



Admissions Procedure

1. Purpose

The Admissions Procedure supports the UNSW College [Admissions Policy](#) by stating detailed requirements for Admissions processes. This Procedure should be read in conjunction with the UNSW College [Admissions Policy](#).

2. Scope

This Procedure applies to:

- (a) domestic and international applicants seeking entry to academic programs, including Foundation Studies and Diploma; and
- (b) the College staff involved in the promotion, recruitment, admission, delivery, management or administration of students.

3. Eligibility requirements for admission

- (a) With the exception of equity adjustments and/or special consideration offers made in accordance with Section 6.5 of the [Admissions Policy](#), the selection of applicants for admission is based on academic merit and satisfaction of any other published admission requirements.
- (b) To be considered eligible for admission to the College, applicants must demonstrate that they meet the following requirements as outlined in the [Admissions Policy](#):
 - i. General academic entry requirements;
 - ii. Program entry requirements;
 - iii. Any additional program-specific entry requirements / pre-requisites;
 - iv. English proficiency requirements;
 - v. Minimum age requirements;
- (c) International students must meet:
 - i. Genuine Temporary Entrant requirements; and
 - ii. all the conditions of their student visa and the requirements under the ESOS Act and the National Code 2018.

4. Application for admission

Type of applicants	How to apply
Domestic applicants: <ul style="list-style-type: none"> • an Australian or New Zealand citizen • a permanent resident of Australia 	Applicants applying for an award program can apply through the University Admissions Centre (UAC) https://www.uac.edu.au/future-applicants/how-to-apply-for-uni

<ul style="list-style-type: none"> the holder of an Australian permanent resident humanitarian visa. 	<p>In the case of Foundation Studies, applicants apply directly with the College</p> <p>https://www.unswcollege.edu.au/apply</p>
<p>International applicants who are undertaking one of the following qualifications</p> <p>(a) an Australian Year 12 in or outside Australia</p> <p>(b) an International Baccalaureate Diploma</p> <p>(c) a New Zealand National Certificate of Educational Achievement (NCEA) Level 3</p>	<p>Applicants applying for an award program can apply through UAC International</p> <p>http://www.uac.edu.au/international/</p> <p>In the case of Foundation Studies, applicants apply directly with the College</p> <p>https://www.unswcollege.edu.au/apply</p>
<p>International applicants who hold a qualification other than an Australian Year 12 or International Baccalaureate or a New Zealand National Certificate of Educational Achievement (NCEA) Level 3</p>	<p>Applicants can apply directly with the College</p> <p>https://www.unswcollege.edu.au/apply</p>
<p>Note: International / Overseas applicants may apply through an international education agent contracted with UNSW College. Where the agent submits a direct application, the application must include evidence that the applicant has authorised the agent to act on their behalf.</p>	

5. Application submission and documentation

5.1 UAC applications

- Documentation accompanying UAC applications must be submitted according to UAC instructions.
- UAC can obtain applicant results directly from the institutions listed below:
 - Australian Year 12 assessment authorities;
 - Australian universities;
 - TAFE NSW from 2008;
 - TAFE ACT (CIT).
- Where this is not possible due to other factors (e.g. non-release status has been advised by an institution), applicants will be required to provide verified evidence of results.

5.2 Direct to College applications

- Direct applicants are required to submit the following supporting documents as part of the application process:
 - All academic qualifications (including school reports and final examination certificates);



- ii. English test results or other evidence of English competency (if available and applicable);
 - iii. Translations of any documents that are not in English;
 - iv. Any relevant employment documents (if applicable);
 - v. Change of name documentation (if applicable).
- (b) Certification of application documents:
- i. Direct applicants must submit certified copies of all supporting documents with their application.
 - ii. A correctly certified copy is an unaltered photocopy of an original document that has been sighted and certified to be a true copy of the original by a person authorised to do so. Guidelines for certification of documents are available at <https://www.unswcollege.edu.au/apply/how-to-apply>

6. Verification of qualifications

- (a) Students applying through UAC must submit evidence of their qualifications for verification in line with the procedures outlined in the UAC Guide.
- (b) For direct applicants, any documents submitted as a part of the application may be verified with the institution or organisation who has, or is claimed to have, issued the document.
- (c) International qualifications may be checked against:
 - i. IELTS Test Report Form (TRF) Verification Service;
 - ii. Test of English as a Foreign Language (TOEFL) Verification Service;
 - iii. Verification Service for Cambridge English Exams;
 - iv. International Baccalaureate (IB) Information System (IBIS);
 - v. Cambridge Assessment International Education (CIE Direct);
 - vi. American College Testing (ACT) – Encoura;
 - vii. National Office of Overseas Skills Recognition (NOOSR);
 - viii. National Recognition Information Centre for the United Kingdom (ECCTIS).
- (d) Admissions Officers will report any admissions application with suspected fraudulent documents, falsified documentation or untrue information to the Head of Admissions and Student Systems.
- (e) If an applicant is found to have provided fraudulent documentation, the College will consider the application to be 'on hold' or suspended until the investigation is complete and a decision regarding the outcome is communicated to the applicant.

