



EYNESBURY
COLLEGE

ADMISSIONS APPLICATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		WI
	1	Application form	
Applicant/ Agent	1.1	Log in Studylink Student/Agent Portal. Paper application forms will also be accepted.	
	1.2	Complete and submit the application form plus supporting documents i.e. Academic Transcripts and evidence of English through Studylink or email.	
Admissions Staff	1.3	Log in to the Studylink Admissions Portal and check email inbox	
		1.3.1 If a paper application form is received, scan the form and add to the generic email account.	
		1.3.2 Review and categorise applications into folders per receipt day and colour category.	
		1.3.3 Assign priorities using colour categories.	
		1.3.4 Check the application for completeness.	
		1.3.5 If the application is incomplete contact the agent/ applicant to ask for more information.	
		1.3.6 If the application is unable to be resolved, offer alternatives e.g. other programs. If necessary, reject the application.	
		1.4 If the application is complete enter the application data into Studylink Admissions Portal.	
		1.5 When data is done, the status changes to Submitted in Studylink.	
	2	Change of agent	
Admissions Staff	2.1	If an application is received by another agent for an existing student, send the agent/student a Change of Agent form.	
Agent/Student	2.2	Complete and return the Change of Agent form.	

Responsible	Procedure Steps		WI
Admissions Staff	2.3	If the form is correctly completed, contact the first agent and give three working days for their response. If the form is not correct, return the form to the student for correct completion.	
Admissions Staff	2.4	Assess whether to approve or reject the Change of Agent request.	
Admissions Staff	2.5	If the request is approved, continue to process the application.	
	2.6	If the request is rejected, advise the student to return to the original agent.	

D.2 Supporting Documentation

Related material	Location
None	

Form templates	Location
Eynesbury Application Form	Eynesbury College Website

Records (including completed forms)	Location
Application form	Student file
Supporting documents	Student file

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	3.1
Date of Effect	03/2023
Privilege Level	Public