



ADMISSIONS POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

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

A.2 Scope

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

A.3 Definitions

Word/Term	Definition
Academic Board	The senior academic body which oversees the academic governance of the College
Agent	A representative who acts on behalf of Eynesbury College to recruit international students
Appeal	Requesting a review of a previous decision
Confirmation of Enrolment	An official form issued to an international student to confirm that they have been accepted into a course of study at an Australian institution for a specific start and end date
Continuing Student	A student who has enrolled in a study period and continuing their enrolment at Eynesbury College
Credit transfer	The determination, on an individual basis, of the advanced standing the learner is entitled to as a result of module/course (subject) or unit of competency completed at another institution
Defer or suspend enrolment	Temporarily put studies on hold
Domestic student	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
False or misleading information	Information that is not genuine
Foundation Studies Program	A nationally recognised course that equips students with the skills and capabilities to seek entry into higher education programs in Australia. It provides an academic pathway to first year undergraduate study
GS/Genuine student	Genuine Student requirement for Student Visa applications. A 'genuine student' is an international student applicant who intends to obtain a

successful education outcome and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome

High Risk Country	Countries and regions that are considered high-risk if they are one or more of the following: <ul style="list-style-type: none"> • deemed a high-risk or non-cooperative jurisdiction by the Financial Action Task Force (FATF) • prescribed foreign countries • subject to sanctions • known tax havens • known to provide support to terrorist organisations
Immigration	Department of Home Affairs
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
Module	A single unit of study that counts towards completion of a program
National Code of Practice	The National Code of Practice is a set of national standards that governs the protection of overseas students and the delivery of programs to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a Student Visa
New student	A new student who is studying at Eynesbury College in their first study period of the program which they accepted
Non-packaged student	A student with an offer for a single program
Orientation	An information day/week that all students attend when commencing their program or course or non-awards
Packaged student	A student with offers for English and / or Academic Programs packaged with a partner institution
Partner institution	Any institution that the provider has an agreement with to package students
Precluded	Excluded from a course or program
Program	A combination of modules that are to be completed in order to be eligible for an Award or progression to further study.
Qualification	The formal certification issued by the relevant approval body that confirms an individual has achieved all the units of competency or the subject or course or module learning outcomes required of the qualification
Recognition of Prior Learning (RPL)	The determination, on an individual basis, of the advanced standing the learner is entitled to as a result of previous formal training, work experience and/ or life experience
SATAC Undergraduate Admissions Service	SATAC is an independent organisation that assesses and processes applications on behalf of tertiary institutions in South Australia. http://www.satac.edu.au/

Simplified Student Visa Framework (SSVF)	Under this arrangement, an overseas applicant for a student visa with a CoE from a participating University and its eligible and nominated business partner(s) will be treated by Immigration as a low migration risk
Study Period	<ul style="list-style-type: none">• ELICOS: Ten (10) teaching weeks unless a shorter period of study as per the student letter of offer and/or course progressions• HEP: a teaching trimester• FSP: a teaching trimester
Trimester	A division of the academic year made up of three teaching periods

A.4 Acronyms

Abbreviation	Phrase or Word
ASTAS	Australian Students Tuition Assurance Scheme
CAAW	Confirmation of Appropriate Accommodation and Welfare letter
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CoE	Confirmation of Enrolment
ELICOS	English Language Intensive Courses for Overseas Students
GS	Genuine Student
HEP	Higher Education Programs
RPL	Recognition of Prior Learning
SACE	South Australian Certificate of Education
SSVF	Simplified Student Visa Framework
TPS	Tuition Protection Scheme

SECTION B - POLICY STATEMENT

B.1 Principles

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

1. Academic merit
2. English language proficiency
3. Access and Equity
4. Genuine Student (GS) for English and Academic Programs where applicable

Eynesbury College's **Admissions Entry Criteria**, in relation to selection and admissions as attached to this policy, will be reviewed annually to ensure that it remains current and valid.

B.2 Policy

1 Applications

1.1 Prospective students

- 1.1.1 All prospective International students are required to apply for admission via Studylink, either directly or via an agent. Prospective Domestic students must apply through SATAC.
- 1.1.2 International students from high risk countries and any international students who are identified with risk factors will be assessed against Genuine Student (GS) criteria to determine if they are a genuine applicant for entry and stay as a student as required by the Migration Regulations 1994. Students assessed against Genuine Student requirement (GSR) may also be required to attend an interview.
- 1.1.3 Partner institutions will be advised of students assessed as non-GS.

