



Policy Number & Name: RTOPRO046 Admissions Policy – International Students

Policy Area: Crown College International – International Students Only

Authorised by: Teaching and Learning Committee

CRICOS Provider No 03582D

Organisation Definition:

Crown Melbourne Limited trades as Crown Melbourne Limited, Crown College and Crown College International. For the purpose of this policy, any reference to Crown College, or the ‘college’ should be considered a reference to any of these respective trading names.

1. Policy

- 1.1 This policy has been developed to set out the principles and processes that will be utilised by Crown College International to assess application for enrolment by international students in courses provided by the college in accordance with the ESOS Act and National Code 2018.
- 1.2 This policy provides the framework and principles that will be applied regarding the admissions and enrolment processes for international students.
- 1.3 As a registered CRICOS Provider, Crown College International has been assigned the capacity to enrol 300 International Students.

2. Scope

- 2.1 This policy applies to all potential international students looking to apply to enrol in a CRICOS approved course at Crown College International.

3. Responsibility

- 3.1 All decisions relating to Admissions and the scope of this policy are the responsibility of the Group Manager, Operations.

4. Procedures

4.1 Admission Criteria

- 4.1.1 Potential students may apply to Crown College International in the first instance by email, via an education agent or in person.
- 4.1.2 Potential students are required to submit a fully complete application, no less than two (2) weeks prior to the commencement date of a course.
- 4.1.3 A fully complete application must include at a minimum:
- i. A signed and dated Application/Declaration form;
 - ii. Copy of a valid Passport;
 - iii. Copies of educational and/or academic awards or certificates;
 - iv. Evidence of English language competency;
 - v. Evidence of release from another provider (if applicable)
 - vi. Copies of previously issued Confirmation of Enrolments (CoE's) if applicable;
- 4.1.4 All applicants will be required to meet the admission requirements for international students including:
- i. Students must be over 18 years of age at time of the proposed course commencement;
 - ii. Students under 18 years of age at the time of application, who will reach 18 years of age by the commencement date of the course, must include signed authority on the application/declaration form by a parent or guardian in support of the application;
 - iii. The minimum entry requirement is the completion of Australian Senior Secondary Certificate (year 12) or overseas equivalent;
 - iv. Mature age students who have not completed Year 12 or equivalent who have relevant work or life experience that indicates they would be able to manage the level of course work required will be considered for admission on a case-by-case basis;
 - v. Suitable English Language Proficiency to the level indicated for the course.
- 4.1.5 Applications will only be accepted if they meet the minimum admission requirements and the confirmed enrolment in the course will only be finalised when the student has been issued with a valid student visa.
- 4.1.6 In the event the applicant does not meet the admission requirements, there may be other factors taken into consideration. These may include:
- i. Mature age;
 - ii. Work experience;
 - iii. Attendance and participation at previous educational institutions;
 - iv. Perceived likelihood of academic success.

- 4.1.7 If the Group Manager Operations requires any additional clarification of any of the points above, they may request the student to attend an application interview (if they are onshore) to determine their suitability for the course.
- 4.1.3 All applicants are admitted by fair, timely and transparent procedures, on the basis of clearly defined, consistent and equitable processes.

4.2 English Language Admission Levels

- 4.2.1 The English level entry standards for all students at Crown College International are set at a level to ensure that all students are sufficiently proficient in the English language to be able to successfully undertake and complete the course of study for which they enrol and participate effectively in appropriate academic activities at Crown College International.
- 4.2.2 The English language levels for courses are detailed in the RTO PRO049 English Language Proficiency policy.
- 4.2.3 At the discretion of Crown College International, prospective students may be required to undertake an English language assessment at their own cost.
- 4.2.4 Applicants who do not meet the minimum English Language Proficiency requirements can be referred to an intensive English Language course to gain the suitable level of proficiency. A list of recognised ELICOS providers will be provided to students on request.

4.3 Course Credit

- 4.3.1 Applicants and current students can apply for course credit if they have suitable prior learning, experience or hold units of competency relevant to the course they are applying for/studying in.
- 4.3.2 Where an application for course credit for a unit of competency is successful, the student will be deemed exempt from attending and completing that particular unit for the qualification.
- 4.3.3 International students will be advised that receiving course credit may affect the cost of the course, the course duration and their student visa.
- 4.3.4 Where gaining course credit affects the duration of the course, it will also affect the duration of the student visa and Crown College International will report these changes to the Department of Home Affairs via PRISMS.

4.4 Admission Procedures

- 4.4.1 Application for Enrolment Form - information for international students regarding the admission requirements, available courses and start dates, Overseas Student Health Cover requirements, recognition of prior learning and credit transfer, enrolment confirmation and Refund Policy will be provided either directly to the student on request or via the Crown College International website or via an approved Education Agent. International students will be required to complete and submit an Application for Enrolment Form.
- 4.4.2 Review supporting documentation provided with Application for Enrolment Form – the application form, will be checked using the Application Evaluation Checklist by the Group Manager Operations for completeness and the following documentation checked:
- i. A signed and dated Application/Declaration form;
 - ii. Copy of a valid Passport;
 - iii. Copies of educational and/or academic awards or certificates;
 - iv. Evidence of English language competency or enrolment in a recognised ELICOS course;
 - v. Evidence of release from another provider (if applicable)
 - vi. Copies of previously issued Confirmation of Enrolments (CoE's) if applicable;
 - vii. RPL/Credit Transfer application if applied for;
 - i. OSHC requirements;
- 4.4.3 Any application forms without appropriate supporting documentation will be returned to the applicant.
- 4.4.4 If original documents are presented with the application, the Group Manager Operations or delegate will take copies of the documentation, witness them as being true copies of originals and return the originals to the applicant.
- 4.4.5 If the Group Manager Operations decides certification of authenticity is required for any documents submitted by applicants, permission to refer the document back to the original source will be requested of the applicant. If the applicant refuses this request, they agree their application will not proceed.
- 4.4.6 Academic qualifications –the minimum entry requirement for international students is the completion of an Australian Senior Certificate or the overseas equivalent. When assessing suitability of the applicant all academic qualifications provided will be verified and assessed for suitability using:
- i. RTO and Vocational Qualifications – training.gov.au
 - ii. International Baccalaureates – www.ibo.org/country/
 - iii. International qualifications – refer to Schedule 1.

- 4.4.6 Assessment of RPL or Credit Transfer – in following the requirements of the Recognition and Credit Transfer Policy for International Students, any applications for admission and course credit must be assessed and approved by Group Manager Operations or the Training Lead Culinary. Once a decision is made, the application will continue the process of admission.
- 4.4.8 Students transferring from another provider may be required to undertake a Skills Test prior to any offer for a course at Crown College International.

4.5 Unsuccessful Applications

- 4.5.1 Where an application is unsuccessful, the Group Manager Operations will advise the applicant in writing, notifying the reason/s for the non-acceptance.

4.6 Letter of Offer and Agreement

- 4.5.1 On receipt of a complete and approved Application for Enrolment, the Admissions and Compliance Officer will process immediately and send the following:

- i. Letter of Offer and Agreement;
- ii. Details of OSHC if organised by Crown College International;
- iii. Invoice for deposit of fees.

- 4.5.2 The Letter of Offer and Agreement will:

- i. Outline the details of the course/s of study applied for, including expected start date/s, location/s and modes of study;
- ii. List any conditions imposed on the student's proposed enrolment;
- iii. List all tuition fees, the periods to which the tuition fees relate and any additional fees if relevant;
- iv. Request the return of the Letter of Offer Agreement, signed and dated;
- v. Details of the OSHC if organised by Crown College International;
- vi. Payment terms of the first study period tuition fees and charges (initial tuition fee).

- 4.5.2 If the applicant chooses to accept the offer, they must pay the fee indicated in the Letter of Offer and invoice and return a copy of the signed and dated Letter of Offer Agreement.

4.6 Confirmation of Enrolment (CoE) Criteria and Issue of CoE

4.6.1 The Admissions and Compliance Officer will issue a Confirmation of Enrolment (CoE) via PRISMS so that visa applications can be commenced by the student once the following has been provided:

- i. A signed Student Letter of Offer and Agreement;
- ii. Payment of initial tuition fees.

4.6.2 No CoE will be issued until all documentation and payment is received and confirmed by the Admissions and Compliance Officer.

4.7 Application Timelines

4.7.1 Crown College International will endeavour to process all complete Applications for Enrolment within 48 hours.

4.7.2 International student enrolment applications are accepted for processing for each intake period up to the cut-off date which is 2 weeks before the commencement of each course.

4.7.3 Application for Enrolment Forms that are lodged after the cut-off date will be reviewed on a case-by-case basis.

4.7.4 Enrolment applications requiring RPL or Credit Transfer may require an extended processing time.

4.8 Fee Payments

4.8.1 International students must pay all fees by the deadline indicated in the Letter of Offer and as referenced in the Fees & Charges Policy.

4.8.2 The Admissions and Compliance Officer will verify through the Crown College International bank account of confirmed fee payments. This will be the only accepted form for proof of payment.

4.9 Refusal or Exclusion

4.9.1 Crown College International reserves the right to refuse admission of a prospective student for the following reasons as a basis:

- i. The applicant does not meet the minimum entry requirements, conditional course requirements, or course requirements;
- ii. The applicant does not pass the probity checks conducted by Crown Melbourne Limited.;
- iii. Crown College International has cause to believe that the prospective student has serious financial, personal or health issues that will affect the applicant's ability to meet training and assessment requirements;
- iv. The applicant does not demonstrate the appropriate behaviours in line with Crown College International Student Code of Conduct.

4.9.2 Applicants may not apply for admission to Crown College International during a period of exclusion from any other education provider.

4.9.3 Applicants who have completed a period of academic exclusion are required to provide details of the exclusion that were applied with their application.

4.9.4 Applicants who have met the admission requirements but who have been previously excluded from a course at Crown College International or at another education provider must demonstrate that they have an improved likelihood of success in the course for which they are applying.

4.9.5 Applicants who have been excluded for misconduct from Crown College International or any other education provider must show by providing a statement outlining why they should be considered for admission or re-admission.

4.10 Course Commencement

4.10.1 Before enrolment and acceptance into the course of study is finalised by Crown College International, all international students must be in the possession of the appropriate student visa as issued by the Department of Home Affairs.

4.10.2 All students must have provided a copy of the visa to the International Student Support team to be included in the student file.

4.10.3 The Student Support team will contact the student and provide them with:

- i. Confirmation of course commencement;
- ii. Details of Orientation.

4.11 Intake Quotas

- 4.11.1 Crown College International reserves the right to impose intake quotas on any course or intake.
- 4.11.2 Intakes into a course may be cancelled at Crown College International discretion if insufficient students are admitted.
- 4.11.3 Any international students affected by a course cancellation will be offered a choice of a place in an alternative course (if this option is available and appropriate) or a full refund of any tuition fees paid.

5. Related Documents

Application for Enrolment Form
Student Letter of Offer and Agreement
RTOPRO0031 Recognition and Course Credit Policy – International Students
RTOPRO049 English Language Proficiency Policy
RTOPRO041 Overseas Student Health Cover Policy
RTOPRO033 Fees & Charges Policy – International Students

6. Policy Publication

6.1 All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees/contractors are made available on request at all times, and form part of the induction and orientation for employees/contractors and students and are made available via the website (where appropriate), student administration/management systems, learning management system and internal electronic systems.

7. Definitions

Applicant is an individual who has applied to CCI for admission to the course.

Confirmation of Enrolment (CoE) is the official document issued by CCI to confirm the applicant has accepted a place in our course and have paid deposit fees.

Genuine Temporary Entrant (GTE) requirement is an integrity measure to ensure that the student visa programme is used as intended and not as a way for international students to maintain ongoing residency in Australia.

Letter of Offer and Agreement is the formal notification stating that CCI is offering an applicant a place in the nominated course.

PRISMS are the Australian Governments Provider Registration and International Student Management System database.

Prospective Student is a potential future student of CC.

8. Amendment Schedule

Table detailing any amendment made to the policy between review dates:

Date	Modification	Version	By
22.5.2017	Updated formatting and numbering system	2.0	Vanessa Hoppe
23.3.2018	Updated National Code 2018	3.0	Vanessa Hoppe
7.11.2019	Updated position titles, 4.1.3, 4.4.2, included Schedule 1.	4.0	Vanessa Hoppe

SCHEDULE 1**ACADEMIC ADMISSION CRITERIA**

COUNTRY	MINIMUM ACADEMIC REQUIREMENTS
Global	General Certificate of Education (GCE) A Level with 4 points calculated on 2 or 3 A/AS level subjects. Advanced level Global Assessment Certificate with a minimum grade average score of 2.0
Australia	ATAR of 70
Bangladesh	Bangladesh High School Certificate 4.0 (based on a 5 point scale)
Canada	General High School Diploma Specific requirements may vary according to province. Ontario: Average of 4 best Ontario Academic Courses. Grade average of 60% in the final year of results
Brazil	Diploma de Ensino Médio (Middle Education Diploma) OR Certificado de Conclusão de 2º Grau (Certificate of Conclusion of Second Level)
China	National College Entrance Exam (Gao Kao) OR Successful completion of one year of tertiary study A minimum of 65.6% of the overall score
Colombia	Bachiller Académico/Técnico
Denmark	Studentereksamen (stx) or Hojere Forberedelseseksamen (hf) Grade average of 4.9 in the final year
Finland	Finland Matriculation Examination: 4 Grade average in final year (out of 7)
France	Completion of the Baccalaureat General or Baccalaureat Technologique (High School Leaving Certificate)
Germany	Successful completion of the Abitur / Zeugnis der Allgemeinen Hochschulreife or Reifezeugnis (Secondary School Leaving Certificate) Overall grade of 4
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE) Made up of the best 5 subjects with a minimum of 2 core subjects, all at level 3 or above, and excluding any category B subjects.
India	Higher Secondary Certificate or equivalent Average of best five subjects India State Boards: 65%
Indonesia	Sekolah Menengah Atas or Sekolah Medrasah Aliya: 80 Overall average of all grade 12 subjects based on a 100% scale
International Baccalaureate	International Baccalaureate: 24 points over six subjects
Japan	Japan Upper Secondary School Certificate of Graduation: 3.0 Overall average score graded on a 5 point scale (5 = maximum, 2 = pass, and 1= fail).
Korea (South)	South Korea Senior High School Certificate: 70% Overall percentage for all graded subjects

Malaysia	<p>STPM or A Levels or UEC A=5, B=4, C=3, D=2, E=1 Calculated from a minimum of 2 and a maximum of 3 A Level subjects. STPM: C (2.0) in the best 5 subjects (apart from English) A Levels 5 Completion of UEC with a minimum average of B4 from the best 5 academic subjects.</p>
Nepal	<p>Higher Secondary School Certificate from the Higher Education Board or equivalent 65%</p>
Norway	<p>Certificate of Upper Secondary Education - (Vitnemal) 3</p>
Pakistan	<p>Higher Secondary School Certificate/Intermediate Certificate 65%</p>
Singapore	<p>GCE A Levels or equivalent (H2) A= 5 points, B = 4 points, C = 3 points, D= 2 points, E = 1 point (Min. of 2 subjects) A=5, B=4, C=3, D=2, E=1 Calculated from a minimum of 2 and a maximum of 3 A Level subjects.</p>
South Africa	<p>South African National Senior Certificate (NSC) confirming minimum requirements for admission to a Bachelor Degree Excluding the subject Life Orientation Completion of the NSC with an average of 60% in the best six subjects in final year.</p>
Sri Lanka	<p>Sri Lankan A Levels A=5, B=4, C=3, D=2, E=1 Calculated from a minimum of 2 and a maximum of 3 A Level subjects. 5</p>
Sweden	<p>Fullstandigt Slutbetyg fran Gymnasieskola Slutbetyg fran Gymnasieskola Slutbetyg Fran Komvux (Upper Secondary School Leaving Certificate for Adult Learners) A=20, B=17.5, C=15, D=12.5, E=10, F=0, G=10, VG=15, MVG=20 Minimum overall average of 12 for all subjects</p>
Taiwan	<p>Successful completion of one year of tertiary study at a recognised tertiary or higher education institution</p>
Thailand	<p>Successful completion of one year of tertiary study at a recognised tertiary or higher education institution</p>
United Kingdom	<p>GCE A Levels or equivalent (including International A Levels) A=5, B=4, C=3, D=2, E=1 Calculated from a minimum of 2 and a maximum of 3 A Level subjects.</p>

USA	High School Graduate Diploma plus SAT Combined SAT above 1500 in Maths, Critical Reading and Writing sections; minimum of 460 in each section High School Diploma plus ACT Overall score of 24 with no individual score below 20
Vietnam	Completion of the Upper Secondary Education Graduation Diploma (Bang Tot nghiep Trung hoc Pho thong)* *Or successful completion of one year of tertiary study or recognised completed Diploma at a recognised tertiary or higher education institution. With an average of at least 80% in the six compulsory academic subjects in the Thi Tot Nghiep Pho thong Trung hoc (Secondary School Leaving Examination)
Other countries not listed above	Refer to AEI Country Education Profile

Document ID	RTOPRO046	Version No	4.0	Controlled copy, uncontrolled when printed
Release Date	Nov 2019	G:\HR\TRAINING\8. POLICIES, PROCEDURES & FORMS\International Only\RTOPRO046 Admissions Policy - International Students V4.0.docx		