

Student Application, Admission and Enrolment Policy

1. PURPOSE

This policy set out to

- 1.1 Ensure that all stakeholders are accurately advised of entry requirements for application, admission and enrolment to its English Language and Academic programs.
- 1.2 All students (Domestic and International) being admitted to UTS College programs, should meet the published entry requirements and have the educational and language qualifications required to undertake their chosen program. All entry requirements comply with the ESOS Act and associated standards.

2. SCOPE

This policy applies to:

- 2.1 All students seeking admission to UTS College English Language programs and Academic courses
- 2.2 All UTS College Staff and Affiliates involved in the processes of recruitment, application, admission, enrolment and re-enrolment of students to these courses both onshore and transnationally.

3. POLICY PRINCIPLES

- 3.1 UTS College seeks to ensure that all actions under this Policy:
 - a) align with the mission, vision, values and strategies of UTS College
 - b) ensure the integrity of the representation and reputation of UTS College
 - c) be written in plain language and with the diversity of UTS College's readers in mind
 - d) be able to be implemented within the resources of UTS College.
- 3.2 The Policy will ensure UTS College is transparent, compliant, and inclusive in the admission process.
- 3.3 The Policy aligns with the College's strategic goals and legal requirements, supporting good governance and administrative efficiency

4. POLICY STATEMENTS

4.1 Applying and Eligibility

- a) To be considered eligible for entry to UTS College courses, applicants must satisfy the approved course entry requirements and have lodged an application to UTS College through the specified application process. A parent or legal guardian's signature is required for applicants under the age of 18. Applicants must be at least 16 years of age at time of enrolment.
- b) Academic and English language entry requirements for UTS College's courses are published in the prospectus and are also detailed on the UTS College website.
- c) Applicants for Academic courses must provide certified copies of academic records/transcripts, English proficiency certificates and other supporting documentation.
- d) International applicants who have successfully completed the required level of a UTS College Academic English Program transnationally can articulate to the next level of the AE program onshore or to an Academic course, whether offered at UTS College or transnationally.
- e) Students commencing an Academic English program or Academic course, whether in Australia or transnationally, cannot transfer to another country to complete the same program.
- f) Students undertaking a Study Package which includes Academic English must successfully complete the pre-requisite Academic English course before proceeding to the academic course.
- g) In partnership with UTS Jumbunna and UTS Centre for Social Justice & Inclusion, UTS college offers a number of full-fee scholarships to Indigenous students and asylum seekers. Indigenous students can apply for a UTS College Indigenous Students' Jumbunna Pathway Scholarship by applying to UTS through the Jumbunna Pathways Program. Asylum seekers can apply UTS College Humanitarian Pathway Scholarship by applying to UTS through UTS Humanitarian Scholarship.
- h) UTS College aims to have an inclusive and equitable learning environment for all students by providing reasonable adjustments to ensure that students with a disability, learning need or health issue can access and participate in their education on the same basis as other students.
- i) Applicants may not apply for admission to a course offered by UTS College or a UTS College transnational partner institution during a period of exclusion from UTS College or any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details with their application of the exclusion penalties that were applied. Applicants who have met the admission requirements but who have been excluded previously from a course, at UTS College

or another tertiary education institution must demonstrate, by providing a written statement and evidentiary documentation supporting the claim that they have an improved likelihood of success in the course for which they are applying.

- j) Applicants who have been excluded for misconduct / academic dishonesty from UTS College or any other tertiary institution must show cause by providing a statement outlining why they should be reconsidered for readmission. Statements of explanation must be submitted at time of application along with supporting evidentiary documents.
- k) International students already onshore, with a visa issued by another education provider, wishing to transfer to UTS College are subject to the International Student Transfer Request Assessment Policy.
- l) UTS College staff assessing course applications must verify sufficiency of student qualifications (English and academic) by requesting original documents or certified copies of these.
- m) Placement in Academic English courses is made by assessment of students' High Stakes Test results. Where the student has not undertaken a High-Stakes Test a VEPT test is used to place the student at the correct Academic English level.
- n) Applications for Academic courses are assessed on the basis of the highest and most recent award attempted, and for international applicants, the level of certified English language proficiency attained.
- o) Students with a disability, learning need or health issue are encouraged to apply for reasonable adjustments to meet their access and inclusion requirements. UTS College will determine, document and act on any reasonable adjustments it considers appropriate, in consultation with the student and in a timely manner.

