

Procedure	<p>1. General</p> <p>1.1. This procedure sets out the steps for the admission of students to courses at BPP Institute.</p> <p>2. Assessment of Genuine Student</p> <p>2.1. Intending overseas students wishing to enrol and study in a BPP Institute course of study as an international student visa holder must meet BPP Institute's admission criteria and the Australian Government's genuine student test criterion for student visa applications.</p> <p>2.2. An applicant who is a genuine student will have circumstances that support a genuine intention to stay in Australia temporarily.</p> <p>2.3. A genuine student is either an onshore or offshore student who is assessed by the Admissions Department as having a genuine intention to undertake and complete the degree they have applied to study for at BPP Institute.</p> <p>2.4. Genuine Student' Assessment Guidelines for Admitting Onshore Students to BPP Institute (Checks to determine if the student genuinely intends to study for a degree at BPP Institute or is a risk for a visa refusal).</p> <p>a) Recent and past study performance will be assessed and all transcripts and qualifications requested.</p> <p>b) Students who have a study gap period of longer than 1 study period (excluding university study break of November to March if student is enrolled at a university) will need to provide a written explanation as to the reasons for this study gap along with supporting documents.</p> <p>c) Students will need to submit all current and past confirmation of enrolment (COE) documents and all visa notifications since first arriving in Australia.</p> <p>d) A statement of purpose may be requested.</p> <p>e) Students seeking to transfer from a non-student visa to a student visa may be required to meet the same guidelines set for offshore students in section 2.5 below.</p> <p>2.5. Genuine Student Test Guidelines for Admitting Offshore Students to BPP Institute</p> <p>a) All offshore students are required to provide verifiable financial documents showing that they meet the financial requirement thresholds set by DoHA for their country or region. BPP Institute staff will assess these, verify where necessary and call for additional evidence if required.</p>
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- b) All students need to provide a Genuine Student Statement as per DoHA guidelines.
- c) Study gap explanations and evidence must be submitted if required.
- d) Students may be interviewed on request of admissions staff.
- e) Students from high-risk regions for visa refusals may be temporarily suspended from applying for admission or increased GST requirements applied, on recommendation of the Director of Admissions with approval by the BPP Institute Chief Executive Officer.

3. New Students

3.1. Step 1 – Receive the Completed Student Application Form

- a. The Admissions Department ensures that all required fields have been completed, including details of all current and completed studies with accurate dates and course providers.
- b. The Admissions Department will make sure the application has been signed by the applicant and includes:
 - certified copies of academic qualifications and transcripts (in English)
 - verified copies of English language proficiency results (where appropriate)
 - a certified copy of the passport (main page and visa page where appropriate).

3.2. Step 2 – Review of Completeness of the Application and Documentation

- a. The Admissions Department will confirm the documents submitted by the student have been completed, signed and are supported by appropriately certified documentation.
- b. The Admissions Department will also check the intending overseas student's visa conditions and if required, provide the student with advice regarding any other supporting documentation needed with their application including:
 - If the student provides the visa grant number, verify the student visa status through VEVO (Visa Entitlement Verification Online).
 - If there are any changes in the student visa status, e.g. cancellation or refusal, contact the student or their agent via phone or email and request an updated visa for study purposes.
 - All intending overseas students will be asked to provide documents to meet the BPP Institute genuine student

