

Admissions Policy

11. Background

Gateway Business College (GBC) has established admissions criteria, entry requirements and pathways for each course of study to ensure students who are admitted to higher education courses have the necessary academic preparation and English language proficiency to participate, progress and complete the course in which they enrol. GBC supports and encourages equitable participation in higher education by providing admission opportunities for under-represented student groups through alternative entry pathways, with specific consideration given to Aboriginal and Torres Strait Islander peoples.

GBC has established application, admission and selection processes that assure equitable, transparent and consistent application assessment and outcomes.

Prospective students have access to accurate information and guidance on course admissions criteria, requirements and processes on the GBC website, in marketing materials and through education agents.

12. Purpose

This policy establishes the framework that governs admission to a GBC course of study, including course admission criteria, entry requirements, admissions processes and procedures, selection processes, offers of admission and offer acceptance.

This policy is designed to ensure that students admitted to GBC courses are positioned to successfully progress and complete their studies, while encouraging and supporting the recruitment of students from under-represented groups. To this end, this policy identifies alternative entry pathways for students who may have experienced unequal access to higher education, so as to provide a more equitable participation in higher education.

13. Scope

This policy applies to GBC staff, and prospective and current students.

14. Definitions

Academic Board: The board responsible for academic governance at GBC. The Academic Board reports and advises the Corporate Governance Board on academic activity. This board oversees academic activities such as teaching, learning, scholarship, research, course approval, student outcomes, academic standards and academic policy.

Academic staff: Staff engaged in higher education teaching, learning and research as employees of GBC.

Australian Qualifications Framework (AQF): The national framework that regulates Australian education and training qualifications.

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Domestic student: An enrolled student who is an Australian or New Zealand citizen, or an Australian permanent resident.

Education Services for Overseas Students Act 2000 (ESOS Act): The established legislative requirements and standards for the quality assurance of Australian education and training institutions offering courses to international students who are studying in Australia on a student visa. ESOS provides tuition fee protection for international students.

Higher Education Standards Framework (Threshold Standards) 2015 (HES Framework): The regulatory standards that represent the minimum acceptable requirements for the provision of higher education in or from Australia by higher education providers registered under the TEQSA Act 2011.

International student: An enrolled student who has been granted a student visa (subclass 500) by the Australian Department of Immigration and Border Protection (DIBP), which entitles them to study full-time in Australia.

Recognition of Prior Learning (RPL): Consideration of a student's relevant prior learning (including formal, informal and non-formal learning or work experience) that may be applied in the admissions process and grant academic credit towards the course in which the student enrolls.

Tertiary Education Quality and Standards Agency (TEQSA): Australia's national independent regulator of the higher education sector.

15. Principles

15.1 GBC's admission responsibilities

In compliance with the *Higher Education Standards Framework (Threshold Standards) 2015* (HES Framework) and to support strong outcomes for student participation and attainment, GBC has a responsibility to ensure:

- Course admission criteria, entry requirements and pathways are designed in such a way that students admitted to a course of study have the academic preparation and English language proficiency required to participate and progress in the course of study through to completion
- Alternative entry pathways are offered to allow access to higher education to students from underrepresented groups
- Course admission criteria, entry requirements and alternative entry pathways are documented and communicated to prospective students on the GBC website, in marketing materials and by education agents
- Application requirements and dates are clearly identified on the GBC website
- The application process is clearly explained on the GBC website, including instructions on how to apply, an application form and a list of documentation to include with the application
- The selection process is clearly explained on the GBC website
- Credit for recognition of prior learning is stated on the GBC website and instructions for how to apply for it

- The number of students admitted to a course of study can be adequately supported through the provision of transition programs, learning resources, teaching facilities, teaching and learning, support and administrative staff, IT resources, wellbeing and welfare support
- Admission application documentation is verified as correct, true and legitimate
- The privacy of applicants is protected, and the confidentiality and security of application documentation is maintained
- The selection and admission process is fair, transparent and consistent
- The selection and admission process supports diversity and equity
- Selection and admission decisions are recorded, especially in the case of unsuccessful applications, so that complaints and appeals can be resolved efficiently and effectively.

15.2 Course admission criteria and entry requirements

The GBC Academic Board is responsible for approving course admission criteria, entry requirements and alternative entry pathways for a course of study as part of the course approval process.

Course admission criteria and entry requirements are designed to ensure applicants who are admitted to a course of study have the academic preparation and English language proficiency necessary for participation in the course, progression and completion.

