
Admission and Enrolment Policy – International

Policy Code: INT-013 **Version:** 14.0 **Effective Date:** 10 August 2017

Purpose:

This policy applies to all international students enrolled within a course or subject at the College and all potential international students (those looking to enrol in a course at the College), and provides a broad framework and set of principles regarding the admissions and enrolment process.

Definition of “College” – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation; Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

Definition of “International students” – *The College defines an International Student as someone **who is not an** Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant. It should be noted that all international students pay fees specified for international students, regardless of visa subclass.*

Scope:

- All international students
- All potential international students
- All campuses, including online learning
- International Agents

Policy Statement:

Admission requirements focus on merit and fostering academic success.

- Each College encourages lifelong learning, including formal, informal and non-formal

learning. They provide applicants for admission to the College's courses with the opportunity to have relevant, previous learning considered in their application.

- Processes for admission of students shall be governed by the overarching principles of fairness, consistency, transparency, and timeliness.
- The College shall take into account possible educational disadvantage when determining admission requirements.
- Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission.
- Each College reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of the College, including the Inherent Course Requirements (where stated) for the course into which they are applying for admission.
- Upon admission, it is the student's responsibility to make themselves aware of and comply with the College's policies and procedures.

Part A of this policy sets out the admission and enrolment conditions common to all international students.

Part B explains additional admission and enrolment information that applies only to international students studying on a student visa.

Part C sets out additional requirements that apply only to international students studying on a temporary visa other than a student visa.

PART A

Note: This section applies to ALL international students, regardless of visa arrangements or course of study.

Admission Requirements – Endeavour College of Natural Health

Endeavour is an open access institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application.

To support a successful study experience with the College, applicants are required to meet the following entry requirements:

1. Students entering Bachelor courses (or higher education subjects as general interest studies for applicants not on a student visa) are expected to have completed Year 12 or an equivalent qualification and must have studied a science related subject in their final two years of high school.

2. Applicants who may not meet the educational requirements outlined above but who can demonstrate some educational disadvantage in schooling (see definitions), will be considered on a case by case basis.
3. Mature age students (21 years or over) who have not completed Year 12 and who have relevant work or life experience that indicates they would be able to manage the level of coursework required will be considered for admission on a case by case basis.
4. For those courses that involve clinical practicum subjects where students may deal with children (i.e. under 18 years of age) such as education courses, the applicant must be aware that a valid Working with Children Check will be required to be supplied to the College prior to the student undertaking the relevant subjects. If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

Admission Requirements – ACPE

1. International applicants to ACPE **must** be aged over 18 years and must meet at least one of the following entry criteria:
 - Have completed an Australian Senior Secondary Certificate of Education with passes in all academic subjects relevant to the award course including English. The [Special Degree Requirements](#) section below highlights additional HSC requirements for Education courses.
 - Have completed the equivalent to an Australian Senior Secondary Certificate of Education in another country, with at least passing grades in the majority of subjects. If English was studied, evidence must be provided of at least a passing grade achieved in this subject.
 - Satisfactory completion of a Tertiary Preparation Program or Foundation Year Program offered by an accredited institution of higher education in Australia that is recognised as equivalent to Senior Secondary Certificate of Education.
 - Satisfactory completion of an accredited course at an institute of vocational education and training or higher education at Certificate IV level or above.
 - Mature age students (21 years or over) who have not completed the above educational requirements and who have relevant work or life experience that indicates they would be able to manage the level of coursework required will be considered for admission on a case by case basis
2. For those courses that involve work integrated learning where students may deal with

children (i.e. under 18 years of age) such as education courses, the applicant must be aware that a valid Working with Children Check will be required to be supplied to the College prior to the student undertaking the relevant coursework. If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

Special Degree Entry Requirements – ACPE

Entry into ACPE Dance and Education degrees also require Special Degree Entry Requirements:

1. Dance courses – applicants for the Bachelor of Dance Education and Bachelor of Applied Dance will be required to attend an audition and achieve a satisfactory outcome.
2. Education courses – applicants for pre-service teacher education (initial teacher education – ITE) courses must additionally meet entry requirements of the Board of Studies Teaching and Educational Standards New South Wales (BOSTES).

These requirements are:

- a minimum of three (3) NSW HSC Band 5 results, including one in English; or
- the completion of bridging units equivalent to a minimum of 3 Band 5 HSC results, including English, as approved by BOSTES.
- An applicant for an ITE degree who does not meet the above criteria for direct entry may be permitted to enrol in a linked undergraduate degree at ACPE and apply for transfer at the end of the first year of study under the following conditions:
 - a credit average in first year subjects in the designated ACPE degree; or
 - a credit average in a full year of academic studies at another institution in a degree with ACPE-equivalent and relevant discipline subjects.

