



STUDENT SELECTION AND ADMISSIONS POLICY AND PROCEDURE

1. Overview

At Crown Institute of Higher Education (“CIHE”) all applicants seeking to enrol are treated fairly, consistently and equitably. CIHE has open, fair, clear and transparent procedures that are based on clearly defined merit based entry criteria for selection of students. Applicants are treated courteously, expeditiously and without discrimination.

Entry criteria and application procedures are published in CIHE’s advertising material and website.

2. General entry requirements

Persons seeking to enrol in a course at CIHE are required to submit acceptable evidence that they meet the entry criteria for the course. The entry requirements for each course offered by CIHE are designed to ensure that prospective students have the academic preparation and English proficiency needed to complete their intended course of study.

To satisfy the general entrance requirements for admission to a course, applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 or equivalent with an ATAR 50 and above,
- Successful completion of an equivalent secondary qualification either interstate or overseas, or
- Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years), or
- Satisfactory completion of one year of accredited full-time study at a registered institute of tertiary education at AQF level 4 or above, or
- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian university that would enable students to gain entry to an Australian University, or
- Admission to candidature for an undergraduate degree at an Australian University.

All students must be 18 years of age or over at the time that they commence the course for which they have applied.

Where there is any doubt about an applicant’s ability to successfully undertake the course, then the applicant will be interviewed by the Dean or their delegate before a final decision on the admission of the applicant is made. During these interviews specific consideration will be given to the recruitment, and admission of Aboriginal and Torres Strait Islander peoples.

3. Additional entry requirements

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These may include, but are not limited to:



- Specific studies (e.g. English or Mathematics at a specified level),
- Attendance at interviews,
- Presentation of folios and/or
- Submission of supplementary information forms.

Additional requirements shall be published in CIHE's Prospectus and website for enrolment at CIHE.

4. English proficiency

International students whose first language is not English must demonstrate competency in the English language. English proficiency can be demonstrated by providing proof of an International English Language Testing System (IELTS) overall test result (or equivalent) that meets the specified level of English proficiency specified for the course.

Other acceptable evidence of English proficiency includes:

- Completion of secondary education/undergraduate degree via the medium of English, or
- Successful completion of Year 12 secondary schooling in Australia (minimum of 1 school year to be completed in Australia within the last 2 years), or
- Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years), or
- Successful completion of a Tertiary Studies Foundation Program (minimum period of study of 1 school year).

International students who do not meet the specified English proficiency requirements may undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to undertaking the course at CIHE's sister company, CIBT.

5. Special / alternative admission arrangements

Applicants who are 21 years of age or over (mature age) who have not completed Year 12 or its equivalent may gain entry to a course by addressing one of the following entry requirements:

1. Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre, or
2. Submission of a portfolio of prior and current academic and professional work, or
3. Submitting an application for credit that meets the requirements of the *Credit for Prior Learning Policy and Procedure*.

Applicants applying under special admission categories 1 and 2 will be required to attend an interview with the Course Coordinator and/or Dean to assess the applicant's capacity for higher education studies. The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process.

The criteria used by the Course Coordinator when selecting applicants to a course under special / alternative admission arrangements include:

- The capacity to pursue tertiary studies,



- Motivation to pursue tertiary studies in the discipline of the chosen course,
- Demonstrated potential for academic studies based on the applicant's portfolio,
- Relevant professional and industry experience.

The processes used to monitor the progress of students enrolled under special / alternative arrangements will include monitoring of the student's progress by the Course Coordinator at the conclusion of each semester in the first year of the student's enrolment.

6. Applications

Applications for admission to a course shall be made on the prescribed form and lodged appropriately.

7. Assessment of applications and verification of evidence

All applications for admission to a course will be assessed by the Registrar.

Applicants who apply to undertake a course at CIHE must submit documentary evidence that meet the published entry requirements of their chosen course. An original or certified copy of documentation must be provided and sighted by the Registrar.

Qualifications submitted in a language other than English must be accompanied by a certified official translation.

Where there is any doubt about the authenticity of any documentation provided, the Registrar may make relevant enquiries.

All applications and their assessment will be validated by the Dean.

The process for assessing applications is attached as Appendix 1.

8. Offers

Based on the documentation provided and subject to the application meeting the published entry criteria, a written offer of a place in the course will be made to the applicant via a *Letter of Offer*. Any conditions of the offer will be clearly specified in the *Letter of Offer*.

The offer of a place in a course will include the following information as part of the *Student Agreement*:

- all charges associated with the applicant's proposed studies as known at the time and advice on the potential for changes in charges during their studies,
- arrangements and potential eligibility for credit for prior learning,
- details on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of fees and charges, and
- details of any particular requirements of the courses, such as particular language requirements and particular requirements of work placements.

9. Acceptance



Applicants accept the offer of a place in the course by signing and returning a copy of the *Letter of Offer* and *Student Agreement* as directed.

Once an offer is accepted, the applicant is enrolled in their chosen course and sent a letter confirming their enrolment with details about the course and details about student orientation and welcome functions.

10. Cancellation of enrolment

A student's enrolment may be cancelled if statements made by the student in their admission application are shown to be false.

A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

11. Appeals

An applicant may appeal against a decision to refuse admission to a course. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Dean within ten working days of the applicant receiving written notification of the decision to refuse their application. The Dean will respond in writing to the appeal within twenty working days and may confirm or vary the decision. All decisions made by the Dean in regards to appeals will be reviewed by the Teaching and Learning Committee.

If an applicant remains dissatisfied with the outcome of their appeal against a decision to refuse admission to a course they may utilise CIHE's grievance handling procedures, which enables prospective students to lodge grievances of an administrative nature.

12. Related documentation

- Application for Admission form
- Letter of Offer
- Student Agreement
- Confirmation of Enrolment

13. Version history

Version	Approved by	Approval Date	Details
1.0	Academic Board	27.1.2017	Document creation
1.1	Academic Board	21.4.2017	Language streamlined for greater clarity.
2.0	Academic Board	15.9.2017	Removal of health requirements for students undertaking clinical work, requirements for security checks, in particular requirements specifications.

Document owner: Dean



Appendix 1: Procedures for assessing an applicant's qualifications, experience and English language proficiency

Administration Office

Completed Application Form and associated documentation are received

Includes:

- Completed *Application Form*
- Original or certified copies of evidence to demonstrate applicant meets entry requirements
- Certified evidence of date of birth
- Copy of passport details (for international students)
- Copy of English language test/evidence of English proficiency (if applicable)

Registrar

Initial assessment

- Create application file
- Check documentation is complete
- Request any documentation outstanding from application

- When application is deemed complete.....
- Assess application against entry requirements
- Assess English proficiency (if applicable)
- Check student is 18 years or older (if applicable)
- Refer application to Dean in the case of certain admissions categories
- Verify documentation where appropriate
- If required, arrange interview

Registrar

Advise outcome of application

- Application successful
- Make written offer of place in the course
- Send Enrolment Package to applicant
- Finalise documentation

- Application unsuccessful:
- Advise applicant of outcome of application and right to appeal decision

Dean

Special assessment/validation

- Assessment under special category required?
- Assessment by Registrar validated
- Application approved
- Application not approved