

1.0 Purpose:

This procedure describes the application and selection process to ensure that:

- Students who are capable of being successful in their chosen course of study are selected
- Selection process is conducted in an ethical and responsible manner
- Appropriate access and equity principles are considered in selection criteria
- The application and selection process is consistent and is compliant with standard 2.2 – student engagement before enrolment’ of the national code 2007.

2.0 Related Standard

Standard 2.2 and 3 (The National Code 2007)

3.0 Responsibility

Ultimate Institute of Australia’s Administration Manager will be responsible for the implementation and management of this policy and to ensure that the staff are aware of its application and procedures.

4.0 Scope

This procedure applies to the admission, selection and processing of application received from international students to study in courses offered by the Institute. It describes processes associated with:

- Application by prospective students
- Selection and Issuance of offer
- Acceptance of offer
- Issuance of eCoE

5.0 Definitions:

Admission: the process by which a prospective student applies for a place in a course offered by the Institute, is considered, and selected or rejected.

Australian Qualifications Framework (AQF): a nationally consistent set of qualifications for all post-secondary education and training in Australia.

Department of Immigration and Border Protection (DIBP): The Student Visa Program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

Electronic Confirmation of Enrolment (eCoE): this is a DIBP requirement for the issuing of student visas for international students. This is generated through PRISMS.

IELTS: a comprehensive test of English language proficiency designed to assess the ability of non-native speakers of English who intend to study or train in the medium of English.

Offer: a formal invitation to a prospective student to commence study at the Institute in the course offered.

International Student: a student studying in Australia as a temporary resident who is the holder of a student visa granted by the Australian Government.

PRISMS: an interactive system that holds CRICOS and eCoE.

Selection: process undertaken to enable ranking of applicants for a program according to specified selection criteria, and subsequent notification of their eligibility to enrol.

6.0 Requirement:

- 6.1 Application procedures shall be applicant-focused, consistently applied and equitable.
- 6.2 All applications shall be treated fairly, with respect and sensitivity, and in accordance with Ultimate Institute of Australia's Privacy Policy.
- 6.3 Applications for admission shall be lodged according to the relevant guidelines provided to the applicants in the handbooks.
- 6.4 Ultimate Institute of Australia shall reserve the right to request applicants to supply additional information which may be relevant to their application, including documentation of previous academic records, medical certificates or other supporting documentation in the case of special consideration applications on any of the established grounds for special consideration.
- 6.5 Ultimate Institute of Australia reserves the right to request applicants' authorisation to obtain further information, where necessary, regarding their application from relevant third parties.
- 6.6 Information concerning applicants shall remain confidential between designated parties and will only be used as per the Privacy policy.

7.0 Methods:

Application by Prospective Students

- 7.1 All enquiring students must be provided with a Student Handbook, a Student Agreement and the ESOS Framework. Students can only be offered places in CRICOS registered courses.
- 7.2 The prospective applicants (applying from overseas) shall be advised that application form should be received no later than six weeks before a course commencement date to allow time to assess the application by the Institute and also for DIBP authorities to approve student visa application.
- 7.3 All prospective students must complete Ultimate Institute of Australia's Application Form to apply for admission into the courses offered by the Institute.
- 7.4 Applicants must sign and date the student agreement on the application and must accompany all supporting documents including:
 - Certified academic transcripts;

- Evidence of English language level (e.g. IELTS, TOEFL); and/or
- Certified educational or academic certificates (in both the original language and in English).

Other documents that may be required include:

- English translations of all documents;
- Syllabus or Course Curriculum (if applying for advanced standing/credits);
- Resume or curriculum vitae (CV);
- References from employers;
- Personal statements; and/or
- Letter of release from another tertiary provider for the relevant study period.

- 7.5 Upon receipt of the application, a student file is created and relevant details recorded using Student Application Checklist.
- 7.6 Application can be made online, via email, fax or in person or through an authorised representative.

