



University of  
South Australia

Centre for  
English Language

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# ADMISSIONS POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy governs the admission of students to South Australian Institute of Business and Technology (SAIBT) and Centre for English Language in the University of South Australia (CELUSA) programs and courses.

### A.2 Scope

This policy covers all prospective and current students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Academic Board	The senior academic body which oversees the academic governance of the College
Agent	A representative who acts on behalf of SAIBT to recruit international students
Appeal	Requesting a review of a previous decision
Applicant	A prospective student applying to study at SAIBT and/or CELUSA
Confirmation of Enrolment	An official form issued to an international student to confirm that they have been accepted onto a course of study at an Australian institution for a specific start and end date
Continuing Student	A student who has enrolled in a study period and continuing their enrolment at CELUSA or SAIBT
Credit Transfer	The determination, on an individual basis, of the advanced standing the learner is entitled to as a result of module/course (subject) or unit of competency completed at another institution
Defer	Temporarily put studies on hold
Domestic student	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
False or misleading information	Information that is not genuine

GSR/Genuine student requirement	Genuine Student requirement. A 'genuine student' is an international student applicant who intends to obtain a successful education outcome and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome.
High Risk Country	Countries and regions that are considered high-risk if they are one or more of the following: <ul style="list-style-type: none"> <li>• deemed a high-risk or non-cooperative jurisdiction by the Financial Action Task Force (FATF)</li> <li>• prescribed foreign countries</li> <li>• subject to sanctions</li> <li>• known tax havens</li> <li>• known to provide support to terrorist organisations.</li> </ul>
Immigration	Department of Home Affairs
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
Module	A single unit of study that counts towards completion of a program
National Code of Practice	A set of national standards that governs the protection of overseas students and the delivery of courses to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a student visa
New student	A new student who is studying at CELUSA or SAIBT in their first study period of the program which they accepted
Non-packaged student	A student with an offer for a single program
Orientation	An information day/week that all students attend when commencing their program or course or non-award ELICOS
Packaged student	A student with offers for English and/or Academic Programs
Partner Institution	Any institution that the provider has an agreement with to package students
Precluded	Excluded from a course or program
Program	An approved combination of approved courses in which a student is enrolled
Qualification	The formal certification issued by the relevant approval body that confirms an individual has achieved all the units of competency or the subject or course or module learning outcomes required of the qualification
Recognition of prior learning (RPL)	The determination, on an individual basis, of the advanced standing the learner is entitled to as a result of previous formal training, work experience and/or life experience

SATAC Undergraduate Admissions Service	SATAC is an independent organisation that assesses and processes applications on behalf of tertiary institutions in South Australia. <a href="http://www.satac.edu.au/">http://www.satac.edu.au/</a>
Simplified Student Visa Framework (SSVF)	Under this arrangement, an overseas applicant for a student visa with a CoE from a participating University and its eligible and nominated business partner(s) will be treated by Immigration as a low migration risk
Study Period	<ul style="list-style-type: none"> <li>• CELUSA - ten teaching weeks unless a shorter period of study as per the student letter of offer and/or course progressions</li> <li>• SAIBT – 12 teaching week trimester</li> </ul>

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
ASTAS	Australian Students Tuition Assurance Scheme
CAAW	Confirmation of Appropriate Accommodation and Welfare letter
CELUSA	Centre for English Language in the University of South Australia
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CoE	Confirmation of Enrolment
GSR	Genuine Student requirement
RPL	Recognition of Prior Learning
SAIBT	South Australian Institute of Business and Technology
SATAC	South Australian Tertiary Admissions Centre
SSVF	Simplified Student Visa Framework
TPS	Tuition Protection Scheme

## SECTION B - POLICY STATEMENT

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### B.1 Principles

SAIBT applicants are assessed and admitted using fair, equitable and transparent criteria. Selection and entry to programs at SAIBT are based on principles of:

- Academic merit
- English language proficiency
- Access and Equity
- Genuine Student requirement (GSR) for English and Academic Programs where applicable
- Sanctions

SAIBT's **Admissions Entry Criteria**, in relation to selection and admissions as attached to this policy, will be reviewed annually to ensure that it remains current and valid.

### B.2 Policy

#### 1 Applications

##### 1.1 Prospective students

**1.1.1** All prospective International students are required to apply for admission via Studylink, either directly or via an agent. Prospective Domestic students must apply through SATAC.

