



HE Admissions Procedure

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Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Aboriginal and Torres Strait Islander Peoples Framework Policy ➤ Course Progression and At Risk Student Policy and Procedure ➤ HE Admissions Policy ➤ Student Support, Welfare and Wellbeing Policy and Procedure 		

HE Admissions Procedure

Purpose

This Procedure sets out the procedure for admission of students into a higher education course at Lyons College.

Scope

This Procedure applies to all higher education courses of study offered by Lyons College.

Admission Procedure

Unless expressly stated, this Procedure applies to both domestic and international applicants. The Lyons College Admissions Procedure involves the following steps:

1. Expression of Interest and Application Submission.
2. Application Assessment.
3. Issuing a Letter of Offer and Student Agreement.
4. Acceptance of Offer and Payment of Fees.
5. Confirmation of Admission.

1. Expression of Interest and Application Submission

A prospective student will express interest in entering a course offered by Lyons College. They may do so via the website, by email, over the phone or in person at campus. The prospective student will be provided with all of the relevant information on the course and Lyons College or will be provided with a link where they can access this information.

If the prospective student wishes to proceed, they must complete an application form, provide the required documentary evidence and submit them to Lyons College.

2. Assessment of Application

A Lyons College Student Administration team member will assess the application submitted by the applicant. Student Administration will assess the application prior to admission of a student into a higher education course at Lyons College.

2.1 Is the application Complete?

Student Administration will first check for completeness which that consider the following:

- Does the application include all the applicants details?
- Are all fields of the application completed?
- Has the applicant attached all required documentation?

If no to any of the above, Student Administration must contact the applicant and request any outstanding information or documents and that the applicant needs to resubmit the complete application.

2.2 Does the application meet the entry requirements?

Each higher education course at Lyons College has course specific minimum entry requirements. If the application meets the minimum entry requirements for admission into the course which the applicant has applied for, the application will proceed. The applicant will be sent a Letter of Offer and Student Agreement as set out in part 3 below.

If the application does not meet the course specific minimum entry requirements for admission into the course, the application will be assessed to see if the applicant is eligible for special consideration. The Admission Policy outlines what criteria that will be used for considering the admission of an applicant under special consideration.

If the application does not qualify for special consideration, the applicant will be informed in writing that the application has been rejected. The applicant will also be provided a link to the Student Complaints and Appeals Policy and Procedure if they wish to have the decision reviewed.

2.3 Does the application qualify for special consideration?

Admission by special consideration can only be approved by the CEO, the Dean, the Academic Manager or the Administration Manager. Student Administration should refer the application to one of these authorised staff members to assess eligibility for special consideration.

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.

If an applicant is eligible for special consideration, any additional support provided will be in accordance with the *Student Support, Welfare and Wellbeing Policy and Procedure*. Where additional support is provided, particularly additional academic support, the student will require additional monitoring by academic staff and early intervention should be fast tracked to avoid the student falling into the “At Risk” category under the *Course Progression and At Risk Student Policy and Procedure*.

Applicants with a disability

The applicant is to provide documentation from their health professional, providing support for the applicant seeking special consideration on this basis, and if special consideration is granted, provide details of the support that the applicant would need to reasonably:

- participate in class and tutorials;
- complete individual and group course assignments and assessments; and
- independently complete examinations.

Applicants with learning or language difficulties

The applicant is to provide documentation from their health professional providing support that the applicant seeking special consideration. Additionally, the applicant is to provide documentation from either their health professional or previous educator/teacher that details the applicant's support needs, should special consideration be granted, to reasonably meet the academic demands of a course of study including:

- participation in class and tutorials;
- complete individual and group assignments and assessments; and
- independently complete examinations.

Applicants from socioeconomic background and applicants who have suffered some other disadvantage to their ability to access education

The applicant is to provide documentation from their previous educator or teacher providing to support the applicant seeking special consideration, and if special consideration is granted, information about the support that the applicant would require, to reasonably meet the academic demands of a course of study including:

- participate in class and tutorials;
- complete individual and group course assignments and assessments; and
- independently complete examinations.

