



# ADMISSIONS ASSESSMENT AND LETTER OF OFFER PROCEDURE

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## SECTION D - PROCEDURE

### Related Policy

Admissions Policy

### D.1 Procedure

Responsible	Procedure Steps		W/I
	<b>1</b>	<b>Assessment</b>	
<b>Admissions Staff</b>	<b>1.1</b>	Assess the application against the entry criteria and check programs are correctly submitted to Studylink.	
	<b>1.2</b>	In Studylink, go to Actions and click Start Assessment.	
	<b>1.2.1</b>	Under assessment tab, choose related Admissions Transparency and onshore transfer.	
	<b>1.2.2</b>	Go through Academic Qualifications; English Proficiency; Admissions Criteria; Advanced Standing; Scholarship/Sponsorship to add in related data. Refer to scholarship spreadsheet when doing assessment.	
	<b>1.2.3</b>	The Status in Studylink is updated to Assessing. If credit exemptions are requested, refer to Academic Director for assessment and approval (Applications sent by offshore articulation partner institutions, refer to Articulation agreement spreadsheet).	
	<b>2</b>	<b>Letter of Offer generation</b>	
	<b>2.1</b>	Click Make offer under Actions in Studylink.	
	<b>2.2</b>	Check Letter of Offer (LoO) is correct including programs, fees, dates, conditions, OSHC months, etc. and make any corrections necessary.	
	<b>2.2.1</b>	If the applicant is under 18 – submit Accommodation and Living Arrangements form through Pipefy will be required.	
	<b>2.3</b>	Send LoO to the agent/Student and CC related Marketing staff and Source Country Officer (SCO) with any other required documentation through Studylink and the status in Studylink is updated to conditional offer /unconditional offer.	
	<b>2.4</b>	If transferring from another education provider, to add release condition on LoO.	
	<b>3</b>	<b>Applicant response</b>	
<b>Applicant/ Agent</b>	<b>3.1</b>	If satisfied with the offer, and the conditions of enrolment have been met, accept the offer and submit the acceptance together with the payment requested or financial guarantee.	
	<b>3.2</b>	If not satisfied with the offer, submit a revised request.	

Responsible	Procedure Steps			W/I
<b>Admissions Staff</b>		<b>3.2.1</b>	If a revised request is received, start the assessment process again from step 1 and create a revised offer.	

## D.2 Supporting Documentation

Related material	Location
Admissions Entry Criteria	Eynesbury website; Quality Unit, Document management
Work Instruction	Admissions Teams Channel—Work Instructions

Form templates	Location
Letter of Offer	Studylink
Request for Accommodation	Pipefy
Living Arrangement Under 18 Form	Pipefy
Scholarships Spreadsheet	Admissions Teams Channel
Articulation Agreement	Admissions Teams Channel

Records (including completed forms)	Location
Letter of Offer	Studylink Applicant Record
GSR Template	Studylink Resource Library

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

## D.3 Version Control

<b>Current Version Number</b>	v1.0
<b>Date of Effect</b>	04/2026
<b>Privilege Level</b>	Public