7. Genuine Temporary Entrant (GTE) process

- (a) All international applicants must meet the Genuine Temporary Entrant (GTE) requirements and Genuine Student (GS) requirements as defined in Ministerial Direction 69 issued by Department of Home Affairs (DHA).



- (b) Applicants will be advised on the outcome of the GTE assessment process which may include a GTE interview and request for additional documentation.
- (c) In determining whether an applicant is a genuine student, the College will consider a range of circumstances of the applicant, in addition to the academic and English capability. These may include:
 - i. the applicant's circumstances in their home country, including: previous study, gaps in previous study, employment, financial capacity, age;
 - ii. the applicant's Statement of Purpose;
 - iii. program relevance to previous study;
 - iv. program relevance to past or proposed future employment; and
 - v. the applicant's immigration history.

8. Offer of admission

- (a) All applicants will be advised in writing regarding the outcome of their application.
- (b) A Letter of Offer is issued to applicants who are assessed as meeting the requirements outlined in Section 3: Eligibility Requirements for Admission.
- (c) Successful applicants are advised of their Letter of Offer in writing, either directly by the College or through UAC.
- (d) If an applicant has not yet met academic and/or English requirements, a conditional Letter of Offer may be issued, requiring evidence of satisfying conditions prior to acceptance.
- (e) The Letter of Offer will include:
 - i. information regarding the program and/or specialisation (where applicable), funding status (self-funded or FEE-HELP), campus location, study mode, study duration, tuition fees, non-tuition fees and relevant information,
 - ii. enrolment terms and conditions and links to associated policies, procedures and guidelines,
 - iii. any conditions imposed on the student's enrolment and any necessary prerequisite requirements that must be met to enter the program, including English language requirements,
 - iv. details about any credit that has been applied
- (f) Failure to meet any condition stated in the Letter of Offer may result in the withdrawal and cancellation of the offer.

9. Acceptance of offer

- (a) To accept an offer through UAC, the student must accept the offer online at <http://www.uac.edu.au/>
- (b) To accept an offer following direct application, the applicant must follow the instructions specified on the Offer Letter.



- (c) All students must provide the College with their Unique Student Identifier (USI) before their first census date (if they are a domestic student or an overseas/international student who will be studying within Australia).
- (d) International students must pay the fees by the deadline provided in their Offer Letter and domestic students should refer to the [Student Fees Policy](#) for details about paying and/or deferring tuition fees to a FEE-HELP loan.
- (e) Additional requirements for international students:
 - i. a written agreement with the student, which includes all details associated with their program, must be signed by the student, or otherwise accepted by their parent or legal guardian (if the student is under the age of 18 years);
 - ii. if students are under the age of 18 years, appropriate accommodation and welfare arrangements must be in place as outlined in the [International Students Under 18 Policy](#).

10. Deferral of Offer

10.1 Domestic Students

- (a) Domestic students who have been offered a place in a program but have not yet commenced the program, may apply to defer for a maximum period of 12 months.
- (b) Domestic students who have commenced in the program, may be eligible to apply for deferment, if they do so before the first census date in their program. They can defer an offer in one program for up to 12 months. If an applicant's deferred offer is for a program that is subsequently discontinued or withdrawn after an offer has been made, the applicant will be advised of an alternative available program.
- (c) The Head of Admissions and Student Systems and/or nominee will consider all applications for deferral and advise the applicant in writing of the outcome of their request.

