



HE Admissions Policy

Version:	V 2	Approved By	Academic Board
Approval Reference:	Board Resolution 221216/04		
Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Aboriginal and Torres Strait Islander Peoples Framework Policy ➤ HE Admissions Procedure ➤ HE Enrolment Policy and Procedure ➤ Credit and Recognition of Prior Learning Policy and Procedure (HE) ➤ Student Complaints and Appeals Policy and Procedure 		

HE Admissions Policy

Purpose

This Policy sets out the requirements for the admission of students into higher education courses offered by Lyons College.

Scope

This Policy applies to all higher education courses of study offered by Lyons College. This policy should be read in conjunction with the HE Admissions Procedure.

Policy

Lyons College has an obligation to ensure that students have the best chance of success in their academic endeavours. To achieve this, Lyons College's admissions and enrolment processes must address the following key requirements:

- Minimum entry requirements for admission into each higher education course must be established to ensure students have the best chance of successful completion.
- Entry requirements for each higher education course must be determined by the LTC or Academic Board and are based on the student's knowledge and skills at the time of admission.
- Entry requirements for each higher education course are appropriate to commence and obtain the AQF level of the course.
- Admission processes are transparent, fair, consistent, and equitable.
- Admissions decisions must be flexible regarding the promotion of diversity and equity, taking into account students from a disadvantaged or underrepresented background as set out in the *Diversity and Equity Policy*.
- Admissions processes must ensure the accuracy and authenticity of all application documentation.
- Students must be at least 18 years of age upon course commencement.

1. General Admission Requirements

Applicants must meet all entrance requirements (except as otherwise provided for in this policy) in order to be eligible for admission. However, even if an applicant meets all these requirements, this does not necessarily guarantee admission.

Lyons College will require all applicants to verify certain details by providing original or certified copies of documents. At a minimum, the applicant must provide evidence of the following:

- their identity including their date of birth;
- their Citizenship;
- their Visa status (international students);

- any educational qualification or achievement required for admission; and
- English language proficiency (international students).

Applications will be received by direct entry, meaning all applications are to be made directly to Lyons College. Application due dates will be published on the Lyons College website. Applications received after the published due date may be accepted at the discretion of the Academic Manager or the Administration Manager.

2. Entry Requirements

To qualify for admission and enrolment into a higher education course offered by Lyons College, an applicant must meet all of the entry requirements for the course. These requirements will be published on the website and available in the Course Information Guide. Meeting all of the requirements does not guarantee entry.

An applicant may be required to attend in interview (via video conference if appropriate) depending on the circumstances. Applicants will be advised ten (10) business days prior to an interview if required.

3. Special Consideration for Admission

An applicant who does not meet the minimum entry requirements may be granted special consideration for admission. Special consideration may be approved by the CEO, Dean of Higher Education or delegate.

Special consideration may be granted for any of the following reasons:

- applicants with a disability;
- applicants with learning or language difficulties;
- applicants from a socioeconomic disadvantaged background;
- applicants of Aboriginal or Torres Strait Islander descent as outlined in the *Aboriginal and Torres Strait Islander Peoples Framework Policy*; and
- applicants who have suffered some other disadvantage to their ability to access education.

Applicants seeking special consideration will be required to provide information regarding the basis for special consideration and the support required to allow Lyons to determine the reasonable adjustment requirement to best support the applicant in their course of study where special consideration is granted.

4. Credit and Recognition of Prior Learning

Applications for course credit or Recognition of Prior Learning (RPL) should be made at the time of applying for a course. Any credit or RPL awarded will be subject to the Credit and Recognition of Prior Learning Policy. The outcome of the assessment should be included in the letter of offer.

5. Fees and charges (including withdrawal from Courses)

All courses carry with them fees. Prospective students are directed to the Student Handbook which outlines the fee structure relevant to any particular course. The Student Handbook also contains all relevant information regarding what and how fees are payable, potential changes to fee structure, the procedure for applying for fee refund on withdrawal (if any). As a general rule, fees are not refundable other than in accordance with the respective Student Refund Policy.

6. Offers

A successful applicant will receive an offer of admission from Lyons College. Offers may be unconditional or conditional.

Unconditional Offer: the applicant meets all of the entry requirements and upon acceptance of offer can enrol and commence in the course

Conditional Offer: the applicant may or may not meet all of the entry requirements, and enrolment and commencement in the course are subject to certain conditions being met

7. Deferral

An applicant may decide to defer enrolment after a successful application. The deferment period cannot exceed one year. The Academic Manager will determine and communicate to the applicants the procedure, terms and conditions of any deferment.

8. Refusal of Admission and Appeals

If an application for admission is refused for any reason, the applicant may appeal the decision in accordance with the Student Complaints and Appeals Policy and Procedure. Any refusal of admission will contain reasons for that refusal. The reasons will be of sufficient detail and clarity to allow the applicant to understand the basis of the refusal and to determine whether they wish to appeal it.

Version	Date	Resolution	Comments
V1.0	09/08/2018	20180809/	Initial policy created
Version 2	17/12/2022	221217/4	Policy reviewed, minor changes