

P.40V4 Application & Admissions Policy

1.0 Purpose

- 1.1 The purpose of this procedure is to outline the system for students follow when making application and enrolling with Barkly International College.

2.0 Responsibility

- 2.1 The Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements

3.0 Requirements

- 3.1 Barkly International College must
- Not knowingly enrol a student wishing to transfer from another provider before the student has completed six months of his or her principal course except in circumstances outlined in Standard 7. These restrictions also apply to courses taken before the principal course in a package of courses
 - Not actively recruit a student where this clearly conflicts with its obligations under Standard 7
 - Not knowingly enrol a student prior to the student completing six months of his or her principal course except in certain circumstances (see the Student Transfer Procedure)
 - Provide applicants with information that will enable them to make informed decisions about their studies in Australia
 - Have documented procedures for assessing applicants' English proficiency and qualifications and they must implement these procedures
 - Supply information about the availability of course credit
 - Inform applicants of the modes of study through which the course may be offered
 - List the grounds on which the students' enrolments may be deferred, suspended or cancelled
 - Give applicants a description of the ESOS framework prior to enrolment
 - Supply information about indicative course related fees, including the potential for fees to change
- 3.2 Where applicants plan to bring school-aged dependants with them, Barkly International College must inform them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.

4.0 Definitions

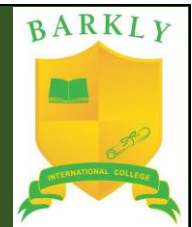
- 4.1 N/A

5.0 Method

- 5.1 Students who have enrolled or have CoEs from another provider must not be enrolled until they have completed the first six months of their principal course or have a letter of release from the provider of the principal course. The methods for checking if a student is enrolled or has a CoE from another provider include:
- Asking the student
 - Flagged on PRISMS when Barkly International College tries to issue a CoE.

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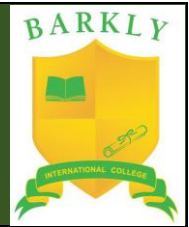


All the above methods should be applied to each student attempting to enrol onshore. If there is any doubt about the student's status then do not provide the student with an offer letter or attempt to enrol them.

- 5.2 All enquiring students must be provided with a Student Prospectus, a student application form and the ESOS Framework.
- 5.3 Applicants must complete the student application form, sign and date where required and attach **verified** evidence of qualifications, work experience (if relevant) and IELTS test results.
- 5.4 Offers must not be made to students who will be less than 18 years of age at the proposed commencement date.
- 5.5 An authorised college employee must review the student applications and determine if an offer should be made on the basis of the entry requirements for the qualification. To be accepted the applicant must at least meet the academic entry requirements and the minimum IELTS requirement
 - Check the overseas qualification is equivalent or higher to Australian year 12th as per the college policy
 - Where the authorised college employee is not able to find out whether overseas qualification is equivalent or higher to Australian year 12th then; Assess the overseas qualification against the Australian AQF with the Overseas Qualifications Unit, GPO Box 4509, Melbourne Vic. 3001, **Telephone:** 61 3 9208 3317/ 1800 042 745, **Email:** oqu@employment.vic.gov.au, **Website:** [Business Victoria](http://Business.Victoria)
 - Check the IELTS statement comes from an accredited IELTS testing authority
 - Check evidence of age – front page of the passport
 - Check that the rest of the application form has been completed
 - Check that the student has signed and dated the application
- 5.6 If the applicant's educational qualifications do not meet Barkly International College's admission requirements, other factors may be considered at the discretion of Barkly International College. Verified evidence of these other factors must be included with the application. These other factors may include:
 - Mature age, and or proof of being 18 years or older at the proposed date of commencement
 - Work experience,
 - Attitude and aptitude,
 - Previous academic results,
 - Ability and skills to function in an academic environment,
 - Possibility to succeed in his/her academic endeavours
- 5.7 The entry requirements can be assessed using the Barkly International College Academic Mapping Guide to align overseas qualifications.
- 5.8 Having arrived at an admission decision, the English language skills (language and literacy) will be assessed. If student has a satisfactory IELTS score (listed under entry requirements), the applicant will be offered a place in the chosen course.
- 5.9 If an applicant cannot produce a satisfactory IELTS score, and there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in a General English Course for an appropriate duration advised by the provider until the student achieves the required IELTS score.
- 5.10 IELTS testing may not be required where an applicant clearly has the required English language skills. The application of this rule will be on a case-by-case basis and in accordance with the English

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language requirements that apply to the visa eligibility for the country assessment level published by DIBP. Any evidence supplied in support of an application under this rule would require original copies of reliably authenticated evidence. Generally an IELTS test will not be required in the following situations:

- Students educated in an English speaking country
 - Students who have completed the last two years of school in an English language speaking course
 - Students who have completed at least six months of a Certificate IV level qualification in Australia
 - Students have completed an alternative and equivalent test to the required level, for example an English Placement Test.
- 5.11 Where an offer is to be made to an applicant an authorised college employee must complete and sign and date Part E of the student application form.
- 5.12 Once an offer has been approved an offer letter must be prepared and despatched to the student accompanied by a student agreement. The student agreement must be completed and returned to Barkly International College. At the same time an Electronic Confirmation of Offer (CoE) must be generated on PRISMS. The CoE must be prepared in accordance with the requirements of the PRISMS User Guide. **There must be a CoE issued for each qualification that the student is going to be enrolled in and for which an award will be issued if the student is successful.**
- 5.13 Applicants wishing to accept the offer must pay the fee requested in the letter of offer complete the written agreement and send it to Barkly International College. Once the completed written agreement and the fee is received (and cleared by the bank) an Electronic Confirmation of Offer will be generated and sent to the Australian Student Visa issuing centre to facilitate the issuing of a student visa.
- 5.14 Once the completed written agreement has been accepted by an authorised college employee. They must sign and date the appropriate section on the student agreement.

Related Documents

Enrolment Form
Letter of offer
Written agreement

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