4.2 Assessing Applications

- a) For all processed applications, staff will generate:
 - i. a full offer
 - ii. a conditional offer (explaining to the applicant any enrolment conditions)
 - iii. A conditional offer proceeds to accept (where outstanding conditions are related to predicted results which are acceptable for basis of admitting and actual results will be received prior to enrolment) or
 - iv. an email advising the applicant of the reasons their application was unsuccessful.

- b) Applicants must be advised of the program duration and costs as required by the National Code 2018, prior to being admitted to the program.
- c) UTS College must advise international students under the age of 18 already onshore, with welfare arrangements approved by another education provider, that they have a visa obligation to maintain their current welfare arrangements until the transfer date or have alternate welfare arrangements approved or return to their home country until the new approved welfare arrangements are in place.
- d) Any applicant who supplies UTS College with any forged or false documents, statements or claims in support of an application for enrolment or re-enrolment will be excluded from all courses of study. In the case of international students, the Department of Home Affairs will be advised.
- e) To minimise the risk of contravening Australian sanctions laws, UTS College operates a sanctions screening program. Any applicants who are found to be sanctioned persons will not receive offers.
- f) Course fees should be paid at least 28 days before the first day of Welcome Week, except for scholarship and FEE-HELP students whose fees can be received after the commencement of the course.
- g) International students who have not studied a full-time course with UTS College before must pay a one-off International Student Processing Fee.
- h) Fees must be paid in Australian dollars by one of the options noted in offer letters and elsewhere
- i) Enrolment and course fees do not cover the costs of accommodation, living expenses, textbooks, stationery or other equipment.
- j) Eligible domestic students wishing to apply for FEE-HELP must do so via eStudent at or prior to admission.
- k) A Declaration of Accommodation and Welfare Arrangements for International Students under the Age of 18 form, with a parent or legal guardian's signature is required from international course applicants under the age of 18 (where the student plans on undertaking their studies at UTS College)
- l) Scholarship applicants must submit the following at or prior to admission:
 - i. a formal scholarship letter confirming the payment of fees, issued by a Scholarship Office or relevant government body, or
 - ii. a financial guarantee confirming the applicant's scholarship issued by an acceptable scholarship provider or relevant government body.

4.3 Admission

- a) Payment will only be accepted from the student when UTS College has received the signed course application form and Acceptance Form.
- b) Student Admissions staff will generate the CoE for international students within 48 hours of receiving the payment or receipt of one of the following:
 - i. a formal scholarship letter confirming the payment of fees issued by an acceptable Scholarship provider or relevant government body
 - ii. confirmation of sponsorship from the managing director of UTS College
 - iii. a financial guarantee confirming the applicant's scholarship issued by an acceptable scholarship provider or relevant government body
 - iv. a payment by one of the acceptable methods noted in the offer letter
 - v. payment by Company cheque from a UTS College Education Agent;
 - vi. a scanned copy of a bank-draft from a UTS College Education Agent
 - vii. a bank receipt and completed TT form confirming transfer of money to the UTS College account.
- c) The CoE is sent to the student or their Education Agent along with correspondence regarding Orientation. Package students will also receive the UTS CoE at this time.
- d) FEE-HELP students are admitted once their FEE-HELP application is processed by UTS College.

4.4 Orientation and Enrolment

- a) All commencing academic students are required to attend Welcome Week in the week prior to Academic Week 1.
- b) All commencing Academic English students are required to attend Orientation Day prior to the commencement of their course.
- c) International students must enrol in a full-time study load. For International students, this is a condition of their visa and the only exception is where the student's study load has been reduced as part of an Intervention strategy.
- d) Domestic Diploma students are permitted to enrol part time providing the maximum time to complete a course is not to be greater than 50 percent in excess of normal required completion time for the course and course completion can be achieved as described in the Academic Course Progress Policy- Domestic and International Non-

Student Visa Holders. Students may not enrol in more than the published study load for their program, except in exceptional circumstances and with the approval of Student Success Adviser.