In addition, all applicants for ITE courses must:

- sign a letter acknowledging that AITSL and BOSTES regulations require them to demonstrate literacy and numeracy capacities commensurate with the top 30% of the population through a test by ACER prior to commencing final professional experience;
- participate in an interview designed to ensure that applicants enrolling in teacher education are fully informed of LANTITE (Literacy and Numeracy Test for Initial Teacher Education students); and

- undertake a LANTITE comparable test designed to determine the applicants' current level of literacy and numeracy.

Admission Requirements – Martin Higher Education

2. International applicants to Martin HE **must** be aged over 18 years and must meet at least one of the following entry criteria:
 - Have completed an Australian Senior Secondary Certificate of Education with passes in all academic subjects relevant to the award course including English.
 - Have completed the equivalent to an Australian Senior Secondary Certificate of Education in another country, with at least passing grades in the majority of subjects. If English was studied, evidence must be provided of at least a passing grade achieved in this subject.
 - Satisfactory completion of a Tertiary Preparation Program or Foundation Year Program offered by an accredited institution of higher education in Australia that is recognised as equivalent to Senior Secondary Certificate of Education.
 - Satisfactory completion of an accredited course at an institute of vocational education and training or higher education at Certificate IV level or above.
 - Mature age students (21 years or over) who have not completed the above educational requirements and who have relevant work or life experience that indicates they would be able to manage the level of coursework required will be considered for admission on a case by case basis
3. For those courses that involve work integrated learning subjects where students may deal with children (i.e. under 18 years of age), the applicant must be aware that a valid Working with Children Check may be required to be supplied to the College prior to the student undertaking the relevant subjects (if placement will be in a situation requiring the student to work with children). If the applicant knows of any reason why they will not pass a Working with Children Check, they should not apply for entry to these courses.

Entry Requirements - All Colleges

1. All applicants must attend a final admissions interview upon submission of their enrolment paper work (for international students applying from outside of Australia, this interview may be over the phone). Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference or Skype) or a combination of these mediums. At the completion of the admissions process an applicant may be

requested to complete modules on the Learning Support Hub to support successful transition to study.

2. All applicants for entry to any College must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.
3. International students must be 18 years of age or older upon arrival in Australia or commencement of study online (for offshore students) to be eligible for admission.
4. It is the responsibility of all students admitted to each of the Colleges' programs to acquire the required text books, training tools and resources required to fully participate on campus and/or in online subjects.
5. It is the responsibility of all potential students to read and understand the Inherent Course Requirements for the course into which they are seeking admission and accept the Inherent Course Requirements prior to initial enrolment in the course (where stated).
6. Students will only be permitted to enrol in one (1) single higher education course at each College at any one time – no concurrent enrolment will be permitted.
7. In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at the College because they do not meet all or some of the Admissions Requirements. The process for managing an applicant in this circumstance is outlined in the [Admissions Procedure](#).
8. All entry requirements for courses including English language requirements must also be included in course marketing.

English Language Proficiency Requirements - All Colleges

Higher Education applicants for whom English is an additional language must have an academic IELTS score of 6.0 to 7.0, depending on the degree and College entity. These levels have been set to ensure the student will have the ability to successfully engage in study in their selected field. Refer to the [English Proficiency Policy – Higher Education](#) for further details. At the discretion of each College, prospective students may be required to undertake an assessment of English language at their own cost and, depending on the course of enrolment, achieve a result at least equivalent to:

All courses at Martin HE:

- IELTS 6.0 (overall score)
- Cambridge English: Advanced (CAE 169-175)
- Pearson (PTE) Academic Score of 51 (overall score)

- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 550
- Internet based (iBT) TOEFL score of 79.

All courses at ACPE (excluding Education qualifications), Endeavour Bachelor of Health Science (Nutritional and Dietetic Medicine), Bachelor of Complementary Medicine:

- IELTS 6.5 (overall score)
- Cambridge English: Advanced (CAE 176-184)
- Pearson (PTE) Academic Score of 59 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 577
- Internet based (iBT) TOEFL score of 90.

All other Bachelor degrees at Endeavour:

- IELTS 7.0 (overall score)
- Cambridge English: Advanced (CAE 185-190)
- Pearson (PTE) Academic Score of 65 (overall score)
- Paper based (PBT) TOEFL score of 600
- Internet based (iBT) TOEFL score of 100.

ACPE Education Degrees:

- IELTS 7.5 (overall score) with no score below 7.0 and a score of no less than 8 in speaking and listening.

Verification of Qualifications

An applicant seeking admission the College must submit evidence of any relevant previous qualifications, such as a certified copy of the Academic Transcript or qualification certificate. Each College reserves the right to verify legitimacy of qualifications which may include contacting the previous institution, in which case some of the applicant's personal details may be required to be divulged.

An applicant seeking admission who cannot provide documentary evidence of previous qualifications due to special circumstances must provide a statutory declaration stating the qualification and the reasons for the inability to obtain the documentation.

Refusal and Exclusion

Each College reserves the right to refuse admission of a prospective student based on the

following criteria.

- The applicant demonstrates behaviours that do not meet the standards set out in the [Student Code of Conduct – Higher Education](#).
- The applicant does not meet the minimum entry requirements, conditional course requirements (e.g. is aware that they will not pass a Working with Children Check), or ongoing course requirements, and is not prepared to pursue the advice provided by each College to gain additional knowledge prior to commencing study.
- The applicant feels they will be unable to meet the Inherent Course Requirements as outlined to them (where stated).
- The College has cause to believe that serious financial, personal or health issues will affect the applicant's ability to meet the Inherent Course Requirements or to continue in the relevant award.

Applicants deemed unequipped to enrol (e.g. language requirements) may be referred to other educational institutions to seek additional learning (e.g. language course) prior to reapplying to the College.

Applicants may not apply for admission to the College during a period of exclusion from any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details of the exclusion penalties that were applied with their application. Applicants who have met the admissions requirements but who have been excluded previously from a course, at the College or at another tertiary institution, must demonstrate that they have an improved likelihood of success in the course for which they are applying.

Applicants who have been excluded for misconduct, from the College or any other tertiary institution, must show cause by providing a statement outlining why they should be considered for admission/readmission.

Campus Course Offerings

The College reserves the right to schedule and promote intakes for accredited courses at selected campuses where it is best resourced to do so. Accreditation of a specific course in any given jurisdiction does not automatically guarantee enrolments will be taken.

International Application Periods

International enrolment applications are accepted for processing for each advertised intake period up to the cut-off date which is 10 business days before commencement of each

course.

Enrolment applications that are lodged after the cut-off date will be reviewed on a case by case basis. Enrolment applications requesting Advanced Standing via Educational Pathways for Recognition of Prior Learning (RPL), Credit Transfers (CT) or Informal Articulation (IA) must be aware of the Educational Pathways processing timelines which can take up to 20 business days. In these instances RPL/CT/IA must be requested with the appropriate Educational Pathway application together with the enrolment application, and therefore should be lodged earlier than the usual application times.

Student visa enrolment applications after the cut-off date will be assessed on ability to meet time frames to provide the appropriate documentation to the College and require approval by the National Student Recruitment Manager.

Temporary visa enrolment applications (other than student visas) after the cut-off date, may apply to study up to the Friday before the commencement of the course with the provision of appropriate documentation to be assessed on ability to meet time frames.

All applications require provision of correct application documentation including certified copies/translations and payment/receipt of fees must be acknowledged by the College.

Admissions Standards

Admissions standards will be monitored on an annual basis, and management will undertake adjustments to standards where required, advising the peak academic bodies of each College of any substantive new standards as developed.

All decisions relating to Admissions and the scope of this policy are the responsibility of the National Student Recruitment Manager, Higher Education through the Office of the Executive Director, Higher Education and governed by the College's Boards.

Intake Quotas

The College reserves the right to impose intake quotas on any course or subject. Intakes into a course may be cancelled at the College's discretion if insufficient students are admitted, in accordance with the [Course and Training Package Viability Policy](#).

Students affected by a course cancellation will be offered a choice between a place in an alternative course (if this option is available) or a full refund of unused tuition fees. Students affected by subject cancellations may be reallocated to alternative delivery modes for the same subject or placed in an alternative subject offered as part of their course. Refer to the C

[Course and Training Package Viability Policy, Deferring, Suspending and Cancelling Enrolment Policy – International](#) and [Refund Policy – International](#) for further information.

Fee Payment

International students must pay all fees by the deadlines set out in the [Fees Policy - International](#).

Students who do not make payment for the study period in full prior to the start of a study period may be subject to the following restrictions:

- Enrolment may be suspended or cancelled in line with the [Deferring, Suspending and Cancelling Enrolment Policy – International](#)
- Grades may be withheld
- Academic Transcripts, Statements of Attainment, Letters of Completion, Testamurs and Eligibility for graduation may be withheld.

Contact Details

It is a requirement upon admission that the student provide details of an emergency contact within Australia.

