

Policy Title	Admissions Policy
<p>Purpose</p>	<p>This policy is in place to ensure that CIC Higher Education (CIC) has appropriate admissions criteria and that CIC recruits students in an ethical and responsible manner including ensuring that each prospective student’s qualifications, experience, English language proficiency and any course credit (advanced standing) is appropriate for the course they have applied for.</p> <p>This policy also ensures that if the application is accepted, CIC will enter into a Written Agreement with the student which makes clear all the obligations of CIC and the student including services to be provided, fees payable and information about refunds.</p>
<p>Scope</p>	<p>This policy relates to all student applications and staff that are responsible for the assessment of overseas student applications, and the issuing of Written Agreements.</p>
<p>Policy Principles</p>	<p>1. Assessment of Student Application CIC is committed to having a robust application assessment process with appropriate admissions criteria. CIC will not enrol students with incomplete applications or who do not have study rights in Australia. CIC will not accept any payment from an applicant prior to having received a signed Written Agreement.</p> <p>CIC welcomes applications for admission from prospective students of all backgrounds, including Aboriginal and Torres Strait Islander peoples, and is dedicated to providing equal educational opportunities to all students regardless of race, disability, gender or sexuality or educational disadvantage. A range of student support and transition support services are available at CIC to assist all students strive for educational and personal success.</p> <p>2. Admissions Criteria Admission criteria for each course of study will:</p> <ul style="list-style-type: none"> • be appropriate for the qualification standard level of the course of study and required learning outcomes; • ensure that students have adequate prior knowledge and skills to undertake the course of study successfully. <p>The admissions criteria for each course were established by CIC’s Academic Board following a comparative analysis of admissions criteria at other institutions offering similar courses.</p> <p>3. Younger Students CIC will not accept enrolment of international students who are under the age of 18 at the time of the commencement of their studies in the case of onshore students, and at the time of their arrival in Australia in the case of offshore students.</p> <p>4. Qualifications and Experience The Academic Board sets the admissions requirements for all CIC higher education courses.</p> <p>The applicant’s academic qualifications and experience will be assessed against the admissions criteria for the course of study. The application will be approved by the</p>

Director of Admissions under delegated authority from the Academic Board in accordance with the Admissions Procedure.

Where a student has studied a postsecondary course in Australia, the performance in that course will be considered in determining the admission status of the student. The most recent year of prior studies in Australia together with all other evidence will be used to determine the suitability of the applicant for admission to CIC.

5. Advanced Standing

The Advanced Standing Policy and Procedures will be applied for any student applications where course credit is requested.

6. English Language Proficiency

The applicant’s English language skills will be assessed against the English Language admission criteria (Schedule 1 of Admissions Procedure). English skills need to be of a level that will enable the student to communicate effectively on arrival in Australia, participate in CIC classes and achieve expected learning outcomes.

7. Offer and Acceptance of a Place

Each student that satisfies the admission criteria will be offered a place via a Written Agreement. The Written Agreement between CIC and the overseas student sets out the services to be provided, fees payable and information in relation to refunds of the application and course fees (refer to the Refund Policy).

The CIC student Written Agreement will:

- Identify the course(s) in which the overseas student is to be enrolled;
- Identify any conditions on the overseas student’s enrolment such as any prerequisite course or attainment of a certain level of English language proficiency;
- Provide an itemised list of tuition or course fees to be made payable by the student and the payment structure/schedule;
- Set out the length of each study period for the course for the location, and the tuition fees for each study period for the course for the location;
- Will not require more than 50% of the student’s total tuition fee for a course before the student has begun the course;
- Provide information in relation to refunds of tuition and non-tuition fees including:
 - the refund requirements that apply if the student defaults in relation to a course at a location,
 - amounts that may or may not be repaid to the student (including any tuition or non-tuition fees collected by education agents on behalf of the registered provider) and
 - processes for claiming a refund;
- Set out the circumstances under which personal information about the overseas student may be shared between CIC and the Australian Government and designated authorities. This information includes personal contact details, course enrolment details and changes, and any circumstance of suspected breach by the overseas student of a student visa condition;
- Advise the overseas student of their responsibility to notify CIC of a change of address while enrolled in their course(s);

	<ul style="list-style-type: none"> • Provide a plain English explanation of what happens in the event of a course not being delivered; • Provide a statement that ‘This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws’; • Advise students, that in the event of a course not being delivered by CIC, CIC will refund the course fees or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework. <p>The CIC Written Agreement must be signed or otherwise accepted by the student prior to, or at the same time as, any money for tuition fees are paid.</p> <p>The Confirmation of Enrolment will not be prepared and issued until the Written Agreement has been accepted by the student and relevant fees paid to CIC.</p>
Related Documents	<p>Admissions Procedure Advanced Standing Policy Advanced Standing Procedure Education Agents Policy Education Agents Procedure Fees, Charges and Refunds Policy Fees, Charges and Refunds Procedure Marketing Information and Practices Policy Marketing Information and Practices Procedure Student Complaints and Appeals Policy Student Complaints and Appeals Procedure Student Support, Wellbeing and Safety Policy Student Support, Wellbeing and Safety Procedure Transfer Between Registered Providers Policy Transfer Between Registered Providers Procedure Written Agreement</p>
For Administrative Use Only	
Responsible Officer	Dean
Contact Officer/s	<p>Director of Admissions Executive Director, Governance and Quality Assurance</p>
Approved by	Academic Board
Approved Date	December 2017
Review Date	December 2019
Definition/s	See CIC Glossary of Terms and Acronyms

Version History

Version No.	Approval Date	Amendment/s
1.	August 2014	First iteration <ul style="list-style-type: none"> Approved by Academic Board
2.	February 2017	Major amendment <ul style="list-style-type: none"> Revised Weighted Average mark requirement Approved by Academic Board
3.	December 2017	Major amendment <ul style="list-style-type: none"> Addition of clauses on application from prospective students of all backgrounds. Applications for enrolment to be approved by Director of Admissions Removed requirement to calculate the WAM (Weighted Average Mark) or GPA (Grade Point Average) when a potential student has Australian postsecondary study results to determine their suitability for admission. Approved by Academic Board
4.	October 2018	Minor amendment <ul style="list-style-type: none"> Update of logo and position titles Approved by Dean
5.	February 2019	Minor amendment <ul style="list-style-type: none"> Added reference to Admissions Procedure Approved by Dean
6.	June 2019	Minor amendment <ul style="list-style-type: none"> Corrected punctuations to ensure consistency Approved by Executive Director, Governance and Quality Assurance