



**Document Control**

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## **Admissions and Enrolment Policy**

(includes special requirements for students on International Student Visas)

### **1. Purpose and Scope**

This Policy sets out the principles that apply to the recruitment, admission and enrolment to all coursework programs, and for cross-institutional and miscellaneous admission, whether by application directly to King's Own Institute (KOI) or through an agent.

KOI strives to ensure compliance with the [Education Services for Overseas Students \(ESOS\) Act 2000](#) (as amended), the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#), and the [Higher Education Standards Framework](#) regulated by the *Tertiary Education Quality and Standards Agency (TEQSA)*.

KOI upholds the principle that all applicants seeking to enrol are treated fairly and equitably. KOI has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students.

Admission to KOI is based on academic merit or evidence of capacity for higher education study. KOI will ensure that throughout the process of selection and admission, applicants are treated courteously and promptly. Entry criteria and application procedures are published on the KOI website ([www.koi.edu.au](http://www.koi.edu.au)) or the information of students and those seeking to enrol with KOI.

This Policy is to be read in conjunction with KOI's:

- *Fees and Refunds Policy*
- *Credit Transfer Policy*
- *Student Workload Policy*
- *Complaints and Appeals Policy*

### **2. Definitions**

*Census date:* The official deadline for finalising enrolment in a subject or course. KOI determines a census date for each trimester. The Census Date is advised in the Student Handbook.

*Cross-institutional study:* Subjects undertaken at KOI by students enrolled in an award course at another higher educational institution. This study does not form part of an award course at KOI.

*Electronic Confirmation of Enrolment (eCoE):* For international students, an electronic confirmation of enrolment (eCOE) is sent by KOI as proof that you are enrolled in a course at KOI. KOI will send you a copy of the eCOE on receipt of payment. When you have your eCOE, you can apply for or renew your student visa by following the guide in the information pack.

*Delegated person:* The person given a delegation by the AIBM Council of Directors.

*Due date (for payment of fees):* The due date for payment as shown on the Letter of Offer.



<i>Domestic student:</i>	An Australian citizen or a permanent resident of Australia.
<i>Full time study load:</i>	A full time study load in a single trimester is four subjects; a full-time study load over a calendar year is eight subjects.
<i>International student:</i>	A student who is not a domestic student, including students on temporary residence visas (also known as an <i>Overseas Student</i> under the <i>ESOS Act</i> )
<i>Letter of Offer and Written Agreement:</i>	The Letter of Offer and Written Agreement (hereafter simply called the Letter of Offer or Offer Letter) sent to successful applicants to KOI, which details the course for which the offer of enrolment is made, any conditions which apply to acceptance of the offer, the duration of the offer, the course start and finish dates, the costs involved, the refund policy, and any recognition of prior learning, as well as general terms and conditions.
<i>Non-award subject:</i>	A subject for which a student applies for admission, but which does not form part of an enrolment in an award course.

### 3. General Principles

As a general principle, selection of students for admission to award courses of KOI shall be based on academic merit. This does not prevent KOI, when making decisions about admission, from taking into account an assessed educational disadvantage of a particular applicant.

#### 3.1 Offers

To be admitted to an award course, a student must be made a formal offer of a place in the course. The authority to make an offer of a place in any course at KOI rests with the CEO and Dean of KOI and any delegated person.

**Cross-institutional study.** Cross-institutional study is only offered with the approval of the student's current higher education provider, and students must satisfy the requirements of the course in which the cross-institutional subject is offered. KOI students may only apply to study subjects within their KOI enrolled course as a cross-institutional student at another higher education provider under limited circumstances.

**Non-award enrolment.** Usually, non-award students must meet the requirements of the course in which the non-award subject is offered. Non-award enrolment may also be approved for students who demonstrate capacity for study to help them gain admission to an award course. For international students, there may be additional restrictions such as International Student Visa requirements.

#### 3.2 Right to Limit Admission or Enrolment and Vary Subject and Course Content or Structure

Subject to giving reasonable notice to students, KOI reserves the right to:

- to impose limitations on admission to any course
- to impose limitations on enrolment in any subject
- to change the content of any subject or course
- to change the method of assessment of any subject
- to vary tuition fees for any subject or course
- to withdraw any subject or course which KOI offers
- to change the trimester availability of a subject or course
- to otherwise vary arrangements for any subject or course.