Course admission criteria and entry requirements are benchmarked during the course development process and reviewed by the Course Advisory Committee and external academic reviewers. Benchmarking compares course admission criteria and entry requirements for similar courses across the Australian higher education sector.

Course admission criteria and entry requirements are reviewed as part of the regular course review and improvement process. This includes reviewing student achievement and student attrition levels to ensure that admission criteria and entry requirements are an adequate indication of an applicant's academic preparation and English language proficiency for successful course participation and achievement of learning outcomes.

Selection for admission to a GBC course of study is dependent upon the requisite educational qualifications and English language level. Alternative entry pathways recognise bridging courses, completion or partial completion of an approved tertiary qualification, TAFE courses, VET level courses, industry or professional experience.

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Course admission criteria and entry requirements for Bachelor degree courses:

Student cohort	Educational and other qualifications, skills, prerequisite occupation(s)	Special or alternative admission arrangements
General entry	Completion of HSC / VCE or equivalent Australian or international qualification. Minimum study score of 25 in Units 3 and 4 English (or equivalent) or 30 in EAL; and 25 in a mathematics unit or equivalent scores for other Australian or international qualifications. Domestic students whose first language is not English are required to provide evidence of satisfying GBC's English language requirement.	Completion of at least 1 year of an approved tertiary qualification, which is equivalent to AQF Level 5 or higher.
School leavers	Completion of HSC / VCE or equivalent Australian or international qualification. Minimum study score of 25 in Units 3 and 4 English (or equivalent) or 30 in EAL; and 25 in a mathematics unit or equivalent scores for other Australian or international qualifications. Domestic students whose first language is not English are required to provide evidence of satisfying GBC's English language requirement.	N/A
International students	Completion of HSC / VCE or equivalent Australian or international qualification. Minimum study score of 25 in Units 3 and 4 English (or equivalent) or 30 in EAL; and 25 in a mathematics unit or equivalent scores for other Australian or international qualifications. International students whose first language is not English are required to provide evidence of satisfying GBC's English language requirement.	Completion of at least 1 year of an approved tertiary qualification, which is equivalent to AQF Level 5 or higher.

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Special and/or alternative entry: non-school leavers (mature-age applicants and/or those who do not hold their HSC or equivalent)	Applicants without a formal qualification but with appropriate years of relevant work experience will be considered. Applicants whose first language is not English are required to provide evidence of satisfying GBC's English language requirement.	Skills and knowledge gained through work experience, life experience and/or formal training are assessed on a case-by-case basis.
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15.3 Applicant admission selection

The applicant selection process ensures fair, consistent, transparent and equitable review of academic qualifications, English language levels and entry requirements documentation.

GBC's diversity and equity policy is applied to applicant selection.

