



ADMISSIONS POLICY

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7	UOWC Academic Board	29 November 2023	29 November 2023	29 November 2026		
Custodian:	UOWCA General Manager		Document No:	UOWC-ADM-POL-38		
Purpose:	This Policy governs the Admission of Students by a Delegated Authority to Courses delivered by UOW College Australia (UOWCA) and UOWCA's obligations under the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> as it relates to student-initiated requests to defer studies before commencement.					
Scope:	UOWGE	UOWCA	✓	UOWD	UOWCHK	UOWMKDU
	<ol style="list-style-type: none"> 1. This Policy applies to all applicants for Admission to the following UOWCA Courses: <ol style="list-style-type: none"> a. English language Courses; b. Higher Education Diploma Courses; c. Non-Award Pathway Programs – Foundation Studies Program (FSP), University Entrance Program (UEP) and University Access Program (UAP); and d. Vocational Education and Training Courses. 2. This Policy does not apply to applicants for the following: <ol style="list-style-type: none"> a. Study tours; and b. Offshore programs associated with UOWCA. 3. This Policy should be read in conjunction with UOWCA's Entry Requirements Table and Admission information published by UOWCA in Course guides, brochures and on the UOWCA website. 4. Applications for credit for prior learning, including when submitted with the initial application, are governed by the <i>Credit Transfer and Recognition of Prior Learning Policy</i>. 					
Related Documents:	Academic Delegations of Authority Policy- Australia Conflict of Interest Policy Credit Transfer and Recognition of Prior Learning Application Form Credit Transfer and Recognition of Prior Learning Policy Entry Requirements Table Leave, Suspension and Cancellation Policy Fees and Refund Policy International Student Transfer Between Providers Policy Privacy Policy Student Academic Consideration Policy					



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	Student Disability Policy Student Grievance and Appeals Policy Records Management Policy UOW International Education Agent Policy
References and Legislation:	<i>Anti-Discrimination Act 1977 (Cth)</i> <i>Education Services for Overseas Students Act 2000 (Cth)</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>



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1. Definitions

Word/Term	Definition
Access Plan	Alternative arrangements are developed with the Student Accessibility and Inclusion Team and are made to ensure that Students with a disability and Students who are associates of persons with a disability are able to undertake their study and complete their course requirements without disadvantage.
Admission	Procedures governing application and acceptance for entry to UOWCA.
Applicant	A person applying for Admission to a Course delivered by or accredited to UOWCA.
Commonwealth Supported Place (CSP)	A higher education place for which the Australian Government provides funding to the higher education provider towards the cost of the education of domestic students.
Conditional Offer	An offer generated where an Applicant has not fully met the relevant entry criteria or provided necessary documentation to support an application. Prior to enrolment, Applicants must meet the conditions outlined in their Offer of Admission.
Course	A Program of study consisting of a combination of Subjects and other requirements, whether leading to a specific higher education or vocational award or not.
Course Progress	Assessed advancement within a Course towards the completion of that Course. Course Progress is evaluated at specific milestones within a course, which can occur either at the conclusion of a session or a study period. Also referred to as 'Course Progress'.
Deferment	The result of a request by an Applicant with an offer to study at UOWCA to postpone the commencement of study to a later session.
Delegated authority	A Designated Role in an organisation that has been authorised by the relevant Delegations of Authority instrument to perform specific functions or make certain decisions.
Domestic Applicant	A person applying to enrol in a Course of study, who is: <ol style="list-style-type: none">1. An Australian Citizen; or2. A Permanent Resident or Humanitarian Visa Holder who will be a resident in Australia for the duration of the Course of study.



