Admissions Procedures 2025

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Part 1 Purpose and application

1.1 Purpose

(1) These procedures aim 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). Start date

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 Eligibility requirements

(1) To be eligible for selection to a course, an applicant must meet the College's 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:

(b) All applicants must meet the minimum English language proficiency requirements.

(c) Subject to the Foundation Program Standards, the University of Sydney and the College (through the USFP Board of Studies) determine the minimum English language proficiency requirements and may approve variations to these requirements.

(d) English language proficiency requirements and acceptable English tests will be published on the College website (see *https://www.taylorssydney.edu.au/how-apply/entry-requirements*).

(4) Minimum age requirements

(a) An applicant must have reached the age of 16 years prior to the commencement of the course to be eligible for admission.

(5) Applicants who require a student visa

(a) 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.

(b) All international applicants will need to meet GS requirements as per the *DHA requirements* to be eligible for admission. Applicants must note that the University of Sydney may impose higher requirements to the GS requirements set by the DHA.

(6) Applicants on an alternate visa

(a) 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.

(7) International students under the age of 18

(a) 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.

(b) Information on how international applicants under the age of 18 can meet DHA requirements can be found in the *University of Sydney Under 18 International Students Policy 2025* and *Under 18 International Students Procedure 2025*.

(8) Academic entry requirements

(a) All applicants must meet the academic entry requirements for the course to which they have applied for admission (see https://www.taylorssydney.edu.au/how-apply/entry-requirements).

(b) The minimum academic requirements for admission to USPPs are:

(i) University of Sydney Foundation Program: successful completion of Australian equivalent Year 11 level from a recognised secondary education provider in Australia or overseas;

(ii) HAPP: A completed Australian equivalent Year 12 qualification, or a completed secondary education from a recognised secondary education provider in Australia or overseas, that is approved by the USFP Board of Studies.

(c) The University of Sydney and the College determine the individual course cut-offs and minimum academic requirements and may approve variations to these requirements.

(9) For University of Sydney courses that have a mathematics prerequisite (see https://www.sydney.edu.au/study/how-to-apply/undergraduate/mathematics-prerequisite.html), applicants for the University of Sydney Foundation Program must have completed Year 11 mathematics (or higher) to be eligible for an offer.

(10) 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.

(11) 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 USPP course. Admission will be at the discretion of the College Director or delegate.

(12) Former students who have completed the USPP but did not to meet the minimum GPA requirement for their packaged degree may re-apply for admission. Re-admission will be at the discretion of the College Director or their delegate.

Part 3 Applying for admission

3.1 Application process

(1) The process of applying for admission to a USPP 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.

(2) The applicant may be assisted by an authorised education agent, either in Australia or overseas and should contact Admissions (*taylorsadmissions@navitas.com*) for information and assistance.

(3) 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 USPP transcript. 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.

3.2 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 quotas or CRICOS capacity; or

(d) the applicant is seeking readmission after a previous cancellation of their enrolment.

(e) evidence shows the student does not meet the College Fitness to Study Policy.

(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.

3.3 Offer of enrolment

(1) If an applicant is deemed eligible for entry to a USPP 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) any prerequisites necessary to enter the course(s), including English language requirements

(g) a listing of any conditions linked to the applicant's enrolment

(h) 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

(i) 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.

(j) the Cancellation and Refund Policy and Procedures

(k) alternative course options in the unlikely event of a course not being delivered and the role of the Tuition Protection Service (TPS)

(l) the Student Complaints and Appeals Policy and Procedures

(m) the Acceptance of Offer document for completion by the applicant to confirm acceptance of the offer

(n) provision for an applicant to disclose disability and the need for reasonable adjustments, unless those reasonable adjustments impose unjustifiable hardship on the College

(o) 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

(p) 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

(q) 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

(r) information relating to the ESOS Act

(s) 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

(t) details of other documents and links to policies and supplementary information applicable to the enrolment.

3.4 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.

3.5 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.

3.6 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.

3.7 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.

3.8 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.

3.9 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.

(4) Applicants have the right to provide feedback about their experience with an Education Agent's conduct and practices. Any feedback received by the College will be investigated and if it is determined that an Education Agent has not acted honestly, ethically or in the best interests of the student, appropriate action will be taken.

(a) Appropriate actions may include, but are not limited to, verbal or written warnings, additional training on Taylors College and the ESOS Framework, or, where a reoccurring incident or serious non-compliance or has been identified, an Education Agent may be terminated.

Part 4 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 Procedures 2025

Date adopted	15 September 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 2025

University of Sydney Under 18 International Students Procedure 2025

Part 5 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced
V1.0	USFP BoS	Part 2 (12)	Re-admission option for USPP graduates below GPA, director's discretion. Adopt New University policy template	15 September 2025