In addition, it is a requirement that any applicant who has been granted admission must supply the College with personal contact details in Australia (address and phone number) within seven (7) days of arrival in Australia or on their first day on campus, whichever is first.

Responsibility

This policy is the responsibility of each of the College Boards, who have delegated responsibility for the academic standards within the policy to the peak academic bodies for each College entity (College Council (Endeavour), Academic Board (ACPE & Martin HE). The peak academic bodies have developed the admissions standards within this policy to be clear and transparent, to allow ease of operational application. Responsibility for admissions decisions has been delegated to the Admissions Centre.

The Admissions Centre has responsibility for implementation of this policy on behalf of all College entities and will report regularly to the College Boards on application of this policy.

The Director, Student Services & Retention has responsibility for oversight of any grievances raised about decisions made under this policy (see [Grievance Policy – Domestic Students - HE](#)).

PART B

Note: This section only applies to student visa holders

Formalisation of Enrolment

Prior to enrolment all international students studying on a **student visa** must provide Admissions staff with the following documents:

- A copy of applicant's completed [Enrolment Form – International](#)
- A copy of the Offer Letter and a Offer Letter Acceptance (outlining current [Refund Policy – International](#)) signed by the student and a College representative.
- A copy of the student's current visa
- A copy of the student's current passport providing proof that the student is or will be aged over 18 years by the time they arrive in Australia.
- The student's current e-mail address, residential address and contact numbers.
- Proof of any previous qualifications (school certificates, units of competency testamurs etc) including English translations (where necessary).
- Proof of English language proficiency.
- Proof of overseas student health cover (or request for the College to arrange such on their behalf).
- Proof student meets all entry requirements for the course/s they wish to be issued a CoE for.

Admissions staff must direct international students to the International Student Handbook, available online.

Study Load

In order to ensure appropriate course progression and to meet the requirements of the ESOS Act, international students studying on a student visa must meet a full time credit point study load for subjects attributed to a given semester of study (thus allowing for online study intakes). The number of credit points and contact hours making up this load will vary depending on program of enrolment; the full time load for each course is clearly defined on the publicised course structure.

If an international student on a student visa is unable to enrol in a full time study load at any time due to special circumstances, they must discuss these circumstances with their local International Student Adviser and must agree to an Intervention Strategy to ensure course

progression is maintained in line with legislative requirements.

In addition, students studying on a student visa must not study more than 25% of their course in online study mode.

Overseas Student Health Cover (OSHC)

It is a requirement that any student wishing to study at the College on an international student visa hold Overseas Student Health Cover (OSHC) for the full duration of their course of study. A COE (Confirmation of Enrolment) will not be issued until such time that proof of this cover is presented.

The student may choose to organise this cover through the College's arrangements with Allianz. If this is the case, the student will be notified in writing of the additional cost to be added to their initial tuition fee payment. This must be paid at the same time as initial tuition fees in order to ensure insurance cover is in place prior to the visa being granted.

PART C

Note: this section applies to international students studying on a temporary visa other than a student visa

Formalisation of Enrolment

Prior to enrolment all international students studying on a **temporary visa** (other than a student visa) must provide Admissions staff with the following documents:

- A copy of applicant's completed [Enrolment Form – International](#).
- A copy of the Offer Letter and a Offer Letter Acceptance (outlining current [Refund Policy – International](#)) signed by the student and a College representative.
- A copy of the student's current visa.
- A copy of the student's current passport providing proof that the student is or will be aged over 18 years by the time they arrive in Australia.
- The student's current e-mail address, residential address and contact numbers.
- Proof of any previous qualifications (school certificates, units of competency testamurs etc) including English translations (where necessary).
- Proof of English language proficiency.

Admissions staff must direct international students to the International Student Handbook, available online.

Provisional Admission or Enrolment

Applicants on a temporary visa other than a student visa may be admitted to a course on a provisional basis if:

1. They are being admitted under an Educational Access or Special Admissions Scheme.
2. They have a record of failure at the College or another tertiary institution.
3. They have been admitted under the general authority accorded to College Council.
4. They are seeking Recognition of Prior Learning or Advanced Standing in a specific course and therefore undertake the assessment process relating to this.

A student who has been admitted to a course on a provisional basis due to academic performance must have their academic progress reviewed at the end of one semester of enrolment. If progress is considered unsatisfactory, the provisional admission will be withdrawn and the student will not be permitted to enrol in that course.

Non Award Study

International students (other than those on a student visa) may enrol in miscellaneous subjects / units of study (as general interest study); however, the College's entry requirements still apply.

The maximum amount of non award study allowed by any one student in higher education subjects will be up to five (5) subjects. If after exhausting their allocation of non award studies, students wish to continue their enrolment with the College, students must enrol in an award course. General interest study enrolment **does not** guarantee a direct pathway into an award course.