Early Admission	Where an offer of enrolment is made to a recent secondary school student prior to release of ATARs or equivalent. Such offers are generally conditional on other requirements being met, such as successful completion of a Senior Secondary Certificate of Education or achievement of a specified minimum predicted ATAR.
Head of Program	A staff member with nominated responsibility for a Program.
Home Schooling Registration	Where the parent takes responsibility for the compulsory education of the child or children, primarily in the child's home.
Inherent Requirements	The abilities, knowledge and skills needed to complete a Course that must be met by all students. Students with a disability or chronic health condition may be able to have reasonable adjustments made to enable them to meet these requirements provided the reasonable adjustments do not fundamentally change the nature of the inherent requirement. Reasonable adjustments are developed as Access Plan with the Student Accessibility and Inclusion Team.
International Applicant	An Applicant who is not a Domestic Applicant, including, but not limited to, those on a temporary residence visa, a bridging visa, or a student visa.
Offshore Program	A Course or Subject accredited by UOWCA that is delivered outside of Australia.
Program	The combination of Subjects in which a student is enrolled.
Qualification	A formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs, as defined by the Australian Qualifications Framework (AQF).
Subject	A self-contained unit of study or vocational unit of competency in any Course offered at, or in conjunction with, UOWCA.
Unconditional Offer	An offer generated when an Applicant has met relevant entry criteria and provided necessary documentation.
University Admissions Centre (UAC)	An organisation that processes centralised applications for Admissions to tertiary education in New South Wales and Australian Capital Territory.
UOW	University of Wollongong.
UOWCA	UOW College Australia.



2. Policy Principles

- 2.1. UOWCA admits only those Applicants assessed as likely to succeed in their chosen Course.
- 2.2. Admissions decisions will be fair, equitable, consistent, transparent and merit based. All Applicants to UOWCA are to be assessed using clearly defined procedures based on these principles.
- 2.3. UOWCA is committed to social inclusion and to providing access for groups who are under-represented in higher education.

3. General Provisions

- 3.1. To be admitted to a Course at UOWCA, an Applicant must:
 1. Lodge an application form for Admission or apply online via the approved application channel by the closing date, with all specified supporting documentation;
 2. Meet academic entry requirements as defined in the Entry Requirements Table and any other relevant requirements including those outlined in Section 4 of this Policy;
 3. Meet English language proficiency requirements applicable to the relevant Course and as outlined in the Entry Requirements Table;
 4. Be selected for Admission to the Course by a Delegated Authority in cases where an enrolment quota exists;
 5. Accept an offer of Admission and submit the associated acceptance agreement (where applicable); and
 6. Pay any required fees.
- 3.2. Eligibility for Admission does not guarantee selection for a Course. Where a quota exists for a particular Course and selection is from a pool of Applicants, selection will be based on merit.
- 3.3. UOWCA may determine and apply a quota of places available in a Course, including limiting the number of Applicants granted Admission to a Course.
- 3.4. Where applicable, quotas for Commonwealth Supported Places (CSP) will be determined by UOW. In cases where a quota exists, eligibility does not guarantee a CSP.
- 3.5. Applicants who intend to seek progression to an Australian University other than UOW should discuss entry requirements with the relevant university prior to accepting a place at UOWCA.
- 3.6. Applicants must provide clear, scanned copies of all original documents included with their application. All documentation must be in English and where the documentation is not in English, a certified translation must be provided.
- 3.7. UOWCA reserves the right to request Applicants to produce original documents or certified copies on request. UOWCA also reserves the right to require confirmation from the issuing institution on the authenticity of a document on request.
- 3.8. UOWCA is required to verify all supporting documents for Applicants seeking access to a VET Student Loan.
- 3.9. UOWCA retains the right to request original documents be provided at any stage of the application process.
- 3.10. Proof of name change must be provided if supporting documents show a name which is different from that used at the time of application.
- 3.11. An offer of Admission will only be made in writing by an officer with Delegated Authority to make the offer.



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- 3.12. Students with an offer to study at UOWCA must provide the following before being permitted to enrol:
 1. Acceptance agreement in the form prescribed by UOWCA (where applicable);
 2. Any payment required, or acceptable notification of a payment; and
 3. In the case of a Conditional Offer, evidence that the Applicant has satisfied and/or cleared all the conditions of that offer.
- 3.13. Admission of international students to any Course will be in accordance with applicable legislation.