10.2 International Students

- (a) International students who have been offered a place in a program but wish to apply for a deferment, must do so prior to commencement of the program.
- (b) International students will be only allowed to defer for the following reasons:
 - i. the student is unable to gain a student visa in time for the start date of the program;
 - ii. failure to meet entry requirements (either English or academic requirements) Documentary evidence may include evidence of failure to meet the required English levels through IELTS (or equivalent) test results, or high school results (or similar) in cases where the academic requirements have not been met;
 - iii. compassionate or compelling circumstances, with supporting evidence
- (c) International students will only be allowed to defer the commencement of studies twice where they have not commenced in the program. If a third request



for deferral of offer is made, the College may refuse the request, with cancellation

- (d) charges applied as at the date of the initial deferral unless there are exceptional circumstances demonstrated by the student.
- (e) Once the deferral request is approved, the student's electronic Confirmation of Enrolment (eCoE) will be cancelled and a new eCoE will be issued. If the student visa has already been issued the student should contact the Department of Home Affairs (DHA) as the deferment could impact upon the visa.
- (f) If a student has already been granted a student visa and their application for deferment is denied for failing to meet the conditions for deferment, the Admissions Officer will update the student's Confirmation of Enrolment (eCoE) and advise the student that their non-commencement status has been reported to the Department of Home Affairs (DHA).
- (g) Any fees paid will be administered in accordance with the [Student Fees Policy](#).
- (h) The Head of Admissions and Student Systems and/or nominee will consider all applications for deferral and advise the applicant in writing of the outcome of their request.

11. Request for a change of program prior to commencement (after acceptance of offer)

- (a) Applications for change of program are determined on the basis of academic merit. To be eligible for consideration for a change of program, a student must satisfy all admissions prerequisites and any other entry requirements for the proposed program.
- (b) An application for change of program must be submitted to UNSW College Admissions.
- (c) Application will be reviewed by Head of Admissions and Student Systems or nominee and the student will be advised in writing regarding the outcome of their application.

12. Compassionate or compelling circumstances

- (a) Compassionate or compelling circumstances are matters which, in most cases, are beyond the control of the student and will impact the student's capacity to progress with their planned course of study.
- (b) They can include but are not limited to:
 - i. serious illness or injury;
 - ii. death of a close family member;
 - iii. childcare / maternity reasons;
 - iv. major political upheaval or natural disaster in the home country of a student that has impacted on their studies;



- v. a traumatic experience, which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime that has impacted the student (these cases should be supported by a police or psychologist report)
 - vi. a situation in which the College is unable to offer any other courses because of the structure of the student's program;
 - vii. if the student has been identified as being at risk of progressing satisfactorily and the College recommends a reduced study load as a formal intervention strategy.
- (c) Documented evidence of circumstances surrounding a case for compassionate or compelling circumstances is required before it can be considered. Such evidence may include:
- i. a detailed medical statement from a physician or medical specialist;
 - ii. a detailed statement from a counsellor who has been involved in the assessment and/or treatment;
 - iii. a police statement;
 - iv. a copy of a death certificate or death notice for a close family member.
- (d) Supporting documentation for compassionate or compelling circumstances must clearly indicate:
- i. what the special circumstances were;
 - ii. when they occurred;
 - iii. how long they lasted;
 - iv. the level of impact of the special circumstances.

13. Admission for cross-institutional study

- (a) Applicants from Australian higher education institutions who wish to undertake a UNSW College course or concurrent courses as part of their award course must apply directly to the College by completing a [Cross-institutional Study Application Form](#).
- (b) When applying for concurrent study, students must meet the same entry requirements as any other applicant applying for admission into that program or course.

14. International students who are transferring from another provider

If an applicant is on a student visa and within the first six months of enrolment in their principal program with another education provider, they must provide a letter of release from the other provider before the College can issue them with a Confirmation of Enrolment (eCOE). See the [International Student Transfer Policy](#) for more information.



15. Withdrawal from program prior to commencement (after acceptance of offer)

- (a) If a student wants to withdraw from a program prior to commencement, they must submit a completed [Application to Withdraw Form](#) with supporting documentary evidence. Some examples of acceptable documentation are listed below:
 - i. visa refusal letter issued by Department of Home Affairs (DHA);
 - ii. evidence of failure to meet the required English levels through IELTS (or similar) test results, or high school results (or similar) in cases where the academic requirements have not been met; or
 - iii. a medical certificate or letter from a registered medical practitioner, psychologist, counsellor or other appropriate professional supporting compassionate circumstances.
- (b) Students who apply to withdraw from the program may be interviewed by Head of Admissions and Student Systems or nominee.
- (c) UNSW College will process refunds in accordance with the UNSW College [Student Refund Policy](#).