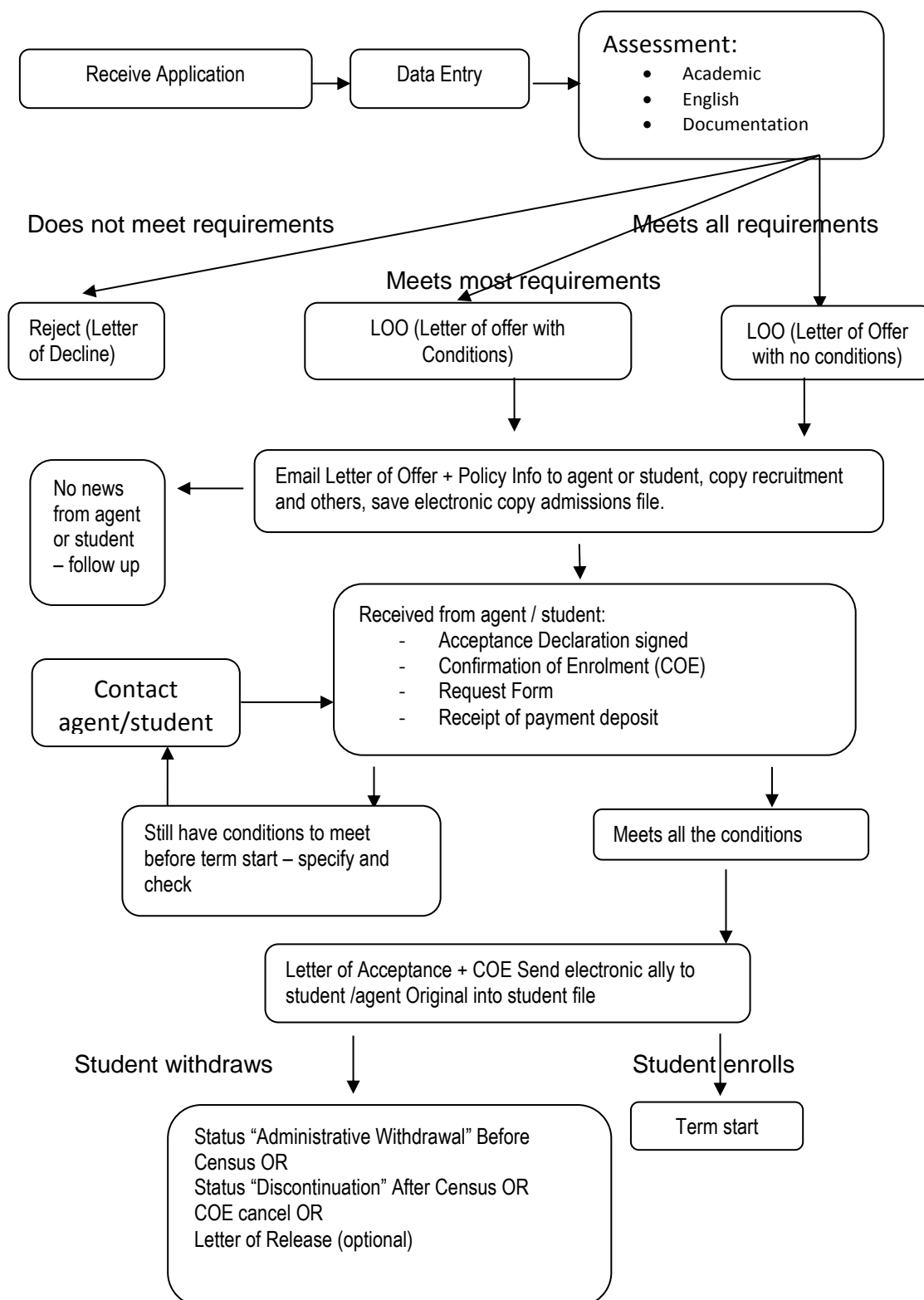
Admission decisions are based on the applicant's fulfilment of the course admission criteria and entry requirements. Fulfilment of the course admission criteria and entry requirements does not automatically guarantee entry to a GBC course of study. Admission quotas are capped to ensure GBC facilities and capabilities are adequate to support student enrolment numbers.

GBC supports admission opportunities for under-represented student groups.

GBC recognises alternative entry pathways for non-school leavers without a formal qualification but with appropriate years of relevant work experience.

16. Procedures

16.1 Admissions Procedure



16.2 Approval of course admission entry requirements

The Course Advisory Board reviews and advises on course admission criteria and entry requirements as part of the course development process.

The Academic Board approves course admission criteria and entry requirements as part of the course approval process, ensuring students who are admitted to a course of study have the necessary academic preparation and English language proficiency to participate, progress and complete the course of study.

The Academic Board reviews course admission criteria and entry requirements annually. Annual reports submitted to the Academic Board by the academic committees provide information for this review, including external referencing benchmarking, comparative student achievement data, attrition rates, student feedback, teaching and learning staff feedback, course reviews.

16.3 Application assessment and selection responsibilities

The Dean and relevant Course Coordinator are responsible for assessing admission applications and selecting applicants for admission to a GBC course of study.

The Dean and Course Coordinator may interview applicants who apply for admission through alternative entry pathways, as part of the admission application review and decision-making process.

16.4 Meeting course admission entry requirements

An applicant must meet all course admission criteria and entry requirements in order to be eligible for selection for admission to a GBC course of study. Not all applicants who meet course admission criteria and entry requirements are automatically admitted to a course of study. Admission numbers are dependent on GBC student enrolment quota restrictions.

All applications for admission to a GBC course of study must be accompanied by certified documentation of the following applicant details:

- Proof of age
- Proof of identity
- The consent of a guardian if under 18 years of age at the time of application
- Proof of visa status (for international students)
- Proof of academic qualifications
- Proof of English language proficiency
- Proof of citizenship.

Applications submitted after the application deadline will not be accepted, unless special consideration or late application submission has been authorised by the Dean.

16.5 Special entry pathways

GBC provides equivalent opportunities for access to higher education through special entry pathways that support the admission of applicants from under-represented student groups and applicants who have experienced circumstances that have affected their access to higher education. This includes applicants who:

- have a disability or long-term illness
- experience difficult family situations

- have been unduly affected socio-economically
- completed secondary school in a regional or isolated area
- identify as Aboriginal or Torres Strait Islander.