**1.1.2** International students from high-risk countries and any international students who are identified with risk factors will be assessed against Genuine Student requirement(GSR) and Sanctions criteria to determine if they are a genuine student for entry and stay as a student as required by the Migration Regulations 1994. Students assessed against Genuine Student requirement (GSR) may also be required to attend an interview.

##### 1.2 Applicants with a disability

**1.2.1** Applicants with a disability should indicate on their application their disability status and may be asked to provide further details in order for SAIBT to assess their special study requirements.

#### 2 Admissions criteria

##### 2.1 Basis of admission

**2.1.1** The approved minimum entry age for students commencing their studies at SAIBT/CELUSA is 16 years of age. Only students who turn 16 years of age on or prior to their commencement date are eligible to begin their studies.

**2.1.2** Applicants will be assessed against the minimum Academic and English language entry requirements outlined in the **Admissions Entry Criteria**. Applications received that do not meet standard entry requirements will be assessed on a case by case basis.

## 2.2 Verification of qualifications

- 2.2.1** All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results. Agents are authorised to certify documents for this purpose.
- 2.2.2** The authenticity of documents will be verified by the Admissions Unit.

## 3 Access and equity

### 3.1 Special Entry

- 3.1.1** SAIBT may recognise alternative forms of qualification for entry which are targeted at improving access to students who have experienced disadvantage in accessing and participating in education and may provide special variations to the **Admissions Entry Criteria** to meet the need of individuals considered on a case by case basis.
- 3.1.2** Specific consideration given to the admission of Aboriginal and Torres Strait Islander peoples is covered in the **Admissions Entry Criteria**.
- 3.1.3** Students granted special admission will be provided with appropriate academic support.

### 3.2 Adult Entry

- 3.2.1** Applicants who are 18 years of age or older may qualify for adult entry. Adult entry students may be admitted into a program without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications. Previous study in related fields may also be taken into consideration.

## 4 Age

- 4.1** International students who are admitted to SAIBT and are under the age of 18 at the time of acceptance of the offer will be required to demonstrate acceptable living and welfare arrangements, as required under the National Code of Practice (Standard 5) before commencing their program of study.

## 5 Simplified Student Visa Framework (SSVF)

- 5.1** The University of South Australia [UniSA] regularly review the [Guidelines on Genuine Student requirements](#), including evidence of funds, for screening students from high risk country of citizenship to ensure they retain a low Evidence Level with the Department of Home Affairs, which benefits applicants through streamlined evidentiary requirements when applying for a student visa. SAIBT is an eligible and nominated business partner of the University of South Australia and SSVF requirements also apply to international students packaged with SAIBT.

## 6 GSR assessment

- 6.1** Intending students need to satisfy Immigration that they have a genuine intention to stay in Australia temporarily for the purpose of study. A CoE will only be issued when GSR Assessment has been formally approved, all conditions of enrolment are met and an unconditional offer is issued.
- 6.2** **Determining GSR**

- 6.2.1** In order to determine whether an applicant meets the GSR, the applicant may be required to complete an assessment.
- 6.2.2** Any documentation submitted as part of the assessment process must be submitted in English, be no more than 6 months old and must be original certified documents.
- 6.2.3** If SAIBT is satisfied that the applicant meets the GSR, this will remain valid for 2 years and if the applicant defers their start date at SAIBT, they will not be required to undergo a further assessment (subject to clauses 2.4 and 3 below).
- 6.2.4** Where SAIBT determines that the applicant meets the GSR, and the applicant then applies to change to an alternative program or provides other information that may affect whether they meet the GSR, the applicant may be required to undergo a further assessment, at SAIBT's absolute discretion.
- 6.2.5** Where SAIBT or UniSA determine that in its opinion the applicant does not meet the GSR, the applicant will be ineligible for admission into SAIBT either direct or through a package with UniSA for a period of two 2 years from the date of the assessment. If the applicant does not disclose a previous GSR decision by SAIBT or UniSA and an Offer of Admission or Confirmation of Enrolment (CoE) document is given, SAIBT or UniSA reserves the right to withdraw any Offer of Admission for that applicant (in accordance with clause 3.4 below).
- 6.2.6** In the event that the Department of Home Affairs refuses to grant the applicant a student visa the applicant will be ineligible for admission into SAIBT or admission to UniSA for a period of two 2 years from the date that SAIBT becomes aware of such refusal.