16. Withdrawal of admissions offer

- (a) The College may revise or withdraw an offer if admissions entry requirements change for a program.
- (b) The College may withdraw an offer where a course was suspended or discontinued. In such cases, the College will consider the applicant for an alternative program.
- (c) The College reserves the right to withdraw an offer where an offer was made on the basis of incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority.
- (d) The College reserves the right to withdraw an offer where an offer of place was incorrectly made.

17. Re-admission after exclusion

- (a) Conditions for readmission after a previous exclusion from UNSW College or another education institution apply in the following circumstances:
 - i. the student was excluded from the College program;
 - ii. the student was eligible for exclusion; however, on appeal was provided an opportunity to transfer to a more appropriate provider or pathway;
 - iii. the student was previously excluded from another education institution for academic or non-academic reasons.
- (b) Applications must be received by UNSW College at least four weeks prior to the commencement of the term in which the student seeks to resume study, and an offer will be made subject to a student meeting the readmission conditions of

their exclusion as well as the entry settings for the course.

- (c) Student must submit an online application accompanied by a letter directed to the UNSW College Executive Director Academic. Applications for readmission will be assessed by the Executive Director Academic and/or nominee. In order to be satisfied that the student has a reasonable chance of success in returning to study, a pre- admission interview maybe undertaken by the Executive Director Academic and/or nominee.
- (d) If a student is accepted for readmission, they will be subject to the conditions outlined on the Offer Letter.
- (e) If an application for readmission following exclusion is not approved by the Executive Director Academic, the decision is final.

18. Review of borderline applications

In cases where a student has not met the published entry requirements for a program, but is able to demonstrate strong academic skills cognate to program applied for, the application may be referred to the Executive Director Academic or their nominee for review. Upon approval, and conditional on the student meeting all other conditions for admission to the program, an offer may be made.

19. Appeals and complaints

- (a) If an application for admission is not successful, and/or the applicant is dissatisfied with the outcome, they may apply for a review of the decision within 10 working days of the decision.
- (b) A review of the decision will be undertaken by the Head of Admissions and Student Systems or other Senior Manager in the area, and the applicant will be notified in writing of the decision of the review within 10 working days of lodgement.
- (c) If still not satisfied, the student can appeal under the [Student Review and Appeal Policy](#).

20. Roles, responsibilities, and delegations

Role	Responsibility
Executive Director, Future Students and Business Development	Responsible for reviewing readmission and marginal application matters.
Head of Admissions and Student Systems	Responsible for the day-to-day implementation of this Procedure.
Admissions Officer	Responsible for the day-to-day implementation of this Procedure.



21. Definitions

Definitions and Acronyms	
Admission	Entry into a program granted to an applicant following assessment of their application.
Conditional Offer	Conditions to be met prior to enrolment.
Deferral	Deferral is taking an authorised gap between being offered a place at the College and commencing studies in the offered program.
Domestic applicant / Domestic student	Citizens or permanent residents of Australia, holders of Australian humanitarian visas or citizens of New Zealand.
Department of Home Affairs (DHA)	Australian Government agency with responsibilities for national security, law enforcement, border control, immigration, refugees, citizenship, transport, security and multicultural affairs.
ECCTIS	National Recognition Information Centre for the United Kingdom. It provides an official, international source of comparison information and advice on international education and training systems and overseas skills and qualifications.
Genuine Student	A student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.
Genuine Temporary Entrant	A person whose circumstances indicate their intention is for a temporary stay in Australia.
IELTS	International English Language Testing System
International applicant / International student	An applicant / student who is not a citizen or permanent resident of Australia or holder of a humanitarian visa or Citizens of New Zealand.
Offer Letter	Offer is the formal invitation of admissions made to a prospective student.
Program	Collection of academic subjects or units which may or may not lead to the award of a certificate, diploma or degree.
Unconditional offer	No conditions to be met prior to enrolment.

Related Procedure Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • <u>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</u> • <u>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</u> • <u>Higher Education Support Act 2003 (Cth)</u> • <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)</u>
Policy	<ul style="list-style-type: none"> • <u>Admissions Policy</u> • <u>International Student Transfer Policy</u>
Forms	<ul style="list-style-type: none"> • <u>Admissions Form – Domestic Students</u> • <u>Admissions Form – International Students</u>

Procedure Governance

Admissions Procedure	
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Responsible Officer	Head of Admissions and Student Services
Contact Officer	Head of Admissions and Student Services
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1	Executive Director, Future Students and Business Development – Mark Bradley	15 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Procedure. Policies and procedures are available at: unswcollege.edu.au/about/policies