

## Student Application, Admission and Enrolment Policy

### POLICY PURPOSE

The purpose of the Student Application, Admission and Enrolment Policy is to ensure that all stakeholders are accurately advised of entry requirements for application, admission and enrolment to its English Language and Academic programs.

All students (Domestic and International) being admitted to UTS Insearch programs, should meet the published entry requirements and have the educational and language qualifications required to undertake their chosen program. All entry requirements comply with the ESOS Act and associated standards.

### SCOPE

This policy applies to all students seeking admission to UTS Insearch English Language Programs and Academic Programs and to all UTS Insearch Staff and Affiliates involved in the processes of recruitment, application, admission, enrolment and re-enrolment of students to these courses both onshore and transnationally.

**DEFINITIONS** are set out at the end of this policy.

### POLICY PRINCIPLES

Principle	Responsible
<b>APPLYING AND ELIGIBILITY</b>	
<ol style="list-style-type: none"> <li>To be considered eligible for entry, applicants must satisfy the approved course entry requirements and have lodged an application to UTS Insearch through the specified application process. A parent or legal guardian's signature is required for applicants under the age of 18.</li> <li>Academic and English language requirements for UTS Insearch's programs are published in the prospectus and are also detailed on the UTS Insearch website.</li> <li>Applicants for Academic programs must provide certified copies of academic transcripts, English proficiency certificates and other supporting documentation.</li> <li>International applicants who have successfully completed the required level of a UTS Insearch Academic English Teaching Program (ELT) transnationally can articulate to the next level of ELT onshore or an Academic program, whether offered onshore or transnationally.</li> </ol>	Applicant/Channel Partner

<ol style="list-style-type: none"> <li>5. Students commencing an ELT program or Academic program, whether in Australia or transnationally, can continue the same program in Australia or transnationally.</li> <li>6. Students undertaking a Study Package which includes ELT must successfully complete the ELT program before proceeding to the academic program.</li> <li>7. Applicants may not apply for admission to a program offered by UTS Insearch or a UTS Insearch transnational partner institution during a period of exclusion from UTS Insearch or any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details with their application of the exclusion penalties that were applied. Applicants who have met the admission requirements but who have been excluded previously from a course, at UTS Insearch or another tertiary education institution must demonstrate, by providing a written statement and evidentiary documentation supporting the claim that they have an improved likelihood of success in the course for which they are applying.</li> <li>8. Applicants who have been excluded for misconduct / academic dishonesty from UTS Insearch or any other tertiary institution must show cause by providing a statement outlining why they should be reconsidered for readmission. Statements of explanation must be submitted at time of application along with supporting evidentiary documents.</li> <li>9. International students already onshore, with a visa issued by another education provider, wishing to transfer to UTS Insearch are subject to the International Student Transfer Request Assessment Policy.</li> </ol>	
<p><b>ASSESSING APPLICATIONS</b></p>	
<ol style="list-style-type: none"> <li>10. UTS Insearch staff assessing course applications must verify sufficiency of student qualifications (English and academic) by requesting original documents or certified copies of these.</li> <li>11. Placement in ELT courses is made by assessment of students' High Stakes Test results (IELTS, TOEFL or PTE(Academic)). Where the student has not undertaken a High-Stakes Test a VEPT test is used to place the student at the correct ELT level.</li> <li>12. Applications for Academic courses are assessed on the basis of the highest and most recent award attempted and the level of certified English language proficiency attained.</li> <li>13. For all processed applications, staff will generate <ul style="list-style-type: none"> <li>▪ a full offer</li> <li>▪ a provisional offer (explaining to the student any enrolment conditions) or</li> <li>▪ a rejection letter advising the student the reasons why their application was rejected.</li> </ul> </li> </ol>	<p>Admissions Staff</p>

<p>14. Applicants must be advised of the program duration and costs as required by the National Code 2018, prior to being admitted to the program.</p> <p>15. UTS Insearch must advise International students under the age of 18 already onshore, with welfare arrangements approved by another education provider, that they have a visa obligation to maintain their current welfare arrangements until the transfer date, or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements are in place.</p> <p>16. Any applicant who supplies UTS Insearch with any forged or false documents, statements or claims in support of an application for enrolment or re-enrolment will be excluded from all programs of study. In the case of international students, the Department of Home Affairs will be advised.</p> <p>17. To minimise the risk of contravening Australian sanctions laws, UTS Insearch operates a sanctions screening program. Any applicants who are found to be sanctioned persons will not receive offers.</p>	
<p><b>ACCEPTING OFFER AND PAYMENT OF FEES</b></p>	
<p>18. Course fees should be paid at least 28 days before the first day of Orientation, except for scholarship and FEE-HELP students whose fees can be received after the commencement of the course.</p> <p>19. International students who have not studied a full-time course with UTS Insearch before must pay a one-off International Student Processing Fee.</p> <p>20. Fees must be paid in Australian dollars by one of the options noted in offer letters and elsewhere</p> <p>21. Enrolment and program fees do not cover the cost of accommodation, living expenses, textbooks, stationery or other equipment.</p> <p>22. Eligible domestic students wishing to apply for FEE-HELP must do so via eStudent at or prior to admission.</p> <p>23. A Declaration of Accommodation and Welfare Arrangements for International Students under the Age of 18 form, with a parent or legal guardian's signature is required from international course applicants under the age of 18 (where the student plans on undertaking their studies onshore).</p> <p>24. Scholarship applicants must submit the following at or prior to admission:</p> <ol style="list-style-type: none"> <li>I. a formal scholarship letter confirming the payment of fees, issued by a Scholarship Office or relevant government body, or</li> </ol>	<p>Student/ Channel partner</p>