Selection process

- 7.7 The Administration Manager or an authorised Admission Officer must review and assess the application and determine if an offer should be made based on the selection and entry requirements for the course.
- 7.8 To be accepted the applicant must at least meet:
- the academic entry requirements and
 - the minimum IELTS requirement or equivalent and
 - The age requirement
- 7.9 The academic entry requirements can be assessed using Ultimate Institute of Australia's education equivalency document to align overseas qualifications.
- 7.10 IELTS testing is not required where an applicant clearly has the required English language skills. The evidence for this would include verified evidence of:
- Completing education in an English speaking country or at an English speaking school or
 - Completing a Certificate III or higher level qualification in Australia.
- 7.11 The applicants may be interviewed to ensure they meet minimum entry requirements and to assess their learning needs. During the interview, applicant shall be provided with information on the following:
- Course details (contact hours per week, recommended text books, etc.)
 - University Pathways,
 - Teaching and assessment methods,
 - Fee structures,
 - Institute requirements,
 - Recognition of other AQF qualifications,
 - Recognition of Prior Learning and Credit Transfer information,

- Legislative and regulatory education guidelines and requirements.

- 7.12 Student Administration must ensure that all required documents are received at the time of assessing the application using the Student application checklist.
- 7.13 All application details must be entered into Ultimate Institute of Australia's Student Management System and documents filed.

Issue Offer Letter

- 7.14 All successful applicants shall be sent a Letter of Offer, accompanied by instructions regarding acceptance of the offer. The Administration Manager or an authorised admission officer must sign these offer letters and/or the student agreement to be sent to the applicants.
- 7.15 Applicants, who do not meet an entry requirement, will be notified in writing. Where applicable, unsuccessful applicants shall be offered alternative study options.
- 7.16 Offer letter and student agreement are sent via email to the students or their nominated representative.
- 7.17 A copy of offer letter and student agreement are filed in the student file.

Acceptance of Offer

- 7.18 Applicants must accept an offer by the due date by returning the signed Student Agreement and Acceptance form accompanied by payment of applicable tuition fees and OSHC as outlined in the Letter of Offer.

Issuance of eCoE

- 7.19 Ultimate Institute of Australia shall send an electronic Confirmation of Offer (eCoE) generated through PRISMS, once Student Agreement and Acceptance of offer and funds have been received by the Institute.
- 7.20 The accounts department will confirm the receipt of the application tuition fee and approve the issuance of eCoE.
- 7.21 The CoE must be prepared in accordance with the requirements of the PRISMS User Guide.
- 7.22 Prior to the issuance of the eCoE, the student application file is checked to ensure all requirements are met. This is usually done by using the student application checklist.
- 7.23 eCoE's are then issued in PRISMS.
- 7.24 eCoE's are sent to the student or the authorised representative via email.
- 7.25 Copies of eCoE's are filed in the student file and SMS is updated.
- 7.26 The eCoE shall be used by the student to apply for student visa.

Deferral

- 7.27 Prospective international students who have been offered a place in any course at the Institute shall have the right to defer the commencement of their studies for up to one year. Deferment must occur prior to enrolment. Students who defer cannot enrol.
- 7.28 Applicants shall be advised of their right to defer and the process for deferral shall be listed on student handbook, and on Ultimate Institute of Australia's website.
- 7.29 Applicants wishing to defer must follow the Deferral Policy.
- 7.30 Approval of deferral is sent in writing to applicants.
- 7.31 Deferred applicants shall be requested by mail or email to confirm their intention to take up their place in the following year prior to enrolment. Applicants who do not confirm their intention to take up their place as instructed in this letter will lose their place.

7.32 Application by Transferring International Students

Prospective international students who are currently enrolled with another registered provider can apply for entry to a course at the Institute. However, if their application is successful, at the time of enrolment at the Institute they must have completed six months of their principal course of study with their previous registered provider. Ultimate Institute of Australia will not knowingly enrol a student who has not completed this requirement. This provision is in accordance with ESOS Act 2000 and National Code 2007.

Where a prospective international student seeks to transfer from another registered provider and they have not completed six months of their principal course of study, applications will only be considered where:

- The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- The original registered provider has provided a written letter of release;
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the students from continuing his or her principal course; or
- Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.

7.33 Application process for transferring International Students

- International student transferring from another registered provider will follow the same application and selection procedure as prospective offshore international students.
- If the applicant accepts an offer and does not enrol, DIBP shall be notified and the confirmation of enrolment (eCoE) cancelled as per the Inactive Withdrawal Policy.

Student Application and Selection Procedure



8.0 Associated Procedure / Documents

- Student Selection Policy
- Application Form
- Student Offer and Agreement Form
- Student Application Checklist
- Inactive Withdrawal Policy

9.0 Review History

Revision	Date	Description of modifications
1 1.0	June 2015	Policy created and approved
2 1.1	August 2016	Policy and procedure updated
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