4. Entry Requirements

- 4.1. The entry requirements for each Course are outlined in the Entry Requirements Table.
- 4.2. The Entry Requirements Table is reviewed as required and endorsed by the Academic Board.
- 4.3. Applicants who do not meet the prescribed entry requirements may have their application assessed on an individual basis by the relevant Head of Program who may, as a Delegated Authority, grant Admission to a Course or Subject, where discretionary entry is permitted as outlined in the Entry Requirements Table.
- 4.4. Applicants with any injuries, illness, disorder, impairment, condition, or incapacity that has the potential to impact their ability to learn or progress through, or successfully complete, their Course are encouraged to discuss this with UOWCA to assist in the process of identifying alternative arrangements through an Access Plan.
- 4.5. Domestic Applicants who complete their secondary education within the previous two (2) years and apply for Admission to Higher Education and VET Diploma Courses through UAC can be admitted on the basis of an assessment of academic potential via an Early Admissions scheme, or completion of a recognised enabling Program (non-ATAR). This scheme does not apply to English Language Courses and other Vocational Education and Training Courses.
- 4.6. Some Courses may have additional Admission requirements, including but not limited to assessment of suitability via interview(s).

5. Early Offer of Admission

- 5.1. Applicants nearing the completion of their Year 12 studies (but have not yet sat their final exams) may apply to the University or UOWCA for Early Admission to a bachelor degree or College Course at an eligible Australian campus (excluding English Language Courses and some Vocational Education and Training Courses).
- 5.2. To be eligible for Early Admission, an Applicant must be completing the New South Wales Higher School Certificate (HSC) (or interstate equivalent) at an Australian high school (and be eligible to receive an Australian Tertiary Admissions Rank (ATAR)) or the International Baccalaureate Diploma.
- 5.3. The application process for Early Admission is detailed on the UOW website.
- 5.4. Early Admission involves an assessment of academic potential taking into account a range of evidence, which may include:
 1. Year 11 Subject performance;
 2. Application responses to UOW's identified 'indicators for success'. These are attributes



- deemed important for independent learning and include academic readiness, motivation, and passion, planning and persistence, communication, and collaboration; and
3. Performance at a pre-admission interview.

6. Packaged Offers

- 6.1. A packaged offer of admission may be granted where a student does not meet the University's direct entry requirements or where an integrated undergraduate and postgraduate offer is made. Students will be admitted to the next level of study only once their eligibility to progress has been confirmed. A new application is not required; however the University may require the student to indicate that they are seeking to be admitted to the next level in line with their original offer.
- 6.2. A packaged offer may include an offer to study a relevant English language course and/or academic pathway program at UOW College Australia (UOWC) and a conditional offer to study a formal course at the University. Students gain entry to the University course on completion of the UOWC course(s) at the required level.
- 6.3. A packaged offer involving completion of a UOWC English language course, and a University course will be issued by the Delegated Authority on behalf of the University.
- 6.4. A packaged offer involving completion of a UOWC academic pathway program will be issued by the Delegated Authority on behalf of UOWC and the University.
- 6.5. The entry requirements into the academic pathway program is determined by the UOWC Academic Board. The level of performance required for entry into the University course is governed by the articulation agreement between UOWC and the University for the particular course.

7. Deferment of Study

- 7.1. An Applicant, who has received an offer of a place may apply to defer their offer for up to one (1) calendar year. However, it is expected that the student commences studies at the next available intake. UOW College may extend a Deferment to cover subsequent intake periods at its sole and absolute discretion.
- 7.2. Student applications to defer the commencement of their studies are required to provide evidence of compassionate or compelling circumstances that substantiates the claim, and all applications must be submitted in the form prescribed by UOWCA.
- 7.3. UOWCA will notify students of the Deferment request outcome in writing.
- 7.4. Deferred entry is not guaranteed and is at the discretion of the Delegated Authority.
- 7.5. All applications for Deferment will be Subject to reassessment against the Admission criteria applicable at the time of deferred Course commencement.
- 7.6. UOWCA may, at its discretion, withdraw a deferred offer if the Applicant fails to comply with any requirements prescribed by UOWCA in relation to the Deferment.
- 7.7. In cases where the Course has been discontinued, the Applicant will be offered Admission to a comparable Course where possible and where Admission requirements have been met.
- 7.8. In cases where Deferment is granted, tuition fee and scholarship arrangements applicable at the time the deferred offer is approved will apply.