<p>II. a financial guarantee confirming the applicant's scholarship issued by an acceptable scholarship provider or relevant government body.</p>	
<p><b>ADMISSION</b></p>	
<p>25. Payment will only be accepted from the student when UTS Insearch has received the signed course application form and Acceptance Form.</p>	<p>Admissions Staff</p>
<p>26. Student Admissions staff will generate the CoE for international students within 48 hours of receiving the payment or receipt of one of the following:</p> <ul style="list-style-type: none"> <li>I. a formal scholarship letter confirming the payment of fees issued by an acceptable Scholarship provider or relevant government body;</li> <li>II. confirmation of sponsorship from the managing director of UTS Insearch;</li> <li>III. a financial guarantee confirming the applicant's scholarship issued by an acceptable scholarship provider or relevant government body;</li> <li>IV. a payment by one of the acceptable methods noted in the offer letter;</li> <li>V. payment by Company cheque from a UTS Insearch Channel Partner;</li> <li>VI. a scanned copy of a bank-draft from a UTS Insearch Channel Partner;</li> <li>VII. a bank receipt and completed TT form confirming transfer of money to the UTS Insearch account.</li> </ul> <p>27. The CoE is sent to the student or their Channel Partner along with correspondence regarding Orientation. Package students will also receive the UTS CoE at this time.</p> <p>28. FEE-HELP students are admitted once their FEE-HELP application is processed by UTS Insearch.</p>	<p>Admissions staff</p>
<p><b>ORIENTATION AND ENROLMENT</b></p>	
<p>29. All commencing academic students are required to attend Orientation and Academic Preparation Week in the week prior to Academic Week 1.</p> <p>30. All commencing ELT students are required to attend Orientation Day prior to the commencement of their course.</p> <p>31. International students must enrol in a full-time study load. For International students, this is a condition of their visa and the only exception is where the student's study load has been reduced as part of an Intervention strategy.</p> <p>32. Domestic Diploma students are permitted to enrol part time providing course completion can be achieved as described in the Course Progression and Completion Policy.</p>	<p>Student</p>

<p>33. Students may not enrol in more than the published study load for their program, except in exceptional circumstances and with the approval of the relevant Program Manager.</p> <p>34. Students may not enrol in a subject which has a pre-requisite without successfully completing the pre-requisite subject(s). Where a subject has a co-requisite, students must enrol in those subjects concurrently. Exceptions may be granted with the approval of the relevant Program Manager.</p> <p>35. Student Administration staff are responsible for ensuring students are enrolled in the correct study load.</p> <p>36. All Academic and ELT students are expected to enrol during their scheduled Orientation, however the final day to enrol is Friday of Week 1. In exceptional circumstances, the Associate Dean of Studies may approve enrolment after this date if it is deemed the late enrolment will not adversely impact the student's academic success.</p> <p>37. International students who have not enrolled or contacted UTS Insearch by Friday, Week 1 will be reported to the Department of Home Affairs for failure to commence as per ESOS National Code of Practice.</p> <p>38. Domestic students who have not enrolled by the end of Week 1 will be withdrawn from the course.</p>	
<b>RE-ENROLMENT</b>	
<p>39. Students must pay their tuition fees or submit a Request for FEE-HELP Assistance if they have not previously done this (eligible domestic students only) prior to re-enrolling.</p> <p>40. Students who fail to meet the English Language Proficiency requirements for any UTS Insearch course or program or fail a subject(s) in an Academic Program will be required to repeat the level or subject(s) and will be responsible for the cost of this.</p> <ul style="list-style-type: none"> <li>▪ Study Success Advisers are responsible for ensuring students are advised of the correct study load as per the Academic Course Progress and Completion Policy (Domestic), Academic Course Progress Policy International, Completion within Expected Duration of Study Policy (International).</li> </ul> <p>41. Students must meet course progression requirements as per the Course Progression and Completion Policy. Any variations to study load require approval.</p>	Student

42. Student Sponsorship Compliance and Reporting staff will attempt to contact students if they have failed to re-enrol by Friday of Academic Week 1. If no response is received from the student by Friday of Week 2 they will be withdrawn from the course. International students will be reported to the Department of Home Affairs for failure to re-enrol.	SSCR
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## DEFINITIONS

Academic Preparation week	The week prior to Academic Week 1, otherwise known as Prep Week or Orientation and Academic Preparation week
Academic Programs	UTS Foundation Studies Program and UTS Insearch Diploma programs and their associated courses.
Admission	The process of updating a student's status from offered in response to a) receiving an offer acceptance b) receiving the appropriate fees OR providing proof of payment (through channel partners only) OR confirming a student's successful application for FEE-HELP (eligible domestic students only) OR receiving a scholarship letter from an acceptable sponsor (includes UTS and UTS Insearch sponsorships as well as scholarships from foreign government bodies) c) having this change of status recorded on the UTS Insearch student management system
Admitted student	The status of a student in UTS Insearch's student management system who has accepted an offer or provisional offer of a place on a course or package of courses offered by UTS Insearch or its transnational partners.
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Census Date	The date by which domestic students must withdraw, from a single unit or course, to be eligible for a refund with no academic penalty.  The date by which international students must withdraw from a subject(s) to be eligible for no academic penalty. Fees for withdrawn subjects are held in credit and are not refundable under normal circumstances.
Channel Partner	Otherwise known as Agent or Partner

CoE	Confirmation of Enrolment issued through the Australian Government's PRISMS system, by authorised UTS Insearch staff. The CoE is required under Commonwealth Legislation to apply for a Student Visa (international students only).
Commencing students	Students enrolling in a particular UTS Insearch course or program for the first time, regardless of prior enrolment in another type of UTS Insearch course or program.
Continuing students	Students who have previously enrolled in the same course or program for at least one semester or term.
Department of Home Affairs	Australian Government interior ministry with responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs. (Previously known as the Department of Immigration and Border Protection (DIBP))
Domestic student	An Australian citizen, an Australian Permanent Resident or a New Zealand citizen.
ELT	English Language Teaching Program. In the context of this policy this means full time CRICOS registered English courses offered by UTS Insearch
sStudent	UTS Insearch's on-line student portal
FEE-HELP	Higher Education Loan Program (HELP) allows eligible domestic students to defer their student contribution and repay it later through the taxation system.
Full-time study load	ELT - 20 hours per week.  UTS Foundation Studies and Diploma Programs – the normal workload per semester as published in the Academic Handbook.
IELTS – TOEFL – PTE(ACADEMIC)	IELTS - International English Language Testing System  TOEFL - Test of English as a Foreign Language  PTE(ACADEMIC) – Pearson Test of English (Academic)  These three tests, (known as High Stakes Tests) measure the ability to communicate in English – for people who intend to study or work where English is the language of communication.
International Student	Students other than domestic students
International Student Processing Fee (ISPF)	Administration fee applicable to International students for processing of their application and admission.

Intervention strategy	The process of identifying and supporting students who, because of poor performance, are identified as being at risk of failing to make satisfactory academic progress.
Onshore	In Australia
Sanctioned persons	Persons who are subject to targeted financial sanctions under Australian sanctions law (as identified by conducting Department of Foreign Affairs and Trade LinkMatchLite checks).
Scholarship student	A student whose fees or some part of their fees are paid by an external party whether this is a government body, an educational institution or a private body (Not UTS Insearch)
Sponsored student	A student whose fees, or some part of their fees, are waived by UTS Insearch either as an equity and diversity initiative or as part of a marketing campaign or for some other reason.
SSCR	Student Sponsorship, Compliance and Reporting
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS Insearch.
Study Package	<p>This consists of two or more UTS Insearch courses and is treated as a single study plan. A package program may comprise</p> <ul style="list-style-type: none"> <li>▪ an English language course and an academic course, (English and UTS Foundation Studies, English and diploma, English, UTS Foundation Studies and diploma) UTS Foundation Studies and Diploma</li> </ul> <p>Students admitted to a package program are admitted to each component of the package program.</p>
Transnational	Locations other than Australia
VEPT	Versant English Placement Test is an English proficiency test which measures the listening, speaking, reading and writing proficiency of candidates whose native language is not English and evaluates the level of ability of students to understand and communicate clearly in English. It is used to place students in the correct level of ELT.
UTS Insearch	Insearch Limited, its representative offices and its controlled entities.



**SUPPORTING DOCUMENTS**

- The National Code 2018
- ELICOS Standards 2018
- FEE-HELP assistance ([www.studyassist.gov.au](http://www.studyassist.gov.au))
- Schedule 1 Academic and English admission requirements
- Student Application and Admission procedure
- Student FEE-HELP admission procedure
- International Student Transfer Request Assessment Policy
- Academic Course Progress and Completion Policy (Domestic)
- Academic Course Progress Policy (International)
- Academic Course Progress Policy (Offshore)
- Privacy Policy
- The Australian Qualifications Framework (AQF)

**ADMIN USE ONLY**

APPROVAL		
Signature:		
Position title:	<b>Chair of the Academic Board</b>	<b>Date: 08/08/2019</b>
Policy Title	Student Application, Admission and Enrolment Policy	
Senior Leader	Dean of Studies	
Manager	Associate Dean of Studies	
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<b>Approved by</b>	<b>Academic Board</b>	<b>Date: 08/08/2019</b>