English must be accompanied by an English translation and a statement from a recognised accredited translator verifying that the translation is an accurate translation of the transcript. Persons eligible to translate include:
    - (i) an authorised officer from the institution that originally issued the document;
    - (ii) an authorised education agent
    - (iii) a NAATI qualified translator (<https://www.naati.com.au/>).
  - (c) All applications must include certified copies of original documents. Persons eligible to certify documents submitted with application forms include:
    - (i) an authorised officer from the institution that originally issued the document;
    - (ii) an authorised education agent
    - (iii) an authorised representative of the College, a notary public or Justice of the Peace.
  - (d) Admissions may verify documents via back-to-source checks with the awarding institution. Where Admissions is unable to verify copies of documents with the applicant's awarding institution, the applicant will be required to present the original documents to Admissions for verification.
  - (e) If any fraudulent documents or misrepresentations are discovered, action will be taken which may result in the withdrawal of an offer, termination of an enrolment, or cancellation of the AEP report. As noted in the Cancellation and Refunds Policy and Procedures, there will be no refund of tuition fees in cases of fraud.
  - (f) Qualifications completed in another name must be accompanied by certified documentation evidencing the change of name.

## 13 Limits and restrictions on available places

- (1) The College may refuse admission to a qualified applicant if:
  - (a) the limit on available places is reached; or
  - (b) there are not appropriate and sufficient personnel, resources, or a minimum number of students to enable the course to be offered; or
  - (c) there are other restrictions or limitations applying to the course, such as CRICOS capacity; or
  - (d) the applicant is seeking readmission after a previous cancellation of their enrolment.

- (2) When a course has reached the limit on available places, The College can give approval to close a course to further applications and offers.

## 14 Integrity of selection decisions (conflict of interest)

- (1) If any staff member involved in a selection decision has, may have, or may be perceived to have a conflict of interest, they must immediately disclose this conflict to their manager/supervisor.
- (2) If a staff member becomes aware of any action by others involved in a selection decision that may be a conflict of interest, they must immediately notify their manager/supervisor.
- (3) If the manager/supervisor is unavailable or in any way compromised in their ability to make a decision regarding the conflict, the staff member must notify the Admissions Director.

## 15 Offer of enrolment

- (1) If an applicant is deemed eligible for entry to an AEP course, an Offer of Enrolment is issued to the applicant by email.
- (2) A verbal/oral indication regarding eligibility for an offer is not a formal offer and is not binding.
- (3) The Offer of Enrolment comprises a Letter of Offer and Terms and Conditions, outlining:
  - (a) the course(s) in which the applicant is to be enrolled and its CRICOS code
  - (b) the campus location(s) at which the course(s) will be delivered
  - (c) the expected course start and end dates
  - (d) the expected course orientation date or period
  - (e) the offered modes of study for the course
  - (f) a minimum of 20 hours face-to-face scheduled course contact per week for the course
  - (g) any prerequisites necessary to enter the course(s), including English language requirements
  - (h) a listing of any conditions linked to the applicant's enrolment
  - (i) all tuition fees payable by the applicant (or on behalf of the applicant) for the course(s), the semesters/time periods to which the tuition fees relate, and payment options
  - (j) details of any non-tuition fees the applicant may incur, including, but not limited to fees for:
    - (i) having study outcomes reassessed
    - (ii) deferring enrolment before commencing a course
    - (iii) late payment of tuition fees
    - (iv) enrolment.
  - (k) the Cancellation and Refund Policy and Procedures
  - (l) alternative course options in the unlikely event of a course not being delivered and the role of the Tuition Protection Service (TPS)
  - (m) the Student Complaints and Appeals Policy and Procedures
  - (n) the Acceptance of Offer document for completion by the applicant to confirm acceptance of the offer
  - (o) provision for an applicant to disclose disability and the need for reasonable adjustments, unless those reasonable adjustments impose unjustifiable hardship on the College
  - (p) that the applicant is responsible for keeping a copy of the written agreement as supplied by the registered provider, including receipts of any payments of tuition fees or non-tuition fees

- (q) the circumstances in which personal information about a student may be disclosed by the College or provider, by Australian Government agencies (including the TPS), or state and territory government agencies, in accordance with the Privacy Act 1988
- (r) provision for the rights of the applicant to make complaints and seek appeals of decisions and action under various processes, and to take action under applicable Australian Consumer Law
- (s) information relating to the ESOS Act
- (t) the obligation of students to notify the College of any change of residential address, mobile number (if any), email address (if any) and emergency contacts within 7 days while they are enrolled in a course, and
- (u) details of other documents and links to policies and supplementary information applicable to the enrolment.

## 16 Conditional offer of enrolment

- (1) When an applicant does not meet the prescribed conditions for admission, the College may make a conditional offer. These requirements will be detailed in the conditional offer. Only applicants who provide evidence of meeting any prescribed conditions will receive an unconditional offer.
- (2) Applicants who have received a letter of offer for a particular intake, but who are not permitted to enrol due to the course having reached the limit of available places, may be offered a place in the next available intake.
- (3) The College reserves the right to set expiry dates on offers at its discretion.
- (4) A packaged offer may be given to international applicants for entry to two or more courses to allow applicants to apply for a student visa for the duration of these courses.