1.2 Applicants with a disability

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

2 Admissions criteria

2.1 Basis of admission

- 2.1.1 Applicants will be assessed against the minimum Academic and English language entry requirements outlined in the **Admissions Entry Criteria**. Applications received that do not meet standard entry requirements will be assessed on a case by case basis.

2.2 Verification of qualifications

- 2.2.1 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.

- 2.2.2** The authenticity of documents will be verified by the Eynesbury College Admissions unit.

3 Access and equity

3.1 Special entry

- 3.1.1** Eynesbury College may recognise alternative forms of qualification for entry which are targeted at improving access to students who have experienced disadvantage in accessing and participating in education and may provide special variations to the **Admissions Entry Criteria** to meet the need of individuals considered on a case by case basis.

3.1.1.1 Categories for special entry consideration are: work experience and/or life experience; disadvantaged financial background; disability or medical condition; difficult living circumstances (such as school or home location, constant relocation, inadequate study environment, abusive living environment, homelessness, natural disaster) and home schooling

- 3.1.2** A special entry applicant must provide up to 200 word statement, with appropriate supporting evidence for the consideration of the Academic Director, Program Coordinator and Module Coordinator.

- 3.1.3** Specific consideration given to the admission of Aboriginal and Torres Strait Islander peoples is covered in the **Admissions Entry Criteria**.

- 3.1.4** Students granted special admission will be provided with appropriate academic support.

3.2 Adult entry

- 3.2.1** Students who are 18 years of age or older may qualify for adult entry. Adult entry students may be admitted into a program without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications. Previous study in related fields may also be taken into consideration.

4 Age

4.1 Minimum age

- 4.1.1** The approved minimum entry age for students commencing their studies at Eynesbury College is 16 years of age. Only students who turn 16 years of age on or prior to their commencement date are eligible to begin their studies.

- 4.1.2** International students who are admitted to Eynesbury 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 program of study.

5 Simplified Student Visa Framework (SSVF)

- 5.1** Adelaide University regularly review the [Guidelines on Genuine Student requirements](#), including evidence of funds, for screening students from high risk country of citizenship to ensure they retain a low Evidence Level with the Department of Home Affairs, which

benefits applicants through streamlined evidentiary requirements when applying for a student visa. Eynesbury College is an eligible and nominated business partner of Adelaide University and SSVF requirements also apply to international students packaged with Eynesbury College.

6 GS requirements and assessment

6.1 Intending students applying for a student visa must satisfy Immigration that they are a genuine applicant for entry, are aware that they must stay as a student and have demonstrated an understanding that studying in Australia is the primary purpose of their student visa.

A CoE will only be issued when GS assessment has been formally approved, all conditions of enrolment are satisfied and an unconditional offer is issued.

6.2 Students wishing to change or defer their program after GS assessment may require their GS to be re-assessed.

6.3 In order to determine whether an applicant satisfies the GS requirements, the applicant may be required to complete an assessment.

6.4 Any documentation submitted as part of the assessment process must be submitted in English, be no more than 6 months old and must be original certified documents.

6.5 If Eynesbury College is satisfied that the applicant satisfies the GS requirements, this will remain valid for 2 years and if the applicant defers their start date at Eynesbury College, they will not be required to undergo a further assessment (subject to clauses 6.6 and 7.1 below).

6.6 Where Eynesbury College determines that the applicant satisfies the GS requirements, and the applicant then applies to change to an alternative program or provides other information that may affect whether they satisfy the GS requirements, the applicant may be required to undergo a further assessment, at the college's discretion.

6.7 Where Eynesbury College or Adelaide University determine that the applicant does not satisfy the GS requirements, the applicant will be ineligible for admission into Eynesbury College either direct or through a package with Adelaide University for a period of two 2 years from the date of the assessment. If the applicant does not disclose a previous GSR decision by Eynesbury College or Adelaide University and an Offer of Admission or Confirmation of Enrolment (CoE) document is given, Eynesbury College or Adelaide University reserves the right to withdraw any Offer of Admission for that applicant (in accordance with clause 7.4 below).

6.8 In the event that the Department of Home Affairs refuses to grant the applicant a student visa the applicant will be ineligible for admission into Eynesbury College or admission to Adelaide University for a period of two 2 years from the date that Eynesbury College becomes aware of such refusal.