The academic preparedness and English language proficiency of special entry pathway applicants is considered during the application process to ensure their ability for course participation, progression and completion will not be impeded.

Students who are admitted through special entry pathways are assisted through transition and academic skills support programs tailored to their ongoing learning needs and requirements. Their academic progress is monitored to ensure they have every opportunity for successful progression and course completion.

For more information consult the *Diversity and Equity Policy* and the *Indigenous Education Policy*.

16.6 Applying for a course with additional admission entry requirements

For a course of study with additional admission entry requirements, GBC will ensure all prospective applicants are advised of these requirements on the GBC website, in marketing materials and by education agents.

For a course of study with additional admission entry requirements, these must be submitted or met for their application to be considered.

Additional admission entry requirements may include:

- Specialised proficiency tests
- An interview with the Dean or Course Coordinator
- An audition
- A portfolio of creative or professional work
- Evidence of professional or industry work experience
- A professional or industry work reference
- Specific professional standards.

The selection process that applies to additional course admission entry requirements will be explained on the GBC website to ensure prospective applicants are informed.

16.7 English language proficiency entry requirements

GBC has a responsibility to ensure students admitted to a course of study have the necessary English language proficiency for course participation, progression and completion.

Applicants whose first language is not English or who have completed their educational qualifications in a language other than English are required to provide evidence of satisfying GBC's English language requirements. GBC requires an English language level equivalent to a minimum IELTS score of 6.0 or 30 in EAL for admission to an undergraduate course of study.

For more information on eligible English language proficiency tests and scores consult the *English Language Entry Requirements Policy*.

16.8 Application assessment, admission selection, Letter of Offer and acceptance

Step 1: All application documentation is checked to ensure that course entry admission criteria and requirements have been met. Applications then progress to the review and selection process.

Should GBC require further information in order to assess an application, the applicant will be contacted. If the additional information is not provided, the application may not be successful.

Step 2: Application assessment and selection for admission by the Dean and Course Coordinator.

Step 3: A Letter of Offer is sent to each successful applicant.

Applicants who are not offered a place in a GBC course of study are sent an unsuccessful application outcome letter with an explanation of why their application was not successful.

The Letter of Offer is a formal offer of admission and a written agreement between GBC and the prospective student.

The Letter of Offer includes the following information to allow the applicant to make an informed acceptance decision:

- Course name
- Course fees and charges
- Terms and conditions of enrolment, including tuition fee charges and payment options, refund arrangements, tuition protection
- Work integrated learning requirements (if applicable)
- Change of enrolment processes, course withdrawal and fee refund conditions
- Student rights and responsibilities
- That the student must notify GBC of any changes to their personal information and contact details
- The process should a course of study no longer be offered by GBC
- That GBC will notify the student of any changes to the above information with reasonable advance notice to allow for alternative arrangements to be made
- For international students, GBC is required to provide the Australian Government with their personal details, enrolment details and suspected breaches of student visa conditions, through the Provider Registration and International Student Management System (PRISMS) database
- That GBC will comply with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Education Services for Overseas Students (ESOS) Act to protect international student enrolments
- That the student has the right to utilise GBC complaints and appeals processes and take action under Australia's consumer protection laws regarding the Letter of Offer written agreement should they choose to do so

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- That prospective students are required to read all information accompanying the Letter of Offer before accepting the conditions of enrolment, signing the Terms and Conditions agreement and returning the document to GBC
- Applicant rights and obligations.

Step 4: GBC receives the applicant's acceptance of the offer in writing, with a signed terms and conditions agreement.

Step 5: The enrolment process is initiated.

16.9 Deferral of enrolment

A successful applicant who has received a Letter of Offer and / or accepted the offer may choose to defer their enrolment for a period of no more than two (2) years. The Dean is responsible for advising the applicant of the deferral procedure, and the terms and conditions that apply to deferral of enrolment.

16.10 Tuition fee refunds

In compliance with government legislation, GBC will refund course tuition fees and enrolment fees in the following circumstances:

- The student defers or withdraws from a course or subject before the census date
- The course does not start on the commencement date stated in the Letter of Offer
- The course is discontinued by GBC or TEQSA.

If a course is discontinued by GBC or TEQSA, refunds to international students will be granted in accordance with the provisions of the *ESOS Act 2000* and the *ESOS Regulations 2001*.