## 4. Overview of Admission and Enrolment Process

Stage	Process
Application	Applicant applies for a place in a course by completing the KOI Student Application Form.
Selection	Application is assessed and eligibility for entry determined. If eligible for entry, selection is based on academic merit and other factors such as course quota or availability of space and teaching facilities.
Offer	If selected, a formal offer of a place in the course is made in an Offer Letter.
Acceptance	Applicant formally accepts offer by signing and returning the Written Agreement. International students must also make the required payment.
Deferment (if applicable)	An applicant may choose to defer commencement in the course (see section 4.6 Deferred Entry).
Enrolment	Applicant enrolls in subjects that form part of the course and commences study.

### 4.1 Application

Applications for enrolment into award courses, non-award subjects and cross-institutional study may be made either directly to KOI or via a registered agent.

Applicants must complete the Student Application form (available at [www.koi.edu.au](http://www.koi.edu.au)) attaching certified copies of all relevant documentation (stamped by an appropriate authority as certified copies of original documents). Required documents are indicated on the KOI website (include web address). Applications will not be processed until all documentation is received in the required format.

### 4.2 Selection

Entry to KOI is based on academic performance in combination with English proficiency. Details for the required English proficiency and academic requirements relevant to the various award courses at KOI are found at <http://koi.edu.au/wp/future-students/admission-requirements/>.

English proficiency and academic requirements for entry into award courses will vary with the type and level of the course. These standards may be updated as required by changing industry and Australian Government standards.

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course.

A phone interview or in-person interview held at a KOI campus may be required to ensure the applicant clearly understands the nature of the program and the commitment they are making, that any questions are addressed, and to provide a check on the applicant's English language proficiency.

An applicant may be required to undertake further assessment to support their application. If appropriate, a fee may be charged for this assessment.

Applicants who satisfy the entry requirements of KOI will be given a formal offer of a place in their nominated course, non-award subject or cross-institutional study via a *Letter of Offer*, provided KOI has the capacity to deliver the course to the applicant. Note that some courses and subjects may be limited by quotas. Where the nominated course or subject is not available or appropriate, KOI may make an offer to an alternative course or subject.

Applicants for whom KOI does not intend to make an offer of a place in the applicant's nominated course, non-award subject or cross-institutional study will be advised in writing within 10 working days of the application being received.



### 4.3 Offer

A formal offer of a place within the applicant's nominated course, non-award subject or cross-institutional study at KOI is made in a *Letter of Offer*.

Offers may be in the following form:

- a. Unconditional Offer which allows commencement in a specified future intake for the selected course. No further conditions need to be satisfied.
- b. Conditional Offer which outlines the conditions that must be satisfied in order to be admitted to the selected course. Evidence must be shown that the conditions have been satisfied before admission to the course.
- c. Package Offer which requires completion of an English Language Program, at the required level, or another preliminary or articulation program before commencing the desired KOI course.

The *Letter of Offer* also details:

- the applicant's identification details
- the nominated course, non-award subject or cross-institutional study details
- dates for orientation, course start and finish
- normal course duration
- indicative fees and charges, due dates for payment and the refund policy
- specified recognition of prior learning (refer to the KOI *Credit Transfer Policy* for more details)
- any other relevant details or conditions

The *Letter of Offer* will contain or accompany the required information as set out in Standard 2 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*. This includes relevant KOI policies.

The information provided in the *Letter of Offer and Written Agreement* must be acknowledged by the student in the *Acceptance of Offer*.

### 4.5 Acceptance and Admission

On receipt of a formal offer of a place in a nominated course, non-award subject or cross-institutional study, an applicant shall either:

- accept the offer
- apply to defer commencement
- decline the offer
- take no action, in which case the offer shall lapse after the specified period.

To accept an offer, an applicant must comply with any specified instructions and deadlines, and pay any prescribed fees.

For applicants who require evidence of acceptance into a course of study for visa purposes, KOI will issue, on receipt of the *Acceptance of Offer* form and required tuition fees, a *Confirmation of Enrolment (CoE or eCoE)* to allow the student to apply for a Student Visa from an Australian Embassy, High Commission or the Department of Immigration and Border Protection (DIBP). Students should seek information on the Student Visa application process from the Australian Department of Immigration and Border Protection website ([www.immi.gov.au](http://www.immi.gov.au)).