8. Compassionate and Compelling Circumstances

- 8.1. Compassionate and compelling circumstances are those which:
 1. Are beyond the student's control, which a reasonable person would consider not due to the student's action or inaction, either direct or indirect, and for which the student was not responsible. The circumstances must be unusual, uncommon, or abnormal;
 2. Did not make their full impact on the student until on, or after their offer was accepted or studies commenced;
 3. Mean that it is impracticable for the student to commence or complete their studies; and
 4. Have an impact on the student's Course progress or wellbeing.
- 8.2. Compassionate and compelling circumstances may include, but are not limited to:
 1. Serious illness or injury;
 2. Bereavement of a close family member;
 3. Major political upheaval or natural disaster requiring emergency travel or immediate action; or
 4. A traumatic experience, such as involvement in or witnessing a serious accident, or witnessing or being the victim of a serious crime.
- 8.3. Requests on the grounds of compassionate and compelling circumstances must be supported by documentary evidence.

9. Student Visa Implications

- 9.1. Where an international student defers the commencement of their course, UOWCA will:
 1. Advise the student that there may be a potential impact on their student visa;
 2. Refer students seeking information regarding any impacts on their student visa to the Australian Immigration Department (UOWCA is not able to provide Immigration advice); and
 3. Report the change to the international student's enrolment to the Australian Education Department via the method prescribed by Section 19 of the ESOS Act.
- 9.2. Where an international student's enrolment is deferred, the deferral of enrolment will not be included in any attendance monitoring calculations.



10. English Language Proficiency

- 10.1. English is the language of instruction at UOWCA.
- 10.2. All domestic and international Applicants must satisfy the English language requirements applicable to the relevant Course, as defined in the Entry Requirements Table.
- 10.3. Where English test results (e.g. IELTS) are provided as evidence to satisfy English language requirements, they must be no more than one (1) year old.
- 10.4. For the Diploma of Nursing only, where English is not the primary language of the Applicant (meaning the language primarily used for reading, writing, listening, and speaking), the Applicant must have completed formal English language testing and achieved the result as approved by the Nursing and Midwifery Board of Australia.
- 10.5. Other than the Diploma of Nursing, Applicants may be considered as satisfying English language requirements if successfully completing two (2) years of secondary or tertiary study at an approved institution where:
 1. The language of instruction was English; and
 2. The institution is located in a country where the official language is English.
- 10.6. Applicants with the following citizenships may be considered for an English language waiver under the above guideline: Bahamas, Barbados, Canada, Fiji, Ireland, Jamaica, New Zealand, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom, and United States of America.
- 10.7. An academic transcript and/or official letter from the institution certifying that English was the sole language of instruction and assessment may be requested where an exemption is being sought.
- 10.8. Previous study in English as outlined in Clauses 9.5 to 9.7 is considered on a case-by-case basis. Satisfying requirements outlined in Clauses 9.5 to 9.7 does not guarantee that an English language exemption will be granted.

11. Underage Applicants

- 11.1. Unless otherwise stipulated in the Entry Requirements Table, all Applicants to UOWCA must be at least fifteen (15) years of age at the time of commencement of their Course and, for Academic programs, must have completed Year 11 to be considered for entry unless:
 1. Demonstrated extenuating circumstances apply; and/or
 2. The underage Applicant can demonstrate relevant work or life experience.
- 11.2. The Head of Program will conduct an academic suitability assessment to ensure an underage Applicant has the requisite skills and knowledge to successfully complete the Course. When conducting the academic suitability assessment, the Head of Program will consider if literacy and numeracy testing is required. This will be determined on a case-by-case basis.
- 11.3. In cases where an underage Applicant is at least fifteen (15) years of age and has completed Year 10 by home schooling registration, the Applicant must provide a Certificate of Completion of Year 10 in support of their application.