Please refer to the College's [Non Award Study Policy](#) for further details.

Cross-Institutional Study

International students (other than those on a student visa) who are enrolled in an award course at another higher education provider in Australia (or an overseas provider with an approved agreement with the relevant College) may apply to enrol in one or more subjects for cross-institutional enrolment. These applicants will be enrolled into the relevant degree for reporting purposes as agreed with their 'home' institution.

Applications for cross-institutional study from any other institution will be considered by the

- use the internet to find information and send emails
- open and save attachments
- use simple text skills such as typing, formatting and printing
- resolve minor application problems

Educational disadvantage is any circumstance that has prevented an applicant from achieving performance levels in schooling commensurate with those required for entry to a tertiary institution. Such disadvantage may derive from disabilities, serious or chronic illness, disrupted education, lack of support for study, serious family problems, excessive family responsibilities, and/or lack of opportunity stemming from Aboriginal or Torres Strait Islander heritage, in recognition of the past exclusion and current disadvantage in these peoples' experience.

Direct Entry means that prospective students may apply for enrolment in offered courses through direct contact with the College or institution.

Inherent Course Requirements are the documents outlining the specific skill, knowledge, performance or behavioural requirements that a student must meet in order to successfully complete each higher education course offered by the College and to enable graduates to register with professional associations or licensing bodies.

IELTS is the International English Language Testing System and is a language requirement for entry to all courses in further and higher education where teaching is conducted in English. IELTS General Training module is suitable for candidates who are migrating to English-speaking countries or going to English-speaking countries to complete their secondary education or undertake training programs.

Learning Support Hub is designed to assist students and prospective students to identify content areas in which they may need to develop a stronger knowledge base, and provides skill tutorials around certain content areas. It also assists the College to provide appropriate study support to students and informs the best possible teaching methods to create an inclusive and supportive learning environment.

National Admissions Centre is the College's administrative support unit tasked with supporting prospective students to be admitted to the College's award courses and qualifications.

Open Access is a type of education institution that may admit students to courses who do not hold an Australian Tertiary Admissions Rank (ATAR) or Overall Position (OP) and therefore are not required to apply via a Tertiary Admissions Centre.

Pearson Academic Score is assigned to an applicant who completes the Pearson Academic Test and indicates proficiency in the English language.

Provisional enrolment means an applicant who has been offered admission to an undergraduate course on the basis of his/her completion of bridging courses or additional requirements advised by the College prior to the commencement of the award course.

Student/Learner is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Study Period: A "study period" is defined in the National Code as "a discrete period of study" in a course, namely, semester, trimester, short course or as otherwise defined by the College as long as that period does not exceed 24 weeks". This will normally reflect the period during which the student can normally be expected to complete a group of units. A study period may also refer to the delivery period of an online subject.

Unequipped applicant is a prospective student who does not have demonstrated theoretical or practical knowledge in core disciplines prior to being admitted to the College and who may not meet all or some of the Admissions Requirements.

Further Information:

Related Procedures: [Deferring](#), [Suspending](#) or [Cancelling Enrolment Procedure](#) – [International](#)

Related Policies: [Complaints and Appeals Policy – International](#)
[Course Duration and Progress Policy - International](#)
[Deferring, Suspending or Cancelling Enrolment Policy – International](#)
[Fees Policy - International](#)
[Refund Policy – International](#)
[Special Circumstances Policy](#)
[Course and Training Package Viability Policy](#)

Benchmarking: Not Applicable

Supporting Not Applicable

Research and

Analysis:

Related Nil

Documents:

Related [Higher Education Support Act 2003](#)

Legislation: **The ESOS Framework comprising of:**

- [The Education Services for Overseas Students \(ESOS\) Act 2000](#)
- *Education Services for Overseas Students (ESOS) Regulations 2001*
- *Education Services for Overseas Students (Registration Charges) Act 1997*
- *Education Services for Overseas students (Assurance Fund Contributions) Act 2000*
- *Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012*

Guidelines: Not Applicable

Policy Author:	Leonne Sharkey, Quality and Compliance Coordinator
Policy Owner:	National Student Recruitment Manager
Contact:	National Student Recruitment Manager
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Policy Status:	Harmonised – fully harmonised for all SGA brands
Responsibilities for Implementation:	National Student Recruitment Manager National Admissions Centre staff Director, Student Services and Retention Student Services staff
Key Stakeholders:	National Student Recruitment Manager National Admissions Centre staff Director, Student Services and Retention Student Services staff National HE Compliance Manager International Students