

Procedure Title

Admissions Procedure

Preamble

The Admission Procedure sets out the implementation of the Admission Policy.

Purpose

This procedure is to ensure that students and staff understand the admission processes of Deakin College.

Scope

This policy applies to all courses and all campuses of Deakin College.

Policy

Admissions Policy

Related Documentation

Care of Students Under the Age of 18 Policy

Appeals Policy

Procedure

1. Application for admission

1.1. Applications for admission may be made in the following ways:

- Through the Victorian Admissions Centre (VTAC)
- By direct application to the college via the Studylink application portal.
- Apply through an Education Agent.

2. Age

2.1. An overseas student who is accepted into a Deakin College course or a preparatory Deakin University English Language Institute (DUELI) course who, at the time of commencement of their studies:

- will be under the age of 18 at Deakin College or DUELI; and
- will not be living with a parent, guardian or a suitable nominated relative,
- will be required to apply to Deakin College and/or DUELI so that they can assume full responsibility for the accommodation, support and general welfare arrangements of that student. Provisions of Deakin College's *Care of Students Under the Age of 18 Policy* will apply.

3. English Language

3.1. Students are required to provide results of an English language test from a range of English language test providers. The Deakin College website and Deakin College Prospectus provide information on the English language tests that will be accepted by Deakin College and the results required for each test for admission to Deakin College.

4. Authority to make an offer

4.1. Determination of offer for all applicants is made by the admissions staff.

5. Withdrawal of offer

5.1. The College may withdraw an offer in the following circumstances:

- Where an offer has been made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or certifying authority. In these circumstances, fees paid may be forfeited.
- Where there are insufficient enrolments to make the course viable, the course into which entry is sought has filled its allocated quota of students or reached its maximum capacity.
- At any time prior to acceptance of offer.

6. Admission

6.1. A person who seeks to be admitted by the College to a course or unit must apply for admission in accordance with the College application process and within relevant timeframes. Irrespective of eligibility or any other provision in this policy, the Admissions Manager may, on reasonable grounds, refuse an application from any applicant.

7. Deferred entry

7.1. A domestic applicant who has been admitted to Deakin College is permitted up to 12 months deferment to commencement of studies.

7.2. For overseas students, once a Confirmation of Enrolment has been issued, a deferment to commencement of studies can only be granted in the following circumstances and is limited to one (1) deferment to a following trimester:

- Inability to obtain a student visa in time for entry into the trimester for which the admission application was submitted;
- Failure to meet academic or English language entry requirements; or
- Compassionate or compelling circumstances beyond the student's control.

8. Verification of Overseas Qualifications

8.1. All overseas qualifications will be checked by the Deakin College assessing officer against:

- National Office of Overseas Skills Recognition (NOOSR) guidelines published by the Department of Education, Skills and Employment for equivalence to Australian qualifications; or
- National Recognition Information Centre for the United Kingdom (UK NARIC), being the United Kingdom National Agency which provides an official comparison of international education and training systems and overseas skills qualifications.

9. Enrolment in Single Units

- 9.1.** Students on cross-institutional study will be subject to all policies of Deakin College and their academic progress and attendance will be monitored in accordance with its policies. A student on cross-institutional study may access all amenities afforded to all students at Deakin College, including academic support services and appeals.

10. Changes to Residency status

- 10.1.** If an international student gains Australian Permanent Resident status:
- It is the student's responsibility to inform the College immediately upon receiving notification of their Australian Permanent Residency status and provide evidence of this.
 - If their status changes after the Census Date for that teaching period, the student will remain liable for fees at the international student fee rate for that teaching period.

11. Campus Transfers

- 11.1.** A student who has been admitted in a course at their initial campus, must apply in writing to the admissions department for assessment of the request.

12. Change of course requests

- 12.1.** A student who has been admitted in a course at their initial course, must apply in writing to the admissions department for re-assessment of the application.

13. Readmission after Exclusion or Withdrawal from Deakin College

- 13.1.** Students who have been excluded from Deakin College due to unsatisfactory academic progress may apply for readmission after the completion of the exclusion period, usually 12 months following the conclusion of any appeals.
- 13.2.** Students who withdraw or failed to re-enrol by the last date of (re)enrolment will be required to apply for readmission to continue in their original course of enrolment.
- 13.3.** Students applying for readmission will be assessed against the Admission Criteria outlined in this policy and, may be required to apply for credit for prior learning.
- 13.4.** Students readmitted into a course may be subject to previous enrolment conditions imposed by the Board of Examiners.

14. Appeals

- 14.1.** Applicants who have been unsuccessful in seeking admission to Deakin College and who are dissatisfied with the outcome of their application are entitled to a review of this decision by the Deakin College Appeals process. Further information can be obtained from the *Appeals Policy*.

Status and Details

Identification	Admissions Procedure
Initial Issue Date	28/10/2018
Status	Current
Domain	Student and Academic Services
Effective Date	1/07/2022
Review Date	31/12/2024
Approval Authority	Senior Management Group
Implementation Officer	Director Marketing & Admissions
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