



Student Admission Policy and Procedure

Purpose	Sets out the Institute’s approach to student admissions.
Location	The policy is maintained on owncloud (original: Pydio)- http://cloud.ee.edu.au/ owncloud
Responsible executive	Principal / CEO
Responsible office	CEO / Principal’s Office
Contact officer	TBA
Effective date	30 November 2017
Review date	30 November 2018, 30 November 2021
Modification history	June 2013 (V1), Aug 2016 (V2), Nov 2016 (V3), Nov 2017 (V4), Apr 2018 (V5), Jul 2019 (V6)
Related documents	Academic Credit and Recognition of Prior Learning (RPL) Policy
Authority	Approved by Council
Notes	References to the role of Academic Dean are interchangeable with the position of DVC T&L

1. Purpose

All candidates for a qualification must have been formally admitted to the Institute before commencing study for that qualification. The granting of Academic Credit is subject to the Institute’s policy on Academic Credit and RPL.

2. Scope

Relevant to all candidates who apply for an award course at Elite Education Institute.

3. International Students Admission Criteria for Undergraduate courses

- 3.1 *Students must be 18 years of age before commencement of the designated study period.*
- 3.2 *The minimum entry requirement for all students is an Australian Year 12 senior secondary school certificate or its international equivalent and the conditions consistent with the requirements for Subclass 500 visas in the case of international students.*
- 3.3 Completion of AQF Level 4 study
 If a student completes an Australian Certificate IV in vocational study (AQF Level 4), they will be able to enrol in an undergraduate course at Elite Education Institute.
- 3.4 English Language Proficiency
 The language of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission. For students enrolling onshore, students from Australian local institutes, *an Australian Year 12 senior secondary school certificate is required.*

For students enrolling from non-English speaking countries directly, a condition of admission is evidence of an IELTS (Academic) test with a minimum score of 6.0 with no sub-band scores less than 5.5. Students with IELTS (Academic) 5.0 may enroll after successful completion of the



English for Academic Purposes EAP2 program authorized and approved by TEQSA/ASQA at a TEQSA/ASQA accredited ELT Centre approved by the Institute. Successful completion of the EAP program requires a pass mark in all assessment tasks.

When an IELTS score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

4. Domestic Students Admission Criteria for Undergraduate and Postgraduate courses

- 4.1 *Students must be 18 years of age before commencement of the designated study period.*
- 4.2 Applicants must complete an Undergraduate or Postgraduate Application Form and submit it with certified copies of academic statements/reports; proof of identity (e.g. Birth Certificate or Passport); and any additional supporting documentation.
- 4.3 Applicants must provide a Personal Statement of no less than 300 words (with the Undergraduate or Postgraduate Application Form), in which they state the reasons (i.e. motivation) for their Award Course preference at EEI.
- 4.4 The Personal Statement will be the basis for a personal interview with the applicant and a senior member of EEI academic staff. This interview may be conducted in person, by phone, or other communications technology mutually agreed by EEI and the student. The purpose of the interview is to ensure the applicant has a high chance of success in their chosen Award Course based on identified and potential academic skills, personal resilience, resources, motivation and commitment.
- 4.5 Successful Applicants will pay an Enrolment Fee on commencement and each trimester will pay tuition fees for each subject studied.

5. International Students Admission Criteria Postgraduate Courses

- 5.1 *Students must be 18 years of age before commencement of the designated study period.*
- 5.2 Applicants must have completed a recognised Bachelor's degree, or an equivalent or higher qualification.
- 5.3 *The English proficiency requirement for international students or local applicants with international qualifications is: Academic IELTS: 6.5 overall with no individual band below 6.0; or TOEFL: paper based: 550-583 overall with TWE of 4.5, internet based: 79-93 overall with a writing score of 21; or AE5: Pass; or PTE: 58-64; or CAE: 176-184.*
- 5.4 International students have a visa requirement. To obtain a student visa to study in Australia, international students must enroll full-time and on campus. Australian student visa regulations also require international students studying on student visas to complete the course within the standard full-time duration. Students can extend their courses only in exceptional circumstances.

6. Enrolment Records

Electronic records of admission are retained in a systematic fashion separately for each student.



7. Admission Processes

Admission to Elite Education Institute involves a number of steps as set out below. These steps may assist applicants through the various stages of the admission process. If applicants have any questions at any stage during the process, they should contact the Administration Office for assistance.

Admissions processes are to ensure that students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.

The admissions process is to ensure that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- *all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies;*
- *policies, arrangements and potential eligibility for credit for prior learning;*
- *policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges; and*
- *policies and requirements in regards to course progress and attendance.*

All Admission and other contractual arrangements with students are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

- 7.1 All international students applying to study must complete the Student Application Form and submit it to the Administration Office for assessment. Applicants should ensure that they attach certified copies of transcripts of all relevant previous studies and evidence of English language. If documents are in a language other than English, an officially certified English translation of each document must be provided together with certified copies of the original documents.
- 7.2 All prospective students are required to attend a face-to-face interview with Senior Management Staff prior to receiving a confirmation of enrolment. This process is to ensure the student's suitability for their selected course and proficiency in English to participate in their intended studies. Students with a poor academic record or any factors that cause doubt on the student's suitability may be asked to complete a Prospective Student Self-Assessment Form or Statement of Purpose prior to attending the interview, to support their application.
- 7.3 Admissions staff use the criteria in the Admissions Policy to inform their decision-making regarding entry into Elite's programs. The application and their recommendation is then forwarded to the Deputy Vice Chancellor (Teaching & Learning) (DVC (T&L)). The DVC (T&L) uses the Admissions Policy and their experience to confirm or reject Admissions staff's recommendations. Where there are exceptions or special circumstances that may warrant consideration, the Academic Dean refers the application and their recommendation to the Principal for final determination.
- 7.4 The Admissions staff will have access to a precedents file to further support their decision making.
- 7.5 Upon assessment, if the application is successful, a 'provisional' Offer of Admission will be made by the Administration Office at Elite Education Institute. Elite Education Institute will issue a Conditional or Unconditional Offer of Admission, together with all other information relevant to an applicant accepting their offer. The Administration Office will advise students if their application is unsuccessful.



- 7.6 Applicants need to sign the Offer Acceptance Form and return it to the Administration Office with the required payment and any other documentation requested. Information regarding Tuition Fee Payments can be found in the Tuition Fees Payment and Refund Policy.
- 7.7 When the Administration Office receives the completed Offer Acceptance Form and the required tuition fees, it will process payment and issue the Confirmation of Enrolment (CoE) - the form used to apply for a Student Visa from an Australian Embassy, High Commission or the Department of Home Affairs as appropriate. Students must obtain a Student Visa before they come to study full-time in Australia. Information on obtaining a Student Visa is available online at <https://www.homeaffairs.gov.au/>
- 7.8 Upon being granted their Student Visa, students intending to study should make travel arrangements including applying for accommodation if needed. Students should advise Elite Education Institute admissions staff of their travel arrangements and request airport reception.
- 7.9 Students should arrive and attend the International Student Orientation and Enrolment after which they will commence their formal study at Elite Education Institute.

8 Verification of an Applicant's Academic Credentials and the status of the awarding institution

Once Applicants submit prior qualification and academic transcript, the administration staff will check the existence of the awarding institution and its reputation, ranking and confirm issuing of the qualification to the applicant. If it is necessary, the administration staff will also contact the awarding institution to verify the truthfulness of the qualification and academic transcript.