	<p>requirements. These may include financial records, personal statements of intention and further evidence of prior academic achievements, previously issued Confirmation of Enrolment (CoE), study gap evidence and visa application notifications from the Department of Home Affairs (DoHA).</p> <ul style="list-style-type: none">• For some intending overseas students, there may be a request for further documentation and interviews conducted by telephone or digital communication applications. <p>c. If there is doubt about a student's academic credentials, the Admissions Department will contact the agent or the issuing provider for verification of the documents.</p> <p>d. BPP Institute will deny the offer of a place or cancel the enrolment of an applicant if the intending overseas student or their education agent has provided false, fraudulent, or misleading information or documentation.</p> <p>3.3. Step 3 – Application for Advanced Standing</p> <p>a. If an intending applicant is applying for advanced standing, the applicant or BPP Institute admissions staff are required to complete an Advanced Standing Application Form detailing all subjects the student has successfully completed and is seeking credit for, in addition to providing certified copies of their qualifications and academic transcripts. Applications for advanced standing are governed by the Advanced Standing Policy and Procedure.</p> <p>b. If advanced standing is approved, the course duration will be adjusted by the number of approved unit credits.</p> <p>3.4. Step 4 – Assess English Language Proficiency</p> <p>a. To satisfy the English language proficiency requirement the applicant must meet the English language admissions criteria in Schedule 1, below. If the English assessment is more than two years old, the applicant may be requested to provide evidence they meet the English language proficiency requirements.</p> <p>b. If the applicant's current English language proficiency is not sufficient for course entry and the prospective student requires further English language training, this will be included in the Written Agreement as a condition of the offer.</p> <p>c. If the student does not successfully complete the English language course within the expected timeframe, the student may be required to extend the English language training. The</p>
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	<p>course deferment will be processed according to the Deferring, Suspending or Cancelling the Student's Enrolment Policy and Procedure.</p> <p>3.5. Step 5 – Assess Academic Qualifications</p> <ol style="list-style-type: none">a. Applicants must satisfy the admission criteria and the table of academic admission criteria by country is provided in Schedules 1 and 2 of the admissions policy.b. The Admissions Department will review the academic results and qualification transcripts and if all documentation has been supplied, the application will be accepted under the delegated authority from the Academic Board.c. For undergraduate packaged offers, which may involve a combination of English language course(s) and/or VET (vocational education and training) course and the BPP Institute higher education course, the Written Agreement will include a condition requiring that the student must successfully complete each course in the package. The student will be expected to provide evidence in the form of an academic transcript to verify the condition is met prior to entry to each successive course in the packaged arrangement.d. Where a student does not successfully complete the VET course, the student may extend the VET course. If delayed, the student's enrolment into the higher education course will be deferred by one study period. This arrangement must be approved by the Director of Admissions and accepted by the student by signing a new Written Agreement. <p>3.6. Step 6 – Student Enrolment Application Acceptance</p> <ol style="list-style-type: none">a. For each student that satisfies the admission criteria and is approved, the process by the Admissions Department is as follows:<ul style="list-style-type: none">• The applicant is issued a Written Agreement and details for payment of tuition and non-tuition fees.• The student accepts the offer by returning the signed Written Agreement.• The student may choose to pay their full tuition fees prior to commencement but are not required to pay more than 50% before their course commences.• A minimum deposit is required to secure a place in the course. <p>3.7. Step 7 – Student Records</p>
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	<p>a. Within 10 business days of receiving the signed Written Agreement, the Admissions Department enters the following enrolment details into PRISMS:</p> <ul style="list-style-type: none">• student's full name• gender• date of birth• country of birth and nationality• student address• mobile phone number• landline phone number (if available)• email address• education agent details• start and end date of course (taking account of any course credit)• unique identifier of the student's course and its location• amount of tuition fees BPP Institute has received (including the start and end dates for the period to which this amount relates)• amount of non-tuition fees received• total amount of tuition fees in accordance with the Written Agreement• Overseas Student Health Cover (OSHC) details (if arranged by BPP Institute)• Student location – Australia or Overseas• if the student has undertaken an English language test, the name of the test and the score the student received for the test• The student's passport number• if the student holds an Australian visa, the number of the visa• any applicable conditions• any applicable credit exemptions. <p>b. Once entered into PRISMS, a copy of the CoE is sent to the student and their education agent.</p> <p>4. Enrolment Variations</p> <p>4.1. After an enrolment has been processed, the student has the right to apply to vary their course selection or apply for advanced standing. Applications for advanced standing are assessed according to the Advanced Standing Policy and Procedures.</p>
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	<p>4.2. For a change in course, the student must complete the Enrolment Variation Application Form with their changed preference and submit it to the Admissions Department.</p> <p>4.3. As the student has already had their academic and English language proficiency assessed, the Admissions Department will assess and process the application if accepted by applying Steps 6 to 7 in Section 3. A revised Written Agreement will then be issued that must be signed by the student and returned to BPP Institute before PRISMS can be updated and a revised CoE issued.</p> <p>4.4. If the application does not meet BPP Institute’s requirements, the student will be advised that the variation has not been approved.</p> <p>5. Student Records</p> <p>5.1. BPP Institute will keep appropriate records of all prospective and current students. BPP Institute will maintain records of all the personal information items noted in Step 7 in Section 3.</p> <p>5.2. BPP Institute will ensure that at least every six months, it confirms student details and updates records with any changes. BPP Institute will comply with this requirement by confirming that student details are accurate as part of the enrolment in units every second term.</p> <p>6. Appeals</p> <p>6.1. An applicant has a right of appeal against a BPP Institute decision, if they were:</p> <ul style="list-style-type: none"> a. unsuccessful for admission to a course of study, or b. dissatisfied with a response to their application for course variation, or c. dissatisfied with the amount of credit given for advanced standing. <p>The applicant may appeal any of the above decisions in accordance with BPP Institute’s complaints and appeals process.</p>
<p>Related Documents</p>	<p>Admissions Policy Advanced Standing Policy Advanced Standing Procedure Deferring, Suspending or Cancelling the Student’s Enrolment Policy Deferring, Suspending or Cancelling the Student’s Enrolment Procedure Education Agents Policy Education Agents Procedure Enrolment Variation Application Form</p>

ADMISSIONS PROCEDURE

Reference: PRO-002
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	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
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Director of Admissions
Approved by	Dean
Definitions	See BPP Institute's Glossary of Terms and Acronyms

<i>Version History</i>		
Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute