Admission and Enrolment Policy – International

Policy Code: INT-013 Version: 7.0 Effective Date: 16 September 2014

Purpose:

This policy applies to all international students enrolled within a course or subject at the College and all potential international students (those looking to enrol in a course at the College), and provides a broad framework and set of principles regarding the admissions and enrolment process.

Definition of “College” – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.

Definition of “International students” – The College defines an International Student as someone who is not an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant. It should be noted that all international students pay fees specified for international students, regardless of visa subclass.

Scope:

- All international students
- All potential international students
- All campuses, including online learning
- International Agents
Policy Statement:

Admission requirements focus on merit and fostering academic success.

1. The College encourages lifelong learning, including formal, informal and non-formal learning. It provides applicants for admission to the College’s courses with the opportunity to have relevant, previous learning considered in their application.

2. The College shall take into account possible educational disadvantage when determining admission requirements.

3. Applicants are admitted by fair, timely, and transparent procedures, on the basis of clearly defined, consistent and equitable processes.

4. Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission.

5. The College reserves the right to refuse entry to any applicant based on an individual’s inability to meet the educational and financial requirements of the College.

6. Upon admission, it is the student’s responsibility to make themselves aware of and comply with the College’s policies and procedures.

Part A of this policy sets out the admission and enrolment conditions common to all international students.

Part B explains additional admission and enrolment requirements that apply only to international students studying on a student visa.

Part C sets out additional requirements that apply only to international students studying on a temporary visa other than a student visa.

PART A

Note: This section applies to ALL international students, regardless of visa arrangements or course of study.

Admission Requirements

The College is an open access institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application.

To support a successful study experience with the College, all applicants must meet the following requirements:
1. All applicants must attend a final admissions interview upon submission of their enrolment paper work (for international students applying from outside of Australia, this interview may be over the phone). During the admissions process an applicant may be requested to complete the Learning Discovery Quiz and additional online bridging courses to support the applicants successful study journey.

2. Students entering Bachelor courses or higher education subjects as general interest studies are expected to have completed Year 12 or an equivalent qualification and must have studied a science related subject in their final two years of high school. Mature age students who have not completed Year 12 and who have relevant work or life experience that indicates they would be able to manage the level of course work required will be considered for admission on a case by case basis.

3. Students entering VET courses are expected to have completed Year 12 or an equivalent qualification.

4. Higher Education applicants for whom English is an additional language must have an academic IELTS score of 6.5 or 7.0, depending on the course. These levels have been set to ensure the student will have the ability to successfully engage in study. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and, depending on the course of enrolment, achieve a result at least equivalent to:

**Bachelor of Health Science (Nutritional Medicine) and Bachelor of Complementary Medicine:**
- IELTS 6.5 (overall score)
- Pearson (PTE) Academic Score of 58 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 550
- Internet based (iBT) TOEFL score of 80.

**All other Bachelor degrees:**
- IELTS 7.0 (overall score)
- Pearson (PTE) Academic Score of 66 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 587
- Internet based (iBT) TOEFL score of 95.

5. VET applicants for whom English is not the primary language must have an
academic IELTS score of 6.0. This level has been set to ensure the student will have the ability to successfully engage in their study. Refer to the English Proficiency Policy for further details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and achieve a result at least equivalent to:

- IELTS 6.0 (overall score)
- Pearson (PTE) Academic Score of 50 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 537
- Internet based (iBT) TOEFL score of 75.

6. All applicants must meet minimum computer literacy standards as determined by the College and have unrestricted access to the internet and a personal email account.

7. International students must be 18 years of age or older upon arrival in Australia or commencement of study online (for offshore students) to be eligible for admission.

8. It is the responsibility of all students admitted to College to acquire the required text books, training tools and resources required to fully participate on campus and/or in online subjects.

9. In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at the College because they do not meet all or some of the Admissions Requirements. The process for managing an applicant in this circumstance is outlined in the Admissions Procedure.

10. All entry requirements for courses including English language requirements must also be included in course marketing.

**Refusal and Exclusion**

The College reserves the right to refuse admission of a prospective student based on the following criteria.

1. The applicant demonstrates behaviours that do not meet the standards set out in the Student Charter and Code of Conduct.
2. The applicant does not meet the minimum entry requirements, conditional course requirements (i.e. does not pass a Working with Children Check), or course requirements.
3. The College has cause to believe that serious financial, personal or health issues will affect the applicant’s ability to meet study requirements or to continue in the
relevant award.

Applicants deemed unequipped to enrol (e.g. language requirements) may be referred to other educational institutions to seek additional learning (e.g. language course) prior to reapplying to the College.

Applicants may not apply for admission to the College during a period of exclusion from any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details of the exclusion penalties that were applied with their application. Applicants who have met the admissions requirements but who have been excluded previously from a course at the College or at another tertiary institution must demonstrate that they have an improved likelihood of success in the course for which they are applying.

Applicants who have been excluded for misconduct from the College or any other tertiary institution must show cause by providing a statement outlining why they should be considered for admission/readmission.

Campus Course Offerings
The College reserves the right to schedule and promote intakes for accredited courses at selected campuses where it is best resourced to do so. Accreditation of a specific course in any given jurisdiction does not automatically guarantee enrolments will be taken.

Admissions Standards
Admission standards will be monitored on a yearly basis, and management will undertake adjustments to standards where required.

All decisions relating to Admissions and the scope of this policy are the responsibility of the Director - Admissions and Marketing, through the Office of the CEO and governed by the Endeavour Learning Group Board.

Intake Quotas
The College reserves the right to impose intake quotas on any course or subject. Intakes into a course may be cancelled at the College’s discretion if insufficient students are admitted, in accordance with the Course and Training Package Viability Policy

Students affected by a course cancellation will be offered a choice between a place in an alternative course (if this option is available) or a full refund of unused tuition fees. Students affected by subject cancellations may be reallocated to alternative delivery modes for the same subject or placed in an alternative subject offered as part of their

Fee Payment

International students must pay all fees by the deadlines set out in the Fee Policy - International.

Students who do not make payment for the study period in full prior to the start of a study period may be subject to the following restrictions:

- Enrolment may be suspended or cancelled in line with the Deferral, Suspension and Cancellation Policy – International
- Grades may be withheld
- Academic Transcripts, Statements of Attainment, Letters of Completion, Testamurs and Eligibility for graduation may be withheld.

PART B

Note: This section only applies to student visa holders studying VET courses

Formalisation of Enrolment

Prior to enrolment all international students studying on a student visa must provide Admissions staff with the following documents:

1. A copy of applicant’s completed Enrolment Form – International
3. A copy of the student’s current visa
4. A copy of the student’s current passport providing proof that the student is or will be aged over 18 years by the time they arrive in Australia.
5. The student’s current e-mail address, residential address and contact numbers.
6. Proof of any previous qualifications (school certificates, units of competency testamurs etc).
8. Proof student meets all entry requirements for the course/s they wish to be issued a CoE for.

Admissions staff must direct international students to the International Student
HANDBOOK, AVAILABLE ONLINE.

PART C

Note: this section applies to international students studying on a temporary visa other than a student visa

Formalisation of Enrolment

Prior to enrolment all international students studying on a temporary visa (other than a student visa) must provide Admissions staff with the following documents:

1. A copy of applicant’s completed Enrolment Form – International.
3. A copy of the student’s current visa.
4. A copy of the student’s current passport providing proof that the student is or will be aged over 18 years by the time they arrive in Australia.
5. The student’s current e-mail address, residential address and contact numbers.
6. Proof of any previous qualifications (school certificates, units of competency testamurs etc).

Admissions staff must direct international students to the International Student Handbook, available online.

Provisional Admission or Enrolment

Applicants on a temporary visa other than a student visa may be admitted to a course on a provisional basis if:

1. They are being admitted under an Educational Access or Special Admissions Scheme.
2. They have a record of failure at the College or another tertiary institution.
3. They have been admitted under the general authority accorded to College Council.
4. They are seeking Recognition of Prior Learning or Advanced Standing in a specific course and therefore undertake the assessment process relating to this.

A student who has been admitted to a course on a provisional basis due to academic performance must have their academic progress reviewed at the end of one semester of
enrolment. If progress is considered unsatisfactory, the provisional admission will be withdrawn and the student will not be permitted to enrol in that course.

Non Award Study

International students (other than those on a student visa) may enrol in miscellaneous subjects / units of study (as general interest study); however, the College’s entry requirements still apply. The maximum amount of general interest study allowed by any one student in higher education subjects will be equal to one full year of the related higher education course (6 – 11 subjects, depending on the related course of study). The maximum amount of general interest study allowed by any one student in a VET course will be two (2) units of study.

If after exhausting their allocation of general interest studies, students wish to continue their enrolment with the College, students must enrol in an award course. If the student plans to apply for entry into an award course with advanced standing (credit) for general interest studies at the College, an application must be received through the Educational Pathways process.

Study Load

International students studying on a temporary visa other than a student visa may study a full time or part time study load. The minimum part time study load is 9 contact hours per week. The College considers a full time study load to be 24 contact hours per week.

Definitions:

HE: Higher Education

Study Period: A “study period” is defined in the National Code as “a discrete period of study” in a course, namely, semester, trimester, short course or as otherwise defined by the College as long as that period does not exceed 24 weeks”. This will normally reflect the period during which the student can normally be expected to complete a group of units. A study period may also refer to the delivery period of an online subject /unit of study.

VET: Vocational Education and Training

Further Information:

Related Procedures: Deferring, Suspending or Cancelling Enrolment Procedure – International
Related Policies:  
Complaints and Appeals Policy – International  
Deferring, Suspending or Cancelling Enrolment Policy – International  
Fee Policy - International  
Refund Policy – International  
Special Circumstances Policy  
Course and Training Package Viability Policy

Benchmarking:  
Not Applicable

Supporting:  
Not Applicable

Research and Analysis:  
Related  
Nil

Documents:  
Related  
Higher Education Support Act 2003

Legislation:  
The ESOS Framework comprising of:

- The Education Services for Overseas Students (ESOS) Act 2000
- Education Services for Overseas Students (ESOS) Regulations 2001
- Education Services for Overseas Students (Registration Charges) Act 1997
- Education Services for Overseas Students (Assurance Fund Contributions) Act 2000
- Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012

Guidelines:  
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<td>Policy Owner:</td>
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<td>Responsibilities for Implementation:</td>
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