7 Withdrawal of Offers – GS

7.1 If Eynesbury College gives an applicant an Offer of Admission and the applicant fails to complete any required assessment or Eynesbury College determines that in its opinion the applicant does not satisfy the GS requirements, Eynesbury College may withdraw any Offer of Admission.

7.2 If Eynesbury College gives an applicant an Offer of Admission and it later determines or reasonably suspects that information or documentation supplied by the applicant or their representative during the assessment process was incorrect or fraudulent, Eynesbury College reserves the right to withdraw any Offers of Admission for that applicant and may at its discretion not consider any further applications for admission

from the applicant at Eynesbury College or admission to Adelaide University for a period of 2 years.

- 7.3** If an applicant has an Offer of Admission but was not required to complete a GS requirements assessment before obtaining the Offer, Eynesbury College can, at its discretion, require the applicant to complete a GS requirements assessment. If the applicant does not complete the assessment or does complete the assessment but fails to demonstrate that they satisfy the GS requirements, Eynesbury College has the right to withdraw an Offer of Admission for that applicant and may at its discretion not consider any further applications for admission at Eynesbury College or admission to Adelaide University from the applicant for a period of 2 years.
- 7.4** Eynesbury College reserves the right to withdraw Offers of Admission at any time, this includes when an applicant signs and returns their Acceptance and Payment Form and pays any monies required and even if a CoE has been issued.

8 Miscellaneous – GS

- 8.1** Eynesbury College reserves the right to vary these Guidelines at any time.
- 8.2** The process, assessment, and results of any GS requirements assessment are confidential to and will remain the exclusive property of Eynesbury College. Eynesbury College shall not be under any obligation to disclose or provide a copy of the process, assessment or results to applicants, any educational institution or other third party unless required by law to do so but can at its discretion disclose GS requirements assessment results to Adelaide University.
- 8.3** Current students wishing to change their program may have their GS requirements re-assessed, at the discretion of the Academic Director, or the delegated Academic Coordinator.
- 8.4** Applicants who have not commenced their studies who wish to change their program may have their GS requirements re-assessed, as the discretion of the Admissions unit.

9 Admissions

9.1 Offers of admission

- 9.1.1** Offers of admission (packaged and non-packaged) are made according to relevant regulations.

9.2 Acceptance

- 9.2.1** Upon receipt of signed Acceptance forms, evidence of payment, copy of passport, evidence of OSHC (if Eynesbury College is not organising OSHC on the students behalf) and the conditions of enrolment being satisfied, and/or completed Living Arrangements for students under 18 years of age (International), and if changing education providers a Release (International), students will receive either a Confirmation of Enrolment (International) or an email confirming their enrolment (Domestic) and orientation information.

9.3 Withdrawal from Offer (students)

- 9.3.1** Students who have accepted an offer and have not paid their fees can withdraw at any time.

- 9.3.2** Students who have paid their fees but have not yet commenced can withdraw at any time and will be reimbursed in accordance with the **Fee Refund Policy**.

9.4 Confirmation of Enrolment (CoE)

- 9.4.1** Students who have an unconditional Offer issued, have signed the acceptance and have made payment, copy of passport, evidence of OSHC (if Eynesbury College is not organising OSHC on the students behalf) and/or completed Living Arrangements for students under 18 years of age, and if changing education providers a Release, will be issued a CoE. Issuance of a CoE is independent of the issuance of a student visa. Students who have not been granted a student visa will be refunded in accordance with the **Fee Refund Policy**.
- 9.4.2** Under 18 students who have an unconditional offer issued, have submitted a signed acceptance and evidence of payment, will also receive a CAAW in addition to the CoE, where Eynesbury College will be nominated to act as their guardian.

9.5 Request for a change of program

- 9.5.1** Students who have paid their fees but have not yet commenced can withdraw at any time and will be reimbursed in accordance with the **Fee Refund Policy**.

9.6 Request for a change of program (after acceptance and prior to commencement)

- 9.6.1** Domestic students can request to change their program at any time.
- 9.6.2** Prior to commencement international students will have the program change request assessed and the offer reissued if eligible. Any change to the CoE will be assessed and appropriate advice given.
- 9.6.3** Once onshore, international students wishing to change their program can do so after consultation with the Academic Director.
- 9.6.4** No requests for a change of program will be accepted after close of business on the Friday of the week prior to program commencement.