The student will also be provided with a receipt for fees paid along with information about enrolment (see also Section 5) and orientation.

For international students, when a Student Visa has been granted, students should make travel arrangements and take steps to obtain accommodation. KOI will provide students with a range of



alternatives and information regarding accommodation and arrival reception at Sydney airport on request.

See also *Section 7 Refusal of Admission*.

## 4.6 Deferred Entry

Subject to the provisions set out below, an applicant who has received an offer for entry into the applicant's nominated course, non-award subject or cross-institutional study may apply to defer commencement of their studies.

The Deferred Entry option is available:

- Only in respect of the course to which the student requesting deferment has been admitted, i.e. Deferred Entry is not transferable from one course to another.
- Only within available study periods, i.e. according to the normal course timetable. No special entry arrangements are available.
- On the provision that the student shall accept unconditionally any course changes that KOI implements during the period of deferment.
- For a period of deferment of not more than 12 calendar months unless otherwise approved by the CEO and Dean or delegated person.

Requests for Deferred Entry must be made in writing to the CEO and Dean, or delegated person, and accompanied with reasons and supporting documentary evidence. A request for Deferred Entry will be assessed on the basis of the reasons and supporting evidence provided. There is no automatic right to deferred entry.

Confirmation of Deferred Entry will be issued by the KOI Admissions staff together with information relating to commencement of studies and enrolment. KOI reserves the right to cancel deferred entry offers to applicants who do not comply with the terms and conditions of the deferred entry.

KOI may revoke the approval for a student's deferred entry should KOI decide to phase out the course or subject prior to the deferred student enrolling, or demonstrate that, for reasons beyond its control, it will not be possible for the applicant to complete the course in a reasonable timeframe should the entry be deferred. In either case, KOI will take all reasonable steps to provide the deferred student with a full refund of fees paid towards subsequent study or an alternative course to enrol in, subject to the student meeting the entry requirements of the new course.

## 5. Enrolment

Applicants accepting an offer for their nominated course, non-award subject or cross-institutional study must complete the process by enrolling for the nominated study within the prescribed enrolment period.

During the enrolment process, students will be given course advice, enrolled into specific subjects and classes, required to pay the prescribed fees which are due for payment, issued with a timetable and Student ID card, and required to attend a compulsory orientation session. Enrolments are accepted over a 4-week period beginning 2 weeks before the commencement of trimester, and ending at 5.00pm on the Friday of the second week of trimester. Students who are allowed to enrol late will be placed on a learning contract to ensure appropriate monitoring and support (see *Course Progress and Intervention Policy*).

### 5.1 Enrolment in Subjects

Once admitted to a course, the student is required to enrol in subjects that form part of the enrolled course. The normal full-time study load is four subjects per trimester (see the *Student Workload Policy* for more details).



Enrolment into a subject is conditional upon satisfying all prescribed academic and other requirements for the subject and for the course of which it forms a part.

Where subjects are electives, or are not compulsory for study in a particular trimester, enrolment in a particular subject may be refused if KOI does not offer the subject or the subject has reached its allowable capacity of students.

Enrolled subjects will be recorded on the student's course planner. Student **must** be enrolled in order to attend classes in a subject.

A student admitted to an award course shall only enrol in subjects that can be credited towards completion of the award. A non-award enrolment shall not be permitted concurrently with an enrolment in a program of study leading to a KOI award unless approved by the Deputy Dean (Academic). Approval of a non-award enrolment in this situation shall only be given in exceptional circumstances.

It is the responsibility of the student to check that their enrolment is correctly recorded on the student records system at all times, particularly prior to each census date. Students can check their enrolment through the Student Portal at <http://students.koi.edu.au/auth> (see instructions in the Student Handbook).

Any errors must be immediately brought to the attention of Student Administration for advice and assistance in rectifying errors.

Enrolment in subjects is final at the census date.

## 5.2 Variation to Enrolment

Students may apply to change or add subjects during the enrolment period, following course advice from the Academic Manager or nominated person(s). Permission to change or add subjects may be dependent on course progression requirements and class availability.

