

Admissions to Coursework for Domestic and International Students Policy and Procedure

1. Purpose

This policy and procedure provide the framework for admission to all accredited undergraduate coursework courses and units of study offered by Whitecliffe Institute of Creative Arts and Technology (“Whitecliffe”) in accordance with the Higher Education Standards Framework (HESF) 2021, the Higher Education Support Act (HESA) 2003, the Education Services for Overseas Students (ESOS) Act 2000, and the National Code 2018. The admission requirements for each accredited undergraduate course and unit have been set and approved by Whitecliffe governing bodies to support applicants in succeeding in their chosen course of study.

2. Scope

This policy and procedure apply to all domestic and international applicants who seek admission to a course or unit of study at Whitecliffe. It also applies to relevant Whitecliffe staff when assessing and processing student admission applications for enrolment into a course or unit of study at Whitecliffe.

3. Related Policies and other key documents

This policy should be read in conjunction with the following policies and related documents:

- Access and Equity Policy
- Complaints and Appeals Policy and Procedure
- Deferral, Suspension or Cancellation of Enrolment Policy
- Delegation of Authority Register
- Monitoring Academic Progression Policy and Procedure
- Recognition of Prior Learning (RPL) Policy
- Support for Students Policy
- Transfer Between Registered Providers Policy and Procedure
- Tuition Fee Refund Policy for Domestic Students
- Tuition Fee Refund Policy and Procedure for International Students

4. Definitions

Bachelor’s degree means an Australian Qualifications Framework Level 7 (AQF Level 7) accredited course of study.

Diploma means an Australian Qualifications Framework Level 5 (AQF Level 5) accredited course of study.

Domestic Applicant: is a prospective student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visa including humanitarian visas).

International Applicant: is a prospective student who is not an Australian Citizen, or a New Zealand Citizen, or a permanent humanitarian visa holder, or a Permanent Resident of Australia visa holder on the day of submitting the application.

CoE means a Confirmation of Enrolment, which confirms the student's eligibility to enrol in a course.

DHA means the Department of Home Affairs.

OSHC means Overseas Student Health Cover.

5. Policy

- 5.1. Whitecliffe has admission standards and processes that ensure students have the academic preparation, age, adequate prior knowledge and skills, including English language proficiency, to succeed in the course and unit of study and no known limitations that would be expected to impede their progression and completion.
- 5.2. The admission application and requirements:
 - 5.2.1. are clear, concise, equitable, accessible and transparent to all prospective applicants and staff;
 - 5.2.2. are grounded in Whitecliffe's mission and are guided by the strategic priorities of Whitecliffe;
 - 5.2.3. are applied fairly, consistently and objectively to ensure that admission decisions assess the relative merit of eligible applicants, taking into consideration prior achievement and equality of opportunity in accordance with the *Recognition of Prior Learning (RPL) Policy* and *Access and Equity Policy*;
 - 5.2.4. are administered and consistent with the Australian Qualifications Framework and set in accordance with the Higher Education Standards Framework 2021. Changes may be made to any provisions of these Acts at any time
- 5.3. Prior to enrolment and before accepting any fee, applicants are informed of their rights and obligations, including:
 - 5.3.1. all charges or costs to be incurred associated with their proposed studies as known at the time and advice on the potential of other additional credit charges or costs incurred during their studies;
 - 5.3.2. policies, arrangements, and potential eligibility for credit for prior learning, and
 - 5.3.3. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges; and
- 5.4. Whitecliffe will recruit and admit prospective students with diverse skills, experiences, and perspectives irrespective of their gender, ethnicity, language, cultural background, age,

disability, religious beliefs, sexual orientation, socio-economic status, and/or family responsibilities. Whitecliffe also considers applications from individuals of Aboriginal and Torres Strait Islander backgrounds in accordance with its *Access and Equity Policy*.

- 5.5. Whitecliffe reserves the right to withdraw an offer or cancel an enrolment of a student where an offer is made based on incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or certifying authority. Any fees paid may be forfeited in accordance with the *Tuition Fee Refund Policy for Domestic Students* or the *Tuition Fee Refund Policy and Procedure for International Students*.
- 5.6. Whitecliffe Academic Board delegated the authority to admit overseas and domestic students to the Chief Academic Officer and Registrar in accordance with the Delegation of Authority Register. The delegated officer is authorised to act on behalf of Whitecliffe, in accordance with the policies and procedures, to admit applicants to all accredited courses or units of study.

6. Domestic Student Admission Procedures

6.1. Enquiries for Admission Applications

Domestic Student applicants with any enquiries about studying at Whitecliffe or are seeking course advice before making an application can contact the Admissions Team or Registrar using one of the following methods:

Sydney Campus	Monday to Friday, 9:00 am to 5:00 pm
Office Opening hours:	
In-person:	Address: 55 Regent Street, Chippendale Sydney NSW 2008
By phone:	+ 61 2 9698 9919 (Overseas), (02) 9698 9919 (within Australia)
By Email:	support@whitecliffe.edu.au
Online:	https://www.thefashioninstitute.com.au/how-to-apply

6.2. Admission Criteria for Domestic Students

- 1.1.1. A domestic applicant is classified as a prospective student who is an Australian Citizen, a New Zealand Citizen, a permanent humanitarian visa holder, or a Permanent Resident of Australia visa holder on the day of submitting the application.
- 1.1.2. Domestic applicants need to be aware that they must meet the minimum admission criteria. Prospective applicants are strongly encouraged to carefully review the specific admissions criteria and related information for their intended program, available on Whitecliffe's official website, prior to initiating the application process.

6.3. Admission Pathways

To gain entry into any of Whitecliffe's undergraduate courses, the following admissions pathways are available:

a. Early Entry (Year 12 HSC) Applicant

- i. All Early Entry applicants must present evidence of completing the Year 12 Australian Senior Secondary Certificate (or equivalent), i.e., a Year 12 HSC certificate and final results once they have received their testamur or record of achievement.
A graduation certificate issued from their school can also be provided whilst they are waiting to receive their HSC documentation.
- ii. All Early Entry pathway applicants must provide a recommendation letter from their Career Advisor or equivalent academic supervisor. The letter of recommendation must include contact details such as name, phone number, email address, and signature. The recommendation letter may consist of the following information where applicable:
 - A list of academic or extracurricular achievements or award(s) received.
 - Detailing the applicant's interest or commitment in a particular study area related to the course they are applying.
 - Explain how studying Whitecliffe's course can help with the applicant's career goals.
- iii. All Early Entry pathway applicants must provide a short response to three targeted questions during the application process.

b. Entry as a recent Secondary Education (completed within the past two years) Applicant

- i. All Secondary Education applicants must present evidence of completing an Australian Senior Secondary Certificate (or equivalent) within the past two years, i.e., a Year 12 HSC testamur or record of achievement.
- ii. International Baccalaureates and other international secondary school qualifications are assessed against authorised schools in the Country Education Profiles assessment tool.

c. Entry as a Vocational Education & Training (VET) Applicant

- i. All VET applicants must have completed a relevant VET qualification at Certificate IV level or higher.
- ii. All VET entry pathway applicants must present evidence of their VET qualification(s). This may include a VET qualification certificate, official academic transcript, or other alternative verified documentation deemed sufficient by Whitecliffe to assess eligibility.

d. Entry as a Higher Education (HE) Applicant

- i. All HE applicants must have completed a qualification at AQF level 5 or above in higher education.
- ii. All HE entry pathway applicants must present evidence of their HE qualification(s). This may include an award certificate (testamur), official academic transcript, or other alternative verified documentation deemed sufficient by Whitecliffe to assess eligibility.

e. Entry as a Work & Life Experience Applicant

- i. Applicants who left senior secondary education more than two years before their application and have not undertaken VET or higher education study since may gain

entry into a course of study at Whitecliffe based on their professional or work experience.

- ii. At the commencement of study, applicants must be at least 20 years old to be considered for admission based on work and life experience.
- iii. To gain entry to a Diploma and Bachelor's degree course of study at Whitecliffe, applicants must provide sufficient evidence to demonstrate readiness for higher education study.
- iv. Applicants who left secondary education more than two years ago may be assessed and selected based on any of the following combinations:
 - Evidence as to the type and duration of employment (minimum of one year) in a relevant industry via a curriculum vitae, employer letter or work statement;
 - Evidence of successful completion of recognised enabling or tertiary preparation courses, including accredited or non-award programs designed to develop academic literacy, numeracy, study skills, or preparedness for higher education study (e.g. university or private provider foundation studies, tertiary preparation programs, or equivalent bridging courses);
 - Undertake the STAT test and achieve an acceptable score of 140 in the Written English section;
 - ATAR or HSC (or equivalent) results if these are between three and five years old; or
 - Non-formal learning such as work-based courses and non-accredited professional development such as volunteering work, community engagement, micro-credentials, or industry-relevant experience.
- v. In addition to the above, the applicants must provide a written supporting statement outlining reasons for undertaking the intended course of study and addressing at least three of the following admission criteria:
 - Tertiary Study Preparation
 - Interpersonal & Communication Skills
 - Achievement & Experience
 - Knowledge & Skills
 - Equity Access or Other Special Considerations (if applicable)
- vi. The supporting statement aims to show how the knowledge, skills, and personal qualities gained through the individual's work and life experience will support their potential to succeed in their studies. The statement must attach evidentiary documents such as a resume, portfolio of work, references, etc.

f. Applicant with Aboriginal and Torres Strait Islander Background

- i. Applicants with Aboriginal and Torres Strait Islander backgrounds can gain entry into the Indigenous Australian Entry Scheme based on previous study, work, and life experience and/or any other transferable skills that support their potential to succeed in their studies.
- ii. Applicants who apply under the Indigenous Australian Entry Scheme must provide a written statement outlining their reasons for undertaking the intended course of study. The statement should be 300–500 words and include supporting evidentiary

documents such as completion of any senior secondary school certificates, school record statements, any other qualification(s), resume, references, etc.

- iii. Applicants must also provide 'Confirmation of Aboriginality or Torres Strait Islander Heritage' at the time of their application (or at their interview) to be eligible for priority admission and access to Indigenous-specific scholarships. Applicants who require support during the application process are encouraged to contact the Admissions Team or Registrar as per Step 1 above.

g. Alternate or Special Admission Pathway (Exceptional Circumstances)

- i. Applicants with exceptional circumstances can gain entry by applying for an alternative or special admission pathway, and the application will be assessed by the Chief Academic Officer (or delegated officer).
- ii. Alternative or special admission pathways may include, but are not limited to:
 - alternate qualifications or evidence of learning such as undergraduate certificate, micro-credentialing or other recognised certifications;
- iii. mature age entry; and
 - special entry and educational access schemes designed to broaden access to Whitecliffe, address perceived disadvantage or encourage studies in particular disciplines, including but not limited to applicants with physical disabilities, applicants from geographically isolated areas, applicants with economically disadvantaged backgrounds and Aboriginal or Torres Strait Islander applicants.
- iv. Applicants who apply under the alternative or special admission pathways must provide a written statement outlining their reasons for undertaking the intended course of study. The statement should be 300–500 words long and include supporting evidentiary documents such as completion of any senior secondary school certificates, school record statements, any other qualification(s), portfolio, resume, references, etc.

h. Domestic Applicant with Overseas Qualifications

- i. All overseas equivalent qualifications will be verified using the Australia Education International, National Office of Overseas Skills Recognition Database (Country Education Profiles Online known as CEP Online).

6.4. Completing and Submitting the Application Form

- a. Apply by submitting a direct application by completing and submitting the *Online Application Form* accessible on the website.

6.5. Review and assessment of completed application form against admission criteria

a. Confirm that the necessary supporting documentation is attached to the application form.

- i. The submitted '*Domestic Student Application Form*' and any application for RPL are checked for completeness by the Registrar. All sections of the application are required to be completed, and any RPL applications must be signed.

- ii. It is the responsibility of the applicant to attach the following documentary evidence, which is a compulsory requirement of domestic applicants when applying to study at Whitecliffe:
- 100-point Identifications (refer to Table A below) and any of the following documents as per the entry requirements listed in Step 1 above:
 - Certified evidence of Australian Senior Secondary Certificate (or equivalent) and evidence of an ATAR where one has been obtained (if applicable)
 - Certified evidence of previously attained qualifications (if applicable)
 - Evidence of work or life experience (if applicable)
 - Letter of recommendation or written statement (if applicable)
 - Confirmation of Aboriginality or Torres Strait Islander Heritage (if applicable)

Table A: 100-point Identification Table

EVIDENCE OF IDENTITY TABLE		
Document Type	Document	Points
Primary Documents: At least ONE primary document.	Australian Birth Certificate or Birth Card	70
	Passport (Australian or International)	70
	Citizenship Certificate	70
Secondary Documents Allowed to use a combination of secondary documents. If you want to use credit and savings account cards, these must be from different banks. If you want to use multiple utility bills, they must be from different utilities.	Current Australian Driver's Licence	40
	Current Australian Learner Driver's Licence	40
	Current Australian Boat Operator's Photo Licence	40
	Current Australian State or Territory Proof of Age Photo Card	40
	Department of Veterans Affairs Card	25
	Centrelink Card	25
	Property (Council) Rates Notice	25
	Property Lease Agreement	25
	Utility Bill (e.g., Water, Electricity, Gas)	25
	Telephone Account	25
	Credit Cards, Savings Accounts Cards or Bank Statements	25
	Medicare Card	25
	Motor Vehicle Registration or Insurance Documents	25

