

Admissions Policy 2025

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Part 1 Purpose and application

1.1 Purpose

- (1) 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 the University of Sydney Preparation Programs (USPPs).

1.2 Start date

- (1) This policy commences the day after the day on which it is registered.

1.3 Application

- (1) This policy (and its procedures) applies to students enrolled in, and applicants for, the USPPs delivered on behalf of the University of Sydney by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), and to staff of the College. It outlines the admissions and selection process for prospective student enrolments.

Part 2 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 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) Students are responsible for ensuring they have a valid visa for the duration of their course. The College may automatically suspend or defer any student who is unable to provide a valid visa with sufficient study rights during their enrolment.
- (9) Concurrent enrolment at another provider during an USPP program is prohibited. Student visa holders may enrol in short courses with prior approval from the College Director or delegate.

Part 3 Eligibility requirements for admission

- (1) To be eligible for selection to a USPP 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 University of Sydney and the College determine the minimum course entry requirements to USPPs. Course entry requirements must:

- (5) include a measure of academic achievement and/or additional related requirements;
- (6) include a measure of English language proficiency; and

- (7) be consistent with the College's commitment to academic excellence and appropriate to the academic demands of the course.
- (8) be consistent with the Foundation Program Standards and relevant DHA visa requirements.

For each element included under eligibility requirements, the University of Sydney and the College will set specific country cut-offs for a course. These are the minimum equivalent academic results for various countries, after overseas qualifications have been assessed for equivalence with Australian qualifications.

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

Part 4 Records Management

- (1) 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.

Part 5 Definitions

Admissions	means the Tylors College Sydney Admissions team.
Affiliates	means consultants and contractors to the College; members of the Board of USFP; members of College committees; and any other persons appointed or engaged by USFP to perform duties or functions on its behalf.
Applicant	means a person applying for admission to a course offered by the College.
Certified	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).
Conditional Offer	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 enrol until this restriction(s) is removed.
The College	means Tylors College Sydney, including its staff, affiliates and contractors.
College Director	means the most senior staff member for the College (or their delegate).
Course	means a sequence of academic subjects to achieve stated learning outcomes.
CRICOS	means Commonwealth Register of Institutions and Courses for Overseas Students.
Cut-offs	means the minimum equivalent academic and English results for various countries, after overseas qualifications have been assessed for equivalence with Australian qualifications.
Delegate	means a person authorised to perform a specific responsibility.
Department of Education, Skills and Employment (DESE)	means the Australian Government department responsible for the international education system.
Department of Home Affairs (DHA)	means the Australian Government department responsible for issuance of student visa and provision of student visa services (www.homeaffairs.gov.au).

eCoE	means the electronic Confirmation of Enrolment issued by the University of Sydney to verify a student's enrolment in a USPP course.
Education agent	means a person or organisation (within or outside Australia) who recruits overseas students and refers them to education providers.
ELICOS	means English Language Intensive Courses for Overseas Students, an English language course.
Enrolment	means confirmed acceptance into a USPP course where a student is progressing towards the completion of the course requirements.
Entry Requirement	means the requirements that an applicant must meet for admission and enrolment in a USPP. Entry requirements include, but are not limited to, academic requirements or qualifications, attainment of a minimum English language proficiency.
ESOS Act	means the Education Services for Overseas Student Act 2000.
Foundation Program Standards	means the National Standards for Foundation Programs made under the subsection 176C(1) of the ESOS Act.
GS	means the Australian Government's genuine student requirement for student visa applicants.
International student/overseas Students	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 enrol at the College.
Letter of Offer	means the document issued by Taylors College Sydney in conjunction with other material, offering an applicant admission to a USPP.
National Code	means the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> made under subsection 33(1) of the <i>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</i> , which outlines nationally consistent standards for the conduct of registered providers and the registration of their programs.
Offer	means the formal offer of enrolment made to an applicant to commence a course at the College.
Principal Course	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.

PRISMS	means the Provider Registration and International Student Management System.
Qualifications	<p>means:</p> <ul style="list-style-type: none"> degrees, diplomas, certificates, professional titles, and professional standing that an individual acquires through recognised study or experience 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.
Short Courses	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.
Student	means a person who is currently an enrolled student in a University of Sydney Preparation Program (this does not include former students).
Student Management System (SMS)	means the system used to record student personal information and grades.
University of Sydney Preparation Programs (USPP)	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).

Part 6 Notes

Recissions and replacements

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

- (1) USPP Admissions Policy and Procedures – 20240515

USPP Admissions Policy and Procedures 2025

Date adopted	15 September 2025
Date commenced	15 September 2025
Date amended	27 August 2025
Approver:	USFP Board of Studies
Owner:	College Director
Review date:	At least once every 5 years from the date of commencement.
Rescinded documents	(USPP Admissions Policy and Procedures - 20240515
Related documents	Competition and Consumer Act 2010 (Cth) Corporations Act 2001 (Cth) Education Services for Overseas Students (ESOS) Act 2000 (Cth) Education Services for Overseas Students Regulations 2019 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code) National Standards for Foundation Programs Privacy Act 1988 (Cth) Attendance Policy and Procedures Cancellation and Refunds Policy and Procedures Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures Educational Advisors Management Policy and Procedures Progression and Exclusion Policy and Procedures Records Management Policy and Procedures Student Code of Conduct Student Complaints and Appeals Policy and Procedures

Student Disability Policy and Procedures

Student Privacy Policy

University of Sydney Change of Provider Policy

University of Sydney Under 18 International Students Policy
2016

University of Sydney Under 18 International Students
Procedure 2016

Part 7 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced
V1.0	USFP BoS	Whole Document	Adopt University Policy template	15 September 2025