New students who wish to apply for credit should ideally do so as part of their application to study at KOI. Students may also apply for credit at enrolment, but would then not normally be enrolled until their credits have been assessed and finalised. The award of credit for previous studies may also change the duration of the eCOE. (See the Credit Transfer Policy.)

For international students, withdrawal from individual subject(s) (other than changing subjects) i.e. reducing a full-time study load, will only be permitted under certain circumstances up until the Census or other dates prescribed and published by KOI (refer to the *Student Workload Policy* and the *Refund Policy*). Domestic students should be aware that reducing a full-time study load may affect their eligibility for Centrelink benefits. Withdrawal from subjects without academic or financial penalty after the Census Date will only be permitted under exceptional circumstances.

Subject to the approval of the Deputy Dean (Academic), students may apply to change their course of study after completing their current trimester of study. Approval of an application to change a course of study is not guaranteed. Where the change of course is a consequence of a course termination due to failure to make satisfactory course progress, restrictions may apply to the enrolment in the new course.

## 5.3 Withdrawal of Enrolment

Students may withdraw their enrolment in an award course, or in a subject, without academic penalty up to the Census or other dates prescribed by KOI. Domestic students will not incur a financial penalty if they withdraw from subjects before the census date. International students should refer to the *Student Workload Policy* and the *Refund Policy* for information on refunds to which they may be entitled. Withdrawal from an award course, or subject, without academic or financial penalty after the Census Date will only be permitted under where the student can prove that there are compassionate or compelling circumstances.



International students who wish to withdraw their enrolment from their course must complete a *Withdrawal from Course/Cancellation of eCoE Request* form. They may also be required to attend an exit interview. If the reason for withdrawal is to transfer to another higher education provider, the student may also need to request a Release Letter from KOI.

Students who withdraw and subsequently wish to resume their studies or commence new studies with KOI will be required to complete a new application form.

## 5.4 Maintaining Continuity of Enrolment

To maintain continuity of enrolment in a course, a student must either:

- maintain a continuous enrolment from one study period to the next (trimester to trimester) in subjects that form part of the course, or
- obtain approval for a *Break in Studies* (approved leave) covering any study period during the course in which a student does not intend to enrol in any subjects.

Students may apply for one or more periods of a Break in Studies from their course throughout the duration of their course (usually not more than 12 months altogether during their course). A Break in Studies is only available after the first two trimesters of the course and is always subject to satisfactory academic progression. Applications for a Break in Studies must be made by completing an *Application for Break in Studies* form and submitted two weeks before the start of the trimester for which approval is sought. Break in Studies requests must have a definite start date and must be for a specified period of time (usually one trimester).

When considering applying for a Break in Studies, it is the responsibility of the student to seek appropriate academic counselling before suspending their studies and to be aware of the potential impact of the absence on their status as a student (for example, student visa conditions or eligibility for Centrelink benefits) on their ability to successfully complete the course (including any implications for unit currency and course completion limits). A student seeking a Break in Studies must accept that KOI may make changes to the course during the period of Break of Studies.

The Deputy Dean (Academic) may attach conditions to the student's return to study. Unless approved in exceptional circumstances by the Deputy Dean (Academic), a Break in Studies shall not be approved if the applicant has work outstanding in the course (e.g. unfinished or unmarked assessments, or deferred grades), has not completed the first two consecutive trimesters of study in their course (refer to the Student Workload Policy), has not maintained satisfactory course progression or where a break will mean the student is unable to complete their course within the specified time.

Unless approved in exceptional circumstances by the Deputy Dean (Academic), a Break in Studies shall not be approved for a period in excess of one trimester at a time.

A student on an approved Break in Studies shall be considered to have maintained their enrolment in their course and KOI, and shall retain their rights as an enrolled student.

Enrolment must be completed during the formal enrolment period (i.e. before the end of week 2 of the trimester). Students who do not enrol in units for the current study period of their course and who have not applied for a Break in Studies may lose their place in the course at KOI. Should this occur, and the student is studying on an international visa, KOI will report the student to DIBP via PRISMS. The eCoE will be cancelled.

## 6. Fees

Up-to-date information about fees and charges is available to students online on the KOI website (<http://koi.edu.au/wp/future-students/fees-payment/>). Detailed fee information is also available via KOI Marketing [ask@koi.edu.au](mailto:ask@koi.edu.au). Students are expected to check the KOI website frequently for important information and updates.