### **6.3 Withdrawal of Offers – GSR**

- 6.3.1** If SAIBT gives an applicant an Offer of Admission and the applicant fails to complete any required assessment or SAIBT determines that in its opinion the applicant does not meet the GSR, SAIBT may withdraw any Offer of Admission.
- 6.3.2** If SAIBT gives an applicant an Offer of Admission and it later determines or reasonably suspects that information or documentation supplied by the applicant or their representative during the assessment process was incorrect or fraudulent, SAIBT reserves the right to withdraw any Offers of Admission for that applicant and may at its discretion not consider any further applications for admission from the applicant at SAIBT or admission to UniSA for a period of 2 years.
- 6.3.3** If an applicant has an Offer of Admission but was not required to complete a GSR assessment before obtaining the Offer, SAIBT can at its discretion require the applicant to complete a GSR assessment. If the applicant does not complete the assessment or does complete the assessment but fails to demonstrate that they meet the GSR, SAIBT has the right to withdraw an Offer of Admission for that applicant and may at its discretion not consider any further applications for admission at SAIBT or admission to UniSA from the applicant for a period of 2 years.
- 6.3.4** SAIBT reserves the right to withdraw Offers of Admission at any time, this includes when an applicant signs and returns their Acceptance and Payment Form and pays any monies required and even if a CoE has been issued.

### **6.4 Miscellaneous – GSR**

- 6.4.1** SAIBT reserves the right to vary these Guidelines at any time.
- 6.4.3** The process, assessment, and results of any GSR assessment are confidential to and will remain the exclusive property of SAIBT. SAIBT shall not be under any



obligation to disclose or provide a copy of the process, assessment or results to applicants, any educational institution or other third party unless required by law to do so but can at its discretion disclose GSR assessment results to UniSA.

- 6.5** Current students wishing to change their program may have their GSR re-assessed, at the discretion of the Academic Director, or the delegated Academic Coordinator.

Applicants who have not commenced their studies who wish to change their program may have their GSR re-assessed, as the discretion of the Admissions unit.

## 7 Admissions

### 7.1 Offers of admission

- 7.1.1** Offers of admission (packaged and non-packaged) are made according to relevant regulations.

### 7.2 Acceptance

- 7.2.1** Upon receipt of signed Acceptance forms, evidence of payment, copy of passport, evidence of OSHC (if SAIBT is not organising OSHC on the students behalf) and the conditions of enrolment being met, and/or completed Living Arrangements for students under 18 years of age (International), and if changing education providers a Release (International), students will receive either a Confirmation of Enrolment (International) or an email confirming their enrolment (Domestic) and orientation information.

### 7.3 Withdrawal from Offer (students)

- 7.3.1** Students who have accepted an offer and have not paid their fees can withdraw at any time.
- 7.3.2** Students who have paid their fees but have not yet commenced can withdraw at any time and will be reimbursed in accordance with the **Fee Refund Policy**.

### 7.4 Confirmation of Enrolment (CoE)

- 7.4.1** Students who have an unconditional Offer issued, have signed the acceptance and have made payment, copy of passport, evidence of OSHC (if SAIBT is not organising OSHC on the students behalf) and/or completed Living Arrangements for students under 18 years of age, and if changing education providers a Release, will be issued a CoE. Issuance of a CoE is independent of the issuance of a student visa. Students who have not been granted a student visa will be refunded in accordance with the **Fee Refund Policy**.
- 7.4.2** Under 18 students who have an unconditional Offer issued, have submitted a signed acceptance and evidence of payment will additional to receiving the CoE/s also receive CAAW where they have nominated SAIBT to act as their guardian.

### 7.5 Request for a change of program (after acceptance and prior to commencement)

- 7.5.1** Continuing students wishing to change their program can do so after consultation and approval from the Academic Director, or the delegated Academic Coordinator
- 7.5.2** New students wishing to change their program will only be eligible to do so after completing the first trimester of the program which they accepted, received Confirmation of Enrolment for, and for which they were granted their visa.

**7.5.3** Requests for a change of program will only be accepted and assessed from 5.00pm (ACST), Friday week 12 of the student's current trimester to 5.00pm (ACST), Friday week 0 of the subsequent trimester. Requests received outside of this time frame will be rejected.