- e) Students may not enrol in a subject which has a pre-requisite without successfully completing the pre-requisite subject(s). Where a subject has a co-requisite, students must enrol in those subjects concurrently. Exceptions may be granted with the approval of the relevant Program Manager.
- f) Student Administration staff are responsible for ensuring students are enrolled in the correct study load.
- g) Academic and Academic English students are expected to enrol during their scheduled Orientation. In exceptional circumstances, the Dean may approve enrolment after Orientation if it is deemed the late enrolment will not adversely impact the student's academic success.
- h) Students may not enrol in a subject which has a pre-requisite without successfully completing the pre-requisite subject(s). Where a subject has a co-requisite, students must enrol in those subjects concurrently. Exceptions may be granted with the approval of the relevant Program Manager.
- i) Student Administration staff are responsible for ensuring students are enrolled in the correct study load.
- j) All Academic and Academic English students are expected to enrol during their scheduled enrolment period. Once the enrolment period has closed, no Late Enrolments are permitted, unless approved by the Dean for special consideration with documented proof.
- k) International students who have not enrolled or contacted UTS College by the end of enrolment period will be reported to the Department of Home Affairs for failure to commence as per ESOS National Code of Practice.
- l) Domestic students who have not enrolled by the end of enrolment period will be withdrawn from the course

4.5 Re-Enrolment

- a) Students must pay their tuition fees or submit a Request for FEE- HELP Assistance if they have not previously done this (eligible domestic students only) prior to re-enrolling.
- b) Students who fail to meet the English Language Proficiency requirements for any UTS College course or fail a subject(s) in an Academic course will be required to repeat the level or subject(s) and will be responsible for the cost of this

- c) Student Success Advisers are responsible for ensuring students are advised of the correct study load as per the Academic Course Progress Policy (Domestic), Academic Course Progress Policy International.
- d) Students must meet course progression requirements as per the Course Progression and Completion Policy. Any variations to study load require approval.
- e) UTS College will attempt to contact students if they have failed to re-enrol by the end of enrolment period. If no response is received from the student, they will be withdrawn from the course. International students will be reported to the Department of Home Affairs for failure to re-enrol.

5. RESPONSIBILITIES

5.1 UTS College Staff and Affiliates

- a) Handles the application process, verifies documentation, and generates Confirmation of Enrolment (CoE) for international students. Ensures students are enrolled in the correct study load and provide when required support for academic progress.
- b) Familiarising themselves and comply with the Policy and Procedure and other UTS College related documents including the UTS College Student Charter and UTS College Code of Conduct as necessary.

5.2 Dean

- a) Approves late enrolments and ensures that enrolment processes do not adversely impact students' academic success.

5.3 Academic Board

- a) Setting and approving admissions standards and requirements for courses, including English language proficiency.
- b) Monitoring the implementation of admissions standards and requirements relative to student performance metrics and agreed benchmarks.

6. RELATED DOCUMENTS

UTS College Policies and Procedures

- UTS College Student Application and Admission procedure
- UTS College Student FEE-HELP admission procedure
- UTS College International Student Transfer Request Assessment Policy

- UTS College Academic Course Progress Policy (Domestic and International Non-Student Visa Holders) Academic Course Progress Policy (International)
- UTS College Access Equity Policy
- UTS College Education Access and Inclusion Reasonable Adjustment Procedure
- UTS College Indigenous Students' Jumbunna Pathway Scholarship Procedure
- UTS College Humanitarian Pathway Scholarship Procedure
- UTS College Privacy Policy

Legislation

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students (National Code) 2018
- ELICOS Standards 2018
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act (TEQSA) 2011

Regulatory Guidance

- The Australian Qualifications Framework (AQF)
- FEE-HELP assistance (www.studyassist.gov.au)
- Schedule 1 Academic and English admission requirements

DEFINITIONS

Academic English	In the context of this policy this means full time CRICOS registered English program offered by UTS College
Academic Programs	UTS Foundation Studies Program, UTS College Diploma and Graduate Certificate courses.
Admission	The process of updating a student's status from offered in response to: a) receiving an offer acceptance b) receiving the appropriate fees

	<p>OR providing proof of payment (through education agents only) OR confirming a student's successful application for FEE-HELP (eligible domestic students only)</p> <p>OR receiving a scholarship letter from an acceptable sponsor (includes UTS and UTS College sponsorships as well as scholarships from foreign government bodies)</p> <p>c) having this change of status recorded on the UTS College student management system</p>
Admitted student	The status of a student in UTS College's student management system who has accepted an offer or provisional offer of a place on a course or package of courses offered by UTS College or its transnational partners.
Affiliates	UTS College Limited Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS College to perform work or functions for UTS College.
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.
Census Date	The date by which domestic students must withdraw, from a single unit or course, to be eligible for a refund with no academic penalty. The date by which international students must withdraw from a subject(s) to be eligible for no academic penalty. Fees for withdrawn subjects are held in credit and are not refundable under normal circumstances.
CoE	Confirmation of Enrolment issued through the Australian Government's PRISMS system, by authorised UTS College staff. The CoE is required under Commonwealth Legislation to apply for a Student Visa (international students only).
Commencing students	Students enrolling in a particular UTS College course or program for the first time, regardless of prior enrolment in another type of UTS College course or program.
Continuing students	Students who have previously enrolled in the same course or program for at least one semester or term.
Department of Home Affairs	Australian Government interior ministry with responsibilities for national security, law enforcement, emergency management, border control, immigration, refugees, citizenship, and multicultural affairs. (Previously known as the Department of Immigration and Border Protection (DIBP))
Domestic student	Australian or New Zealand citizen or, Australian Permanent Resident (PR) visa holder.