Payments made to cover fees and charges are allocated to fees and charges in the order of the date on which they fall due, with the earliest fees and charges due being allocated first.



## 6.1 Tuition Fees

Tuition fees are subject to annual review as approved by Council. All fees listed in brochures and on the website are indicative and subject to annual increases.

Tuition fees for domestic students are charged per subject and payable by the relevant census date. International students must pay their fees for each study period in advance.

Students will be charged the full fee for repeating subjects.

## 6.2 Penalties for Non-Payment

Any student who has an overdue debt to KOI and does not make full payment shall cease to be entitled to any privileges of KOI and KOI may at its discretion cancel enrolment (automatically withdrawing access to KOI services including classes, email, Moodle, library, insurance, etc.), and refuse access to official documentation (examination results, graduation, etc.).

Late payment fees are imposed to encourage students to pay their invoices by the due date as shown on the invoice. A \$200 late payment fee will apply to any fees paid after the due date. Legally available debt collection courses of action may be used to recover overdue fees.

A student's enrolment may be discontinued for non-payment of fees. To be reinstated, cancelled students must pay all outstanding amounts, including late fees.

Appeals against cancellation and late payment fees must be submitted in writing to KOI within 20 working days of the notice of penalty.

## 6.3 Sundry Charges

The following charges apply in 2016, are non-refundable and subject to annual review:

Item	Fee
Enrolment Fee - International Students only	\$250
Revised eCoE – International Students only (2 <sup>nd</sup> or subsequent eCoE's issued for any reason)	\$150
Reinstatement of Enrolment Fee - International Students only	\$250
RPL Assessment after eCoE issued - International Students only	\$100
RPL Re-assessment after Census Date – Domestic students only	\$100
Simulation software licence fee (if applicable)	At cost set by the software provider (indicative cost - \$68.00 in T0216)
ID Card Replacement	\$10
Late payment Fee	\$200
Late withdrawal fee – International Students only	See 5.1 points 6 and 7 of the <i>International Student Refund Policy</i>
Replacement Testamur	\$50
Interim Transcripts	\$10
Replacement Completion Letters	\$15
Replacement Official Transcript	\$15
Replacement Cross-Institutional Transcript	\$15
Library Late Return Fee	\$2 per day



Library lost Items	\$200
Additional Printing (above the free weekly allowance during trimester)	10c per single sided page
Hire of graduation gown and mitre	\$80.00 indicative cost. Cost is dependent on location of ceremony.

## 7. Refusal of Admission

### 7.1 Withdrawal of Offer

An offer of admission may be withdrawn under any of the following circumstances:

- the offer is not accepted by the specified date
- the agreed conditions of offer are not satisfied by the specified date(s)
- the applicant provides false or misleading information
- non-payment of any specified fees.

### 7.2 Refusal of Admission

Irrespective of eligibility or any other provision in this policy, the CEO and Dean, or delegated person, may refuse an application for admission from any applicant on any one or more of the following grounds:

- the applicant has provided false or misleading information to KOI
- the applicant has been reported as having provided false or misleading information to another higher education provider
- the applicant has been found guilty of serious misconduct as a student previously at KOI or at another higher education provider
- the applicant is considered to be a potential danger to students and/or staff
- the presence of the applicant at KOI is considered to be potentially detrimental to the well being of students and/or staff

The CEO and Dean shall take into account the nature of the concern and the length of time that has elapsed since any matter occurred giving rise to the concern.

## 8. Appeals

A student at KOI or a person applying to become a student at KOI has the right to lodge an appeal against any decision made under this policy (refer to the KOI *Complaints and Appeals Policy*).

This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the ESOS Act 2000) or to pursue other legal remedies.

## 9. Privacy

KOI will maintain the confidentiality and privacy of student information. However, information collected from students may, as required in accordance with the Higher Education Support (HESA) Act 2003 and other legislation be provided to the Department of Education, Department of Immigration and Border Protection and Commonwealth, State or Territory Government agencies.

KOI is bound by the *Privacy Act 1988* and the *Australian Privacy Principles (APPs)* under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* with respect to the collection, use and disclosure of personal information. Please see KOI's Privacy policy [www.koi.edu.au](http://www.koi.edu.au) for more information.

\*\*\*\*\* END OF POLICY \*\*\*\*\*