12. Refusal of Admissions

- 12.1. UOWCA may refuse Admission to an Applicant on the grounds that:
1. The Applicant has previously been suspended or excluded from UOWCA or any other institution for academic reasons, including but not limited to academic misconduct or unsatisfactory course progress;
 2. The Applicant has outstanding fees owing to UOWCA;
 3. The Applicant fails to meet UOW's genuine temporary entrant requirements specified for international students;
 4. Where evidence from the Applicant's history, as determined by the General Manager in consultation with the relevant Program Manager, makes them unsuitable to study the Course for which they have applied on academic or non-academic grounds;
 5. They have not met the entry requirements to be considered for Admission to a Course;
 6. The quota of places or diversity target for a Course has been reached;
 7. There are not appropriate and sufficient personnel, resources, or number of Applicants to enable the Course to be offered; or
 8. There are other restrictions or limitations applying to the Course.
- 12.2. In cases where UOWCA refuses Admission on the grounds outlined in 11.1(1-9) the Applicant will be supplied with written notification of the reasons for refusal.
- 12.3. The Delegated Authority may withdraw an offer of Admission made to an Applicant where:
1. The offer is made in error;
 2. The offer is made on the basis of incomplete, inaccurate, fraudulent, or misleading information supplied by the Applicant or by a certifying authority;
 3. The Applicant no longer meets the Entry Requirements of the Course; or
 4. The Applicant has not met the mandatory conditions identified in their offer.
- 12.4. Where fraudulent documents have been submitted to support an application, the application will be rejected and the matter may be referred to an appropriate authority, e.g., Police and/or Australian Immigration Department, for investigation.

13. Appeals against Admissions Decisions

- 13.1. Applicants may appeal against a decision by the Delegated Authority to refuse Admission if:
1. The Applicant satisfies all UOWCA and Admission requirements; and
 2. The application for Admission was lodged on time, in the correct manner, with all relevant documentation included to enable the application to be assessed; and
 3. The Applicant was not selected due to the incorrect application of the *Admissions Policy* or any other relevant Policy.
- 13.2. Appeals will be managed in the procedure prescribed by the UOWCA's *Student Grievance and Appeals Policy* and *Student Grievance and Appeals Procedure*.



14. Governance

Record Keeping

- 14.1. Delegated Authorities are responsible for maintaining appropriate records on the basis of Admission of Applicants.
- 14.2. Records are to be kept in accordance with UOWGE's *Record Management Policy*.

Conflict of Interest

- 14.3. Delegated Authorities must not participate in any admissions decisions affecting Applicants where a potential or actual conflict of interest arises due to a close personal relationship with an Applicant. Refer to the UOWGE's *Conflict of Interest Policy*.

15. Version Control and Change History

Version Control	Approved By	Date Effective	Amendment
1	WCA Academic Board	10/03/2011	New Policy
2	Lynette Harris	17/04/2012	Custodian changed from Campus Director
3	Policy Officer and Law Clerk	04/09/2015	Minor changes – merged to new template update of position titles.
4	Compliance Officer	21/07/2016	Minor change only - College branding and formatting updated
5	Academic Board	08/06/2017	Review of entire Admissions Framework including the removal of Course specific requirements, inclusion of grounds for refusal of Admission, record keeping and conflict of interest and defining the grounds for an Applicant to appeal.
6	Academic Board	17/12/2020	Scheduled review and update to include references to the Early Admission Scheme and provisions for Applicants who have been home schooled.
7	Academic Board	29/11/2023	Minor revisions to include:



			<ul style="list-style-type: none">- Inherent Requirements added in Definitions and Clauses 4.6 and 11.1.4;- Administrative updates to Section 3: General Provisions and included Clauses 3.5 to 3.8;- Migration of Section 7: Deferment of Study and Section 8: Compassionate and Compelling Circumstances from UOWCA's <i>Deferment, Cancellation and Suspension Policy</i>;- Updates to Section 12: Refusal of Admissions criteria to align with <i>UOW Coursework Rules</i>;- Added in Section 6: Packaged Offers;- Added in Section 9 "Student Visa Implications"; and- Minor updates to Purpose, Related documents and legislation, definitions, formatting, grammar, and numbering.
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