## 17 Accepting an offer of enrolment

- (1) Contract of enrolment
  - (a) The Letter of Offer, signed by the College Director, and the Acceptance of Offer, signed by the applicant, and their parent(s) or legal guardian(s) if the applicant is under 18 years of age, becomes the contract of enrolment.
- (2) Enrolment documents
  - (a) Once the Acceptance of Offer has been signed by the applicant, and their parent(s) or legal guardian(s) if the applicant is under 18 years of age, and received by Admissions, the enrolment is recorded in the SMS.
  - (b) All documentation, including the application for admission and supporting evidence, and the signed Acceptance of Offer, will be collated and kept in the SMS.

## 18 Enrolment commencement

- (1) Applicants who are student visa holders or non-student visa holders will be admitted and commence their enrolment on the day they complete the enrolment process, pay the fees required and meet the other requirements set out in the Student Enrolment Terms and Conditions.
- (2) eCoE
  - (a) Once the signed Acceptance of Offer has been received by Admissions, fees paid and processed with a receipt issued, and the enrolment is confirmed in the SMS, an eCoE is generated and provided to the applicant/education agent.



- (b) If the applicant chooses to delay the commencement date of studies before the issuance of a student visa, Admissions determines the next suitable starting date. After the revised Acceptance of Offer has been signed by the applicant, and their parent(s) or legal guardian(s) if the applicant is under 18 years of age, a new eCoE is then provided to the applicant/education agent.

## 19 Deferring the commencement of enrolment (student visa holders only)

- (1) If the applicant/education agent requests to defer or delay the commencement date of their enrolment after the issuance of a student visa, Admissions determines the impact the deferment will have on the finishing date of the course and will proceed in accordance with the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.
- (2) In cases where a visa application has been lodged or issued, and before making an application for deferment, applicants should:
  - (a) refer to the DHA website <http://www.homeaffairs.gov.au/>, for advice on how the potential change to their enrolment status may impact on their visa, and
  - (b) refer to the Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures.

## 20 Withdrawing or amending an offer

- (1) The College reserves the right to withdraw or amend an offer and cancel the enrolment of an applicant:
  - (a) where an offer is made in error.
  - (b) where an offer is made on the basis of non-disclosure of information, or inaccurate, fraudulent or misleading information supplied by the applicant or certifying authority. Fees paid will be forfeited in accordance with the Cancellation and Refunds Policy and Procedures.
  - (c) if evidence is received subsequently that demonstrates that the applicant's English language ability is insufficient.
  - (d) where disqualifying circumstances are identified such as failure to meet GS requirements.
  - (e) if there are insufficient enrolments to make the course viable.
  - (f) where the course has been revised subsequent to an offer being made.
  - (g) where an applicant gains Australian permanent residency or citizenship prior to the commencement of enrolment.
- (2) Applicants who do not accept or defer an offer or enrol by the published deadline will forfeit their offer.

## 21 Applicant's right of complaints

- (1) An applicant may lodge a complaint about a decision made under this policy. The complaint must be lodged in writing within 10 working days of receiving notification of their application being unsuccessful.
- (2) To lodge a complaint about a selection decision, an applicant will be required to provide evidence of the following:
  - (a) lodgement of an application for admission on time, in the correct manner, accompanied by all relevant documents, and
  - (b) compliance with all of the entry requirements for the course at the time of the application.
- (3) The circumstances under which a complaint may be considered are:

- (a) The Admissions Policy and Procedures were not made available to the applicant, or
- (b) The College did not apply the entry requirements as published in the Admissions Policy and Procedures, and as published in admissions brochures or on the College website.

## 22 Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

Nil

## NOTES

Admissions Policy and Procedures 2023

Date adopted: 06 September 2023

Date registered: 06 September 2023

Date commenced: 18 September 2023

Administrator: Principal Executive Officer

Review date: At least once every 5 years from the date of commencement.

Rescinded documents: Not applicable

Related documents:

- (1) Competition and Consumer Act 2010 (Cth)
- (2) Corporations Act 2001 (Cth)
- (3) Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- (4) Education Services for Overseas Students Regulations 2019 (Cth)
- (5) ELICOS Standard 2018
- (6) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code)
- (7) Privacy Act 1988 (Cth)
- (8) Attendance Policy and Procedures
- (9) Cancellation and Refunds Policy and Procedures
- (10) Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures
- (11) Progression, Exclusion and Completion Policy and Procedures
- (12) Records Management Policy and Procedures
- (13) Safety and Wellbeing of Under 18 Students Policy and Procedures
- (14) Student Code of Conduct
- (15) Student Complaints and Appeals Policy and Procedures
- (16) Student Disability Policy and Procedures
- (17) Student Privacy Policy