ADMISSIONS ASSESSMENT AND LETTER OF OFFER PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1   Procedure

Responsible	Procedure Steps		
	1	**Offer letter required**	
Admissions Staff		**1.1**	Assess the application against the entry criteria.
		1.2	Add assessment and offer criteria in Studylink as required.
	2	**Letter of Offer generation**	
		2.1	Generate Letter of Offer in Studylink.
		2.2	Check Letter of Offer is correct including the template, tally of fees, dates, etc. and make any corrections necessary.
		2.3	Confirm and email Letter of Offer in Studylink, including SCO, Sponsor, Marketing staff as required.
	3	**Applicant response**	
Applicant/ Agent		**3.1**	If satisfied with the offer and the conditions of enrolment have been met, accept the offer and submit the acceptance together with the evidence of payment requested and/or financial guarantee. If the applicant is under 18 – submit Accommodation and Living Arrangements form. If transferring from another education provider, Release from the provider is required.
		3.2	If not satisfied with the offer submit a written request to revise the offer.
Admissions Staff		**3.2.1**	If a written request to revise the offer is received, start the assessment process again from step 1 and create a revised offer.

D.2   Supporting Documentation

Related material	Location
Admissions Assessment and Letter of Offer Work Instruction	Filed in Admissions Team Only – SAIBT Admissions Only - Documents > General > Work Instructions
Admissions Entry Criteria	SAIBT Policy and Procedures webpage
SAIBT University of South Australia Brochure	SAIBT website

Form templates	Location
Letter of Offer	Studylink
Request for Accommodation	Pipefy
Change of Agent Form	Studylink Resource Library and Admissions Teams
Living Arrangements Under 18 Form	Pipefy

Records (including completed forms)	Location
Letter of Offer	Studylink
GSR form for high risk countries	Admissions Teams
Academic Transcripts	Studylink

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: https://bit.ly/2OQrJEU

D.3   Version Control

Current Version Number	v3.2
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