To request a tuition fee refund due to deferral, leave of absence, change of enrolment or course withdrawal, a student must complete a Refund Request Form online or seek assistance on campus from a Student Administration Officer. The approved tuition fee refund will be transferred to the bank account or credit card that was used to pay the course tuition fee, unless otherwise specified by the student.

No tuition fee refund is payable if a student:

- Withdraws from a course without notifying GBC
- Breaches the conditions of their Student Visa
- Defers or withdraws from a course or subject after the census date
- Changes their enrolment after the census date.

For more information consult the *Tuition Fee Refund and Course Withdrawal Policy* and *Course Teach-Out Policy*.

16.11 Cancellation or withdrawal of offer of admission by GBC

GBC may withdraw or cancel an offer of admission or enrolment if:

- The offer was made based on incomplete, inaccurate or fraudulent application documentation
- The applicant does not provide required or requested documentation to support their admission application

- The applicant does not comply with the enrolment conditions or processes stated in the Letter of Offer
- The course is discontinued by GBC or TEQSA.

An applicant whose offer of admission or enrolment is cancelled or withdrawn for the abovementioned reasons will be notified of the change in writing. The reason/s why GBC has made this decision will be included in the letter.

6.12 International Student Transfers

Gateway Business College (GBC) will not knowingly enrol an international student wishing to transfer from another registered provider's course prior to the student completing six months of their principal course of study.

For GBC to allow an international student to transfer before completing six months of their principal course, the student must either obtain a Letter of Release from their registered provider, or meet one of the following conditions:

- The releasing registered provider, or the course in which the international student is enrolled has ceased to be registered;
- The releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the international student from continuing their course with that registered provider;
- Any government sponsor of the international student considers the change to be in the student's best interests and has provided written support for that change.

International Student Transfer Requests

GBC has a documented Student Transfer Request Form, available online, which the student must complete. In order for an international student to lodge a Transfer Request, they must first have a Letter of Offer from another registered provider. The student must specify the reasons and circumstances for the transfer request on the Transfer Request Form.

- GBC will ensure Student Transfer Requests are assessed and replied to within a reasonable timeframe.
- GBC may refuse the Transfer Request if the transfer can be considered detrimental to the student.
- GBC will grant a Letter of Release only where the student has provided a Letter of Offer from another registered provider confirming that a valid enrolment offer has been made.
- A Letter of Release, if granted, will be issued at no cost to the student and will advise the student of the need to contact the Department of Home Affairs (DOHA) to seek advice on whether a new student visa is required.

Where GBC does not grant a letter of release, the student will be provided with written reasons for refusing the request and will be informed of their right to appeal the decision

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in accordance with GBC's *Student Complaints and Appeals Policy* and procedures, available online at: www.gatewaycollege.com.au/bachelors.

GBC will maintain records of all Student Transfer Requests, Letters of Release and the assessment of, and decision regarding, the request on the student's file.

GBC will maintain records of all Student Transfer Requests for 2 years after the international student ceases to be an accepted student.

GBC will record all Student Transfer Request outcomes in PRISMS.

Grounds for granting a Letter of Release

For GBC to grant a Letter of Release, the student must provide a Letter of Offer from another registered provider confirming that a valid enrolment offer has been made.

A Letter of Release will be granted at no cost to an international student where the student has already completed six months of their principal course of study with GBC or the student's government sponsor considers the change to be in the student's best interests and has provided written support for that change.

Provided that there are no grounds for denying a request, as listed below, a Letter of Release will be granted if the following circumstances exist:

- there is evidence of compassionate and compelling circumstances that are beyond the control of the student which have an impact upon the student's course progress and wellbeing;
- the student will be reported because they are unable to achieve satisfactory course progress even though they have engaged with GBC's intervention strategies to support international students;
- the other registered provider offers support for particular needs of the student, where that support is not available at the GBC campus. Support services may include, for example, access to a cultural support network, learning support or counselling services;
- GBC fails to deliver the course as outlined in the written agreement with the student; or
- the student provides evidence that they were misled by a GBC staff member or an official agent regarding GBC or the course in which they are enrolled;
- there is evidence that the international student's reasonable expectations about their current course are not being met;
- an appeal (internal or external) on another matter results in a decision or recommendation to release the international student.

Compassionate and compelling circumstances for granting a Letter of Release include but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes, study and complete course work;
- family bereavement (parents, grandparents, siblings) – a death certificate is required;
- a major political upheaval or natural disaster in the student's home country requiring emergency travel has impacted the student's studies;
- a traumatic experience such as witnessing or being involved in a serious accident, witnessing or being the victim of a serious crime.