Applicants of Aboriginal or Torres Strait Islander descent

Applicants who identify as being of Aboriginal or Torres Strait Islander descent will be considered under the Aboriginal and Torres Strait Islander Peoples Framework Policy. Please refer to the Aboriginal and Torres Strait Islander Peoples Framework Policy for further details.

Students who identify as ATSI may be eligible for special consideration for enrolment and admission as a student at Lyons College. To be eligible for special consideration, students who identify as being of Aboriginal or Torres Strait Islander (ATSI) descent must:

- be of ATSI descent;
- identify themselves as being of ATSI descent when making an application;
- be accepted as an ATSI in the community where lived (or have lived); and
- be able to provide a Confirmation of Aboriginality.

Once a student has identified that they are of ATSI descent and have provided the relevant information and documentation, they will be asked to attend an interview at the Lyons College campus. The interview will be conducted with a senior member of staff, and may include the CEO, the Dean, the Academic Manager and/or the Administration Manager.

The purpose of the interview is to assess what additional support, if any, may be required to provide the student the best opportunity to succeed in their academic endeavours. Additional support can include:

- English Language Support.
- Additional Academic and Tutorial Support.
- IT and Systems Support.
- Counselling and Mental Health Services.
- Cultural Support.
- Pastoral Support.

If the applicant is eligible for special consideration under the *HE Admission Policy*, the authorised staff member must provide Student Administration with a written approval (email is acceptable). The applicant will be sent a Letter of Offer and Student Agreement as set out in part 3 below.

If the applicant has been assessed that they do not qualify for special consideration, the applicant will be informed in writing that their application has been rejected. The applicant will also be provided a link to the *Student Complaints and Appeals Policy and Procedure* if they wish to have the decision reviewed.

3. Letter of Offer and Student Agreement

If admission is to proceed, the student will be sent a Letter of Offer and a Student Agreement.

3.1 Letter of Offer

There are two types of Letter of Offer (LOO) that Lyons College will send to a student, a Conditional LOO and an Unconditional LOO.

A Conditional LOO requires a student to meet certain conditions before they are admitted and enrolled in a course. A Conditional LOO must specify what conditions the student is required to meet for admission.

An Unconditional LOO does not impose any conditions on admission.

3.2 Student Agreement

The Student Agreement is the contract between Lyons College and the student. It must include all the required information and conditions set out under various regulatory requirements, including the ESOS Act.

The Student Agreement should be as transparent as possible and must give the student a thorough understanding of their rights and obligations under the contract. It must also provide as much

Subject to all conditions being met, when a student signs a LOO and Student Agreement and returns both to Lyons College, they will be admitted into the course that they have applied for.

4. Acceptance of Offer and Payment of Deposit or Fees

The student accepts the offer by signing the LOO and Student Agreement and returning to Lyons College.

4.1 Domestic Students

A deposit may be required to hold a place for a domestic student. If this is required, the domestic student will be informed of all fees required to process the admission. They will also be given a schedule of fees and given access to the Refund Policy.

Once the deposit has been received by Lyons College, the student will be sent a letter confirming their admission.

4.2 International Students

International students must pay a deposit prior to admission being confirmed.

Under the ESOS Act, Lyons College cannot charge more than 50% of the total tuition fees for a course prior to commencement. However, the student (or the person paying the fees on behalf of the student) may pay more than 50% of the tuition fees if they so choose.

The minimum deposit required to confirm admission for international students is stated in the LOO and the Student Agreement. If the student (or the person paying the fees on behalf of the student) chooses to pay more than 50% of the total tuition fees for a course prior to commencement, they must tick a box which acknowledges they have chosen to do so.

Once the deposit has been received by Lyons College, the international student will be sent a letter confirming their admission.

5. Confirmation of Admission

Once the payment of the deposit has been confirmed by Lyons College, the student will receive confirmation that they have been accepted and admitted to their chosen course.

5.1 Domestic Students

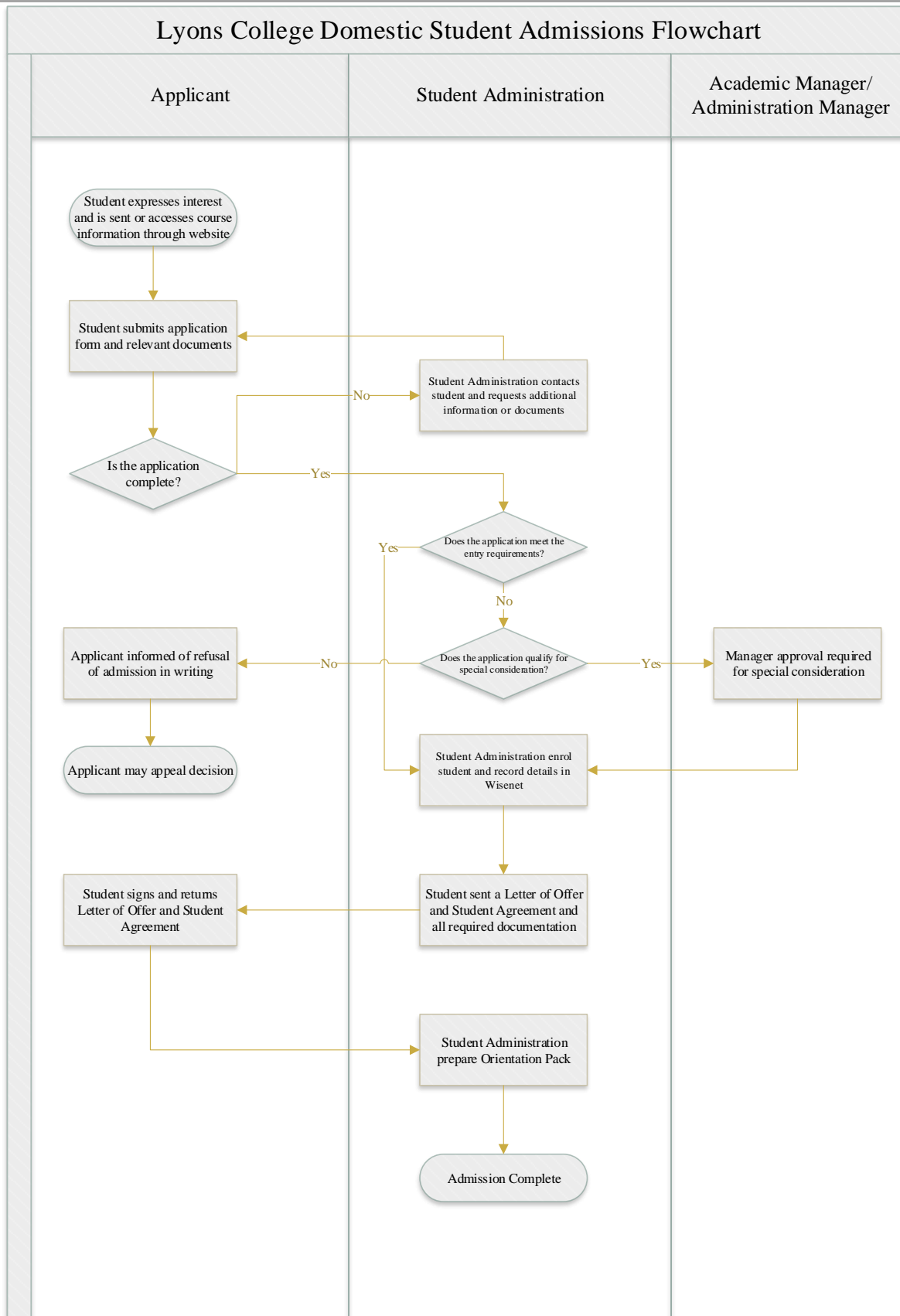
Domestic students are sent a Confirmation of Course Enrolment (CCE). This is formal acceptance of the student into the course. The student will also be sent an orientation pack which will contain any further information they need to commence studies.

5.2 International Students

International students will have their details input into the PRISMS system. This will generate a Confirmation of Enrolment (CoE) which is sent electronically to the international student. The CoE is used by the student to apply for their visa.

Once the student has provided proof that their student visa has been approved, admission is complete. If the student visa is rejected, the CoE must be cancelled in PRISMS.

Domestic Student Admission Procedure Flowchart



International Student Admission Procedure Flowchart

Lyons College International Student Admissions Flowchart

