



HE Admissions Policy

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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 		

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HE Admissions Policy

Purpose

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

Lyons College is committed to enrolling students in courses that match their prior qualifications and experience to ensure the likely success of the student.

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. Diversity and Equity

Lyons College ensures equal educational opportunities for all students, regardless of sexuality, gender, ethnicity, religion, disability, or educational background.

Applicants with physical, learning, psychological, sensory impairments, or serious medical conditions should disclose this during admission so Lyons College can consider reasonable adjustments. Disclosures will be reviewed confidentially and sensitively on a case-by-case basis.

Lyons College is commitment to diversity and equity includes increasing participation from domestic students from the following backgrounds:

- Financial disadvantage (such as Austudy, ABSTUDY, Youth Allowance etc; if the student's parents are in receipt of Family Tax Benefit A, or demonstration how your disadvantaged financial background has affected you)
- Students from rural or remote areas
- Aboriginal and Torres Strait Islander (ATSI)
- Difficult circumstances
- Disability or medical condition
- Non-English-speaking background (NESB)
- First in Family to undertake higher education study

Applicants must provide a statement and documentation verifying the nature of the disadvantage at the time of application.

Lyons College is committed to the provision of access through a range of qualification and articulation pathways that reflect the diverse learning experiences of applicants. Students may be granted academic credit on the following basis:

- Prior post-secondary qualification;
- Recognition of Prior Learning (RPL) in recognition of skills and knowledge gained through work; or
- Experience, life experience and/or formal training.

Please refer the Credit and RPL Policy for further information.

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.

International students who fail to enrol for the study period by the date specified in the College's letter of offer and on their Confirmation of Enrolment (CoE) and have not been approved to defer commencement of study, will be reported to the Department of Home Affairs for non-commencement of studies within thirty-one (31) days.

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
V3	01/10/2025	20251113/04	Remove previous special consideration section and create diversity and equity Additional line in purpose