Grounds for Denying a Letter of Release

A Letter of Release will not be granted in the following instances:

- the student has outstanding course fees for the current study period;
- a valid enrolment offer from another Registered Provider is not provided;
- if a transfer is assessed as being detrimental to the student's welfare or their future studies after taking into account all relevant factors such as:
 - ~ Where the transfer may jeopardise the student's progression through a package of courses;
 - ~ Where a student has not engaged with intervention strategies to support their satisfactory course progress
 - ~ Where a student has not accessed the GBC available support services for assistance with their studies and/or personal problems, for example, they have not sought assistance from GBC support or counselling services following a referral; or
 - ~ The scheduled date for commencing classes at the other registered provider has passed at the date of lodging the Student Transfer Request for a Letter of Release.
- A Letter of Release will not generally be granted if the only reasons provided with the request are that the student changed their mind or wants to live somewhere else.

Calculating six months completion of the principal course

The start date for calculating the six month completion period is when the student starts, or is scheduled to start, their principal course. Where a student has had a break from their studies due to a deferment or suspension, that break is not counted for the purpose of determining if the student has completed six months of the principal course.

Requesting a Letter of Release

Students must submit a Student Transfer Request for a Letter of Release and supporting documents to the Student Administration Officer.

To be eligible to receive a Letter of Release the student must:

- Pay all outstanding fees to GBC; and
- Provide supporting documents including a valid enrolment offer from another Registered Provider.

Outcome

Where the request is approved, GBC will issue a written Letter of Release. The Letter of Release will be issued within ten (10) working days of receiving the request and include the advice that student contact the Department of Home Affairs (DOHA) directly to determine the effect of the transfer on their student visa.

Any course tuition fees or refunds will be determined in accordance with the GBC's relevant Tuition Fee Refund Policy.

Where the Student Transfer Request is unsuccessful, GBC will notify the student in writing of the decision, including the reasons for the decision and the avenues for internal or external appeal as appropriate.

Records

Records of Student Transfer Requests for a Letter of Release and the process used to make a decision in relation to the request will be documented and retained on the student's file and recorded in PRISMS.

GBC will maintain records of all requests from international students for a release and the assessment of, and decision regarding, the request for two (2) years after the international student ceases to be an accepted student.

Appeals

Where a Student's Transfer Request for a Letter of Release is denied, the student has the right to appeal the decision as per GBC's *Student Complaints and Appeals Policy* and procedures framework.

International students can access the GBC complaints and appeals process within 20 working days, if GBC intends to refuse the transfer request.

GBC will not finalise the student's refusal status in PRISMS until any appeal finds in favour of GBC or if the student has chosen not to access the GBC complaints and appeals processes within 20 working days or if the international student withdraws from the process.

6.13 Appealing an application outcome

An applicant who is not selected for admission to a course of study at GBC has the right to appeal the decision. Applicants who are not successful will be advised of their right to appeal the decision, and how to do so, in the unsuccessful application outcome letter.

An unsuccessful applicant has the right to appeal the decision if:

- The applicant meets course admission criteria, entry requirements and submitted a complete and accurate application before or on the due date
- The decision was the result of a procedural error made by GBC
- GBC failed to comply with this policy or other applicable GBC policies.

6.14 Monitoring and reporting admissions data

GBC will record and monitor admissions data for internal reporting and benchmarking purposes.

GBC will report on admissions data to TEQSA and the Department of Education and Training as required.

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GBC will publish admissions data on the GBC website as required for regulatory compliance and to ensure prospective and current students have access to information that supports informed decision-making.

7. Review

This policy will be reviewed by the Academic Board every three years, or more frequently should the Board deem it necessary.

Document History			
Document Name	Admissions Policy		
Document Owner	GBC	Date Developed	07.04.2017
Initial Approver	GBC Policy Development Committee	Date Initial Approval	14.04.2017
Reviewed by	Academic Board	Date of Approval	27.04.2017
Reviewed by	Academic Board	Date of Approval	29.01.2019
Reviewed by	Academic Board	Date of Approval	02.04.2019
Related Documents	Benchmarking Policy Course Development and Approval Policy Course Review and Continual Improvement Policy Course Teach-Out Policy English Language Entry Requirements Policy Information to Students Policy Recognition of Prior Learning Policy Tuition Fee Refund and Course Withdrawal Policy		
Version No.	Summary of Changes		
3.	6. Additional information appended for international student transfer and release (Retention of student transfer request records for 2 years added – 6.12)		