eStudent	UTS College's on-line student portal
FEE-HELP	Higher Education Loan Program (HELP) allows eligible domestic students to defer their student contribution and repay it later through the taxation system.
Full-time study load	Academic English - 20 hours per week. UTS Foundation Studies. and Diploma and Graduate Certificate Courses– the normal workload per semester as published in the Academic Handbook.
High Stakes English Test	IELTS - International English Language Testing System TOEFL - Test of English as a Foreign Language PTE(ACADEMIC) – Pearson Test of English (Academic) C1 Advanced - formerly known as CAE C2 Proficiency – formerly known as Cambridge Certificate of Proficiency in English (CPE) These tests, (known as High Stakes Tests) measure the ability to communicate in English – for people who intend to study or work where English is the language of communication.
International Student	Students other than domestic students
International Student Processing Fee (ISPF)	Administration fee applicable to international students for processing of their application and admission.
Intervention strategy	The process of identifying and supporting students who, because of poor performance, are identified as being at risk of failing to make satisfactory academic progress.
Late Enrolment	Enrolment permitted after course commencement with approval from the Dean, in special circumstances, where a student is not put at an educational disadvantage, documented evidence must be provided.
Onshore	In Australia
Sanctioned persons	Persons who are subject to targeted financial sanctions under Australian sanctions law (as identified by conducting Department of Foreign Affairs and Trade checks).
Scholarship student	A student whose fees or some parts of their fees are paid by an external party whether this is a government body, an educational institution or a private body (Not UTS College)
Sponsored student	A student whose fees, or some part of their fees, are waived by UTS College either as an equity and diversity initiative or as part of a marketing campaign or for some other reason.
Staff	People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College.
Study Package	This consists of two or more UTS College courses and is treated as a

	<p>single study plan. A package program may comprise an Academic English program and an academic course, (UTS Foundation Studies, diploma, graduate certificate)</p> <p>UTS Foundation Studies and Diploma Students admitted to a package program are admitted to each component of the package program.</p>
Transnational	Locations other than Australia
UTS College	UTS College Limited and its controlled entities.
VEPT	Versant English Placement Test is an English proficiency test which measures the listening, speaking, reading and writing proficiency of candidates whose native language is not English and evaluates the level of ability of students to understand and communicate clearly in English. It is used to place students in the correct level of Academic English.
Welcome Week	The week prior to Academic Week 1, otherwise known as Prep Week or Orientation and Academic Preparation week. Welcome Week is a week of activities that includes orientation to UTS College, its courses, policies and procedures. For students enrolling in an Academic English course, Welcome sessions and activities are held on a date preceding the start of classes. For students in academic courses, the welcome activities continue for a full week as students are introduced to academic staff, course material and other students.

APPROVAL		
Policy Title	Student Application, Admission and Enrolment Policy	
Policy ID	PO/EDUC/18/24	
Policy Category	Operational	
Policy Audience	Staff, Students and Affiliates	
Policy Owner	Student Support Manager	
Approval Authority	Academic Board	
Endorsed by	Academic Standards Committee	Date: 24 October 2024
Approved by	Academic Board	Date: 7 November 2024
Next Review Date	6 November 2027	

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0		August 2019	
1.1	Student Support Manager	Updated to align with the UTS College Indigenous Students' Jumbunna Pathway Scholarship Procedure and UTS College Humanitarian Pathway Scholarship Procedure as supporting documents.	7 July 2023
1.2	Admissions Manager Student Support Manager	Updated processing application details Updated different campus course transfer/completion eligibility Defined maximum complete time for domestic students Updated the specific timeline for last day to enrol and re-enrol to end of enrolment period and added Late Enrolment definition.	8 October 2024