**7.5.4** Students enrolled in the Graduate Certificate program will not be eligible for a change of program due to their single semester of study at SAIBT.

## **7.6 Withdrawal of Offer (SAIBT)**

**7.6.1** SAIBT reserves the right to rescind an offer of admission and will notify the student accordingly in writing.

## **7.7 Re-admission**

**7.7.1** A student who has been precluded from a program may apply for re-admission in keeping with UniSA and Admissions guidelines. Re-admission into any SAIBT program will be at the discretion of the SAIBT Academic Director.

## **7.8 Provision of false or misleading information**

**7.8.1** Students who provide fraudulent documents or false or incomplete information on their application may have their offer or enrolment cancelled without notice.

## **7.9 Deferment**

**7.9.1** Prior to commencement students may seek to defer commencement of studies until a subsequent study period. They must submit their request in writing. Full details regarding this process may be accessed through the **Deferral, Leave of Absence, Withdrawal, Suspension or Cancellation of Enrolment Policy**.

## **7.10 Late and non-arrivals**

**7.10.1** Students who have been issued with CoEs but do not arrive in time to commence their program will be notified that their CoEs have been cancelled, and asked to defer to the next appropriate available intake. In accordance with SAIBT's entry requirements and GSR criteria, not all students may be eligible to defer their Offer to a future intake. Admissions will advise students at the time of the request if they are no longer eligible to defer.

**7.10.2** Students who enrol late may be required to reduce their study load.

## **7.11 Sponsored applicants**

**7.11.1** Where the applicant is sponsored, an acceptable sponsor financial guarantee is required in lieu of fees being paid.

## **8 Tuition Assurance**

### **8.1 Tuition Protection Scheme (TPS), International Students**

**8.1.1** If SAIBT/CELUSA is unable to deliver the program, under the Australian Government's Tuition Protection Scheme (TPS), students will be offered enrolment in a suitable alternative program, or a full refund of fees paid to date in accordance with the **Fee Refund Policy**.

### **8.2 Australian Students Tuition Assurance Scheme (ASTAS), Domestic Students**

**8.2.1** If SAIBT/CELUSA is unable to deliver the program, under the Australian Students Tuition Assurance Scheme (ASTAS), the student will be offered a place in a similar

program with another provider without any requirement to pay them any student contribution or tuition fee for any replacement modules; or the student will be refunded their up-front payments for any modules that they commenced but did not complete in accordance with the **Fee Refund Policy**.

## 9 Review of Entry Criteria

- 9.1** An annual review and update of the **Admissions Entry Criteria** will be undertaken as per the review cycle.
- 9.2** Final approval of the **Admissions Entry Criteria** will reside with the relevant Academic Board.

## 10 Recognition of prior learning and credit transfer

- 10.1** SAIBT will only consider appropriate prior learning experiences as meeting admission requirements where students won't be disadvantaged in achieving the expected learning outcomes for their program and the integrity of the program and qualification will be maintained.  
These may include (but are not limited to):
- life experience
  - personal competencies; and
  - employment experience.
- 10.2** Applications for credit will be assessed on an individual basis in accordance with the **Module Credit Policy**. Original copies of supporting documents will be required

## 11 Appeals

- 11.1** Applicants who are dissatisfied with the outcome of their admission application, may seek to appeal this decision through the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Admissions Policy
<b>Policy Owner</b>	Manager, Admissions
<b>Approving Authority</b>	SAIBT Executive Group
<b>Initial Issue date</b>	June 2010
<b>Directory Location</b>	Policies, SAIBT, Admissions

### C.2 Version Control

<b>Current Version Number</b>	5.3
<b>Date of Effect</b>	07/2024
<b>Review Date</b>	10/2024
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">ELICOS National Standards</a>
<a href="#">Higher Education Standards Framework (<i>Threshold Standards</i>) 2021</a>
<a href="#">The National Code of Practice 2021</a>
<a href="#">Genuine Student Requirement Guidelines</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Admissions Application Procedure

Admissions Assessment and Letter of Offer Procedure

Admissions Acceptance and Confirmation of Enrolment Generation Procedure

Admissions Application Late and Non Arrivals Procedure

### **D.2 Related Policies**

Admissions Entry Criteria

Fee Refund Policy

Deferral, Leave of Absence, Withdrawal, Suspension or Cancellation Policy

Module Credit Policy

Student Grievances and Appeals Policy