

STUDENT ADMISSIONS PROCEDURE

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| Procedure Code | ACA09 |
| Procedure Lead | Academic Dean |
| Approving Authority | Academic Board |
| Approval date | 30 April 2025 |
| Commencement date | 2 June 2025 |
| Next Review Date | December 2026 |
| Version | 2025.2 |
| Relevant legislation or external requirements | National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) (NC: 1, 2, 3, 6.5, 8.2, 8.5, 8.16, 9.1, 9.2) Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.1, 1.2, 2.2, 2.3, 2.4, 5.3.7, 7.1, 7.2, 7.3) Competition and Consumer Act 2010 Australian Qualifications Framework (AQF) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Education Services for Overseas Students Act 2000 (ESOS Act) |
| Related ASA Documents | Student Admissions Policy Recognition of Prior Learning Procedure Recognition of Prior Learning Procedure Student Fees Charges and Refund Policy Diversity and Equity Policy and Procedure Admissions Application Form Letter of Offer |

1. Purpose

The purpose of this procedure is to set out the requirements for student admission at ASA Institute of Higher Education (**ASA**), and to provide clarity, transparency, and consistency with respect to admission requirements and processes.

2. Scope

This procedure applies to prospective students, and all staff involved in the admission of students to ASA.

Applicants should consider the *Recognition of Prior Learning Policy* and associated Procedure for information and processes for gaining recognition of previous learning.

3. Application Process

3.1 Eligibility for Entry

In order to be eligible for admissions to ASA domestic and international applicants to ASA must:

1. be 18 years of age or older at time of commencement;
2. complete, sign and lodge an Admission Application Form; with Student Administration; and
3. provide evidence that they have met the published requirements for the course.

In addition, international students must provide:

4. proof of English language proficiency; and
5. a copy of the applicant's passport.

As outlined in the *Student Admissions Policy*, Aboriginal and Torres Strait Islander peoples can apply for admission directly to the CEO, using the Admission Application Form.

Incomplete applications will be returned for additional details or documents without being processed. This may result in delayed admission.

3.2 Verification of Documentation

All documentation submitted in support of an application for admission must be verified by ASA staff and English translations supplied where documents are issued in a language other than English. ASA reserves the right to contact issuing institutions for verification at their discretion.

Copies of submitted official documents must be certified by an authorised officer. Eligible officers include the following:

- an authorised officer from the institution that originally issued the document;
- an Australian Overseas Diplomatic Mission or Australian Education Office;
- an authorised representative of ASA Institute of Higher Education;
- a Notary Public;
- a Justice of the Peace; or
- a Commissioner of Declarations.

In order for a document to be certified, the authorised officer must:

1. Sign and print their name clearly;
2. Include the date;
3. Include the official stamp or seal of the authorised officer's organisation.

4. Recognition of Credit

Applicants who wish to apply for advanced standing (also known as credit or recognition of prior learning) for a part of their course of study, should refer to the *Recognition of Prior Learning Policy and Procedure* and lodge their application concurrently with their application for admission.

The last day to lodge a Recognition of Prior Learning application without an extra fee is two (2) weeks before the course commencement date. The outcome of this application will be determined as per the *Recognition of Prior Learning Policy* and associated procedure.

4.1 Articulation Arrangements

Where students are seeking admission by articulation, they must also provide certified copies of academic qualifications and transcripts from the articulating institution, in addition to the documentation prescribed above. ASA reserves the right to contact issuing institutions for verification at their discretion. Please refer to the *Recognition of Prior Learning Policy* and associated procedure for further details.

5. Offers

All offers will be made in accordance with the *Student Admissions Policy* and this Procedure. Successful applicants will receive a Letter of Offer (that includes the Acceptance and Terms and Conditions), details for payment of tuition and other fees, and orientation.

Unsuccessful applicants will receive formal notification from the Admissions Manager that their application has been unsuccessful and will be advised of the reason.

Offers will be made in writing and acceptance of any offer is subject to the following:

1. The Acceptance must be made in accordance with the Letter of Offer and completed by the specified date;
2. Acceptance of an offer shall be taken to constitute acceptance by the applicant of all published rules and regulations of ASA; and
3. Any applicant providing false or misleading information may have their offer withdrawn and enrolment cancelled.

6. International Students – Deferral and Conditional Offer

6.1 Deferral of Commencement

International students seeking to defer their commencement date must lodge a written request at least three (3) weeks prior to the start date of the course. Students may be allowed to defer the commencement of a course on medical grounds or other exceptional/compassionate circumstances at the discretion of ASA. Please refer to the *Student Refund Policy* and the *Deferral, Suspension and Cancellation Policy* for further information.

6.2 Conditional Offers

International students applying to study a course with ASA must meet ASA's Academic, English, and if applicable, Genuine Student (GS) entry requirements and the Department of Home Affairs requirements for current student visa applications.

Applicants who have provided evidence of meeting the educational requirements but not the English language entry requirements may be offered a Conditional Offer for their chosen course. Such students must also then apply to an Academic English-based ELICOS course, at a course approved by ASA. The course must be completed, and documentation assuring completion issued, prior to receiving a full offer into an ASA course and commencing study at ASA.

Conditional Offers may also be made if other documentation is required and expected to be supplied to ASA at a reasonable time prior to the proposed commencement date.

Any Conditional Offer will clearly state, "A full offer has not been made due to the applicant requiring evidence of [...]. ASA will issue a Letter of Offer (that includes Acceptance and Terms and Conditions)."

Students who do not meet the Conditional Offer requirements after accepting such offers should refer to the *Student Fees Charges and Refund Policy*.

7. Enrolment

During the orientation and transition process, students will be given course advice, enrolled into specific units and classes, required to pay the prescribed fees which are due, issued with a timetable and Student ID card, and required to attend a compulsory orientation session.

8. Complaints and Grievances

All applicants and students are able to access ASA's Complaints and Grievances Handling Process at any stage of the Admissions process. Please refer to *Student Grievance Policy* and associated procedure.

9. Version Control

This Procedure has been reviewed and approved by the ASA's Academic Board as at May 2025 and is reviewed every three years.

The Procedure, with associated policy, are published and available on the ASA website
<https://www.asahe.edu.au/policies-and-forms/>.

| Change and Version Control | | | | |
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| Version | Authored by | Brief Description of the changes | Date Approved: | Effective Date: |
| 2025.2 | Director Quality and Compliance / Academic Dean | Comprehensive review conducted and benchmarked. | 30/04/2025 | 02/06/2025 |
| 2025.1 | Director Quality and Compliance | Updated Policy Lead, deferral notice period and policy reference for operational accuracy. | 14/02/2025 | 06/03/2025 |
| 2024.1 | Director Quality and Compliance | Updated Genuine Temporary Entrant to Genuine Student to reflect updates made by the Department of Home Affairs. | 31/07/2024 | 22/08/2024 |
| 2024.1 | Project Officer | Document formatting updated to reflect change of Trading Name to ASA Institute of Higher Education | 28/06/2024 by CEO | 01/07/2024 |
| 2023.1 | Director International Recruitment | Updated policy to include HESF references, and annual review | 20/11/2023 | 18/12/2023 |
| Previous version archived. New Policy code and numbering system implemented. | | | | |
| 4.0 | | Academic Board Approval | | |
| 3.0 | | Reviewed to include new courses after accreditation. | | |
| 2.0 | | Academic Board Approval Next review | | |
| 1.0 | | Academic Board review | | |