



ADMISSIONS POLICY

VERSION: 1

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REVIEW DATE: February 2022

APPROVED BY: PETER KARAMOSKHOS

POSITION: PRINCIPAL

SIGNED: Peter Karamoskhos

DATE: 3/2/20

This policy governs the admission of students to all St George College programs and courses, and includes all categories of students including domestic and international students.

This policy applies to all prospective and current students of any of the programs operated by St George College.

St George College applicants are assessed and admitted using fair, equitable and transparent criteria. Selection and entry to St George College is based on principles of:

- Academic merit
- English Language Proficiency
- Access and Equity
- GTE for English and Academic Programs where applicable
- Applications

1.1 Prospective Students

- a) All prospective students are required to apply for enrolment via the College Registrar.
- b) International students from high risk countries will be assessed against Genuine Temporary Entrant (GTE) criteria to determine if they are a genuine applicant for entry and stay as a student as required by the Migration Regulations 1994.
- c) Partner institutions will be advised of students assessed as non-GTE.

1.2 Applicants with a Disability

- a) Applicants with a disability should indicate on their application their disability status and may be asked to provide further details in order for St George College to assess their special study requirements.

2. Admissions criteria

2.1 Basis of Admission

- a) Applicants will be assessed against the minimum Academic and English language entry requirements outlined in the **International Student Entry Requirements** policy. Application received that do not meet standard entry requirements will be assessed on a case by case basis.

2.2 Verification of Qualifications

- a) 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.
- b) The authenticity of documents will be verified by the College Registrar.

3. Access and Equity

3.1 Special Entry

- a) St George College may recognise alternative forms of qualification for entry which are targeted at improving access and may provide special variations to the **International Student Entry**



Requirements policy to meet the needs of individuals considered on a case by case basis.

- b) Students granted special admission will be provided with appropriate academic support.

4. Age

4.1 Minimum Age

- a) International Students who are admitted to St George College 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 enrolment. St George College **Accommodation and Welfare** policy outlines the requirements. All students not residing with a parent must live with a homestay family organised by the Australian Homestay Network (AHN).

5. GTE (Genuine Temporary Entrant) Assessment

- a) Intending students need to satisfy the Department of Immigration and Border Protection (DIBP) that they have a genuine intention to stay in Australia temporarily for the purpose of study. A CoE will only be issued when the GTE Assessment has been formally approved.
- b) Student wishing to change their course may have their GTE re-assessed.

6. Enrolments

6.1 Offers of Enrolments

- a) Offers of Enrolment are made according to relevant regulations.

6.2 Acceptance of Offer of Enrolment

- a) Upon receipt of signed Acceptance documentation, an invoice for tuition fees will be issued. Once payment of tuition fees have been received, and homestay arrangements have been approved, students will be issued with a Confirmation of Enrolment (CoE), Certificate of Accommodation and Welfare (CAAW) and orientation information.

6.3 Offer Withdrawal

- a) St George College reserves the right to rescind an offer of enrolment and will notify the student accordingly in writing.

6.4 Provision of False or Misleading Information

- a) Students who provide fraudulent documents or false, misleading or incomplete information on their application may have their offer or enrolment cancelled without notice.

6.5 Deferment

- a) An applicant may seek to defer commencement of their studies until a subsequent semester. Full details regarding this process may be accessed through the **Deferment, Suspension and Cancellation** policy.

6.6 Late and Non-Arrivals

- a) Students who have been issued with a CoE but do not arrive in time to commence their course will be notified that their CoE has been cancelled, and asked to contact us should they wish to revise their Offer of Enrolment to the next available intake.

7. Review of Entry Criteria

- a) An annual review and update of the **International Student Entry Requirements** policy will be undertaken as per the review cycle.
- b) Final approval of the **International Student Entry Requirements** policy will reside with the Principal.



8. Recognition of Prior Learning (RPL) and Credit Transfer

- a) St George College will consider appropriate prior learning experiences as meeting admission requirements. These may include (but are not limited to):
- Life experience
 - Personal competencies; and
 - Employment experience
- b) In the case of St George College senior secondary students, applications for credit will be processed in accordance with the relevant policies.

9. Appeals

- a) Enrolled students who are dissatisfied with the outcome of their Application for Enrolment may seek to appeal this decision through the **Complaints and Appeals** policy.