9.7 Request for a change of program (continuing Diploma students)

- 9.7.1** New students wishing to change their program will only be eligible to do so after completing the first trimester of the program which they accepted, received Confirmation of Enrolment for, and for which they were granted their visa.
- 9.7.2** Continuing students wishing to change their program can do so after consultation and approval from the Academic Director, or the delegated Academic Manager or Program Coordinator.
- 9.7.3** Continuing sponsored students must provide written approval from their sponsors for their Change of Program application to be assessed.
- 9.7.4** Requests for a change of program will only be accepted and assessed from 5.00pm (ACST), Friday week 12 of the student's current trimester to 5.00pm (ACST), Friday week 0 of the subsequent trimester. Requests received outside of this time frame will be rejected.
- 9.7.5** Students enrolled in the Graduate Certificate program will not be eligible for a change of program due to their single semester of study at Eynesbury College.

9.8 Withdrawal of Offer (Eynesbury College)

9.8.1 Eynesbury College reserves the right to rescind an offer of admission and will notify the student accordingly in writing.

9.9 Re-admission

9.9.1 A student who has been precluded from a program may apply for re-admission. Re-admission into any Eynesbury College program will be at the discretion of the Eynesbury College Academic Director.

9.10 Provision of false or misleading information

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

9.11 Deferment

9.11.1 Prior to commencement an applicant may seek to defer commencement of studies until a subsequent trimester. Full details regarding this process may be accessed through the **Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy**.

9.12 Late and non-arrivals

9.12.1 Students who enrol late may be required to reduce their study load.

Students who have been issued with a CoE but do not arrive in time to commence their program will be notified that their CoE has been cancelled and asked to defer to the next appropriate intake.

In accordance with Eynesbury College's entry requirements and GS criteria, not all students may be eligible to defer their Offer to a future intake. Admissions will advise students at the time of the request if they are no longer eligible to defer.

9.13 Sponsored applicants

9.13.1 Where the applicant is sponsored, an acceptable sponsor financial guarantee is required in lieu of fees being paid.

10 Tuition Assurance

10.1 Tuition Protection Scheme (TPS), International Students

10.1.1 If Eynesbury College is unable to deliver the program, under the Australian Government's Tuition Protection Scheme (TPS), students will be offered enrolment in a suitable alternative program, or a full refund of fees in accordance with the **Fee Refund Policy**.

10.2 Australian Students Tuition Assurance Scheme (ASTAS), Domestic Students

- 10.2.1**
- If Eynesbury College is unable to deliver the program, the student will be offered a place in a similar program with another provider without any requirement to pay them any student contribution or tuition fee for any replacement courses; or
 - The student will be refunded their up-front payments for any courses that they commenced but did not complete in accordance with the **Fee Refund Policy**.

11 Review of entry criteria

- 11.1** An annual review and update of the **Admissions Entry Criteria** will be undertaken as per the review cycle.
- 11.2** Final approval of the **Admissions Entry Criteria** will reside with the relevant Academic Board.

12 Recognition of prior learning (RPL) and credit transfer

- 12.1** Eynesbury College will only consider prior learning experience as meeting admission requirements where students won't be disadvantaged in achieving the expected learning outcome of their program and the integrity of the program and qualification will be maintained.
These may include (but are not limited to):
- life experience
 - personal competencies; and
 - employment experience
- 12.2** Applications for credit will be assessed on an individual basis in accordance with the **HEP Module Credit Policy**. Original copies of supporting documents will be required.

12 Appeals

- 12.1** Enrolled students who are dissatisfied with the outcome of their admission application, may seek to appeal this decision through the **Student Grievances and Appeals Policy**.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Admissions Policy
Policy Owner	Manager, Admissions
Approving Authority	Senior Leadership Team (SLT)
Initial Issue date	February 2026
Directory Location	Admissions, Policies

C.2 Version Control

Current Version Number	1.0
Date of Effect	02/2026
Review Date	02/2029
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
ELICOS National Standards
Higher Education Standards Framework (Threshold Standards) 2021
National Foundation Program Standards 2021
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

Admissions Acceptance and CoE Generation Procedure

Admission Assessment and Letter of Offer Procedure

Admissions Application Procedure

Admissions Late and Non-Arrivals Procedure

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Procedure

Student Grievances and Appeals Procedure

D.2 Related Policies

Admissions Entry Criteria

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy

HEP Module Credit Policy

Fee Refund Policy

Recognition Arrangements for Courses in the SACE policy

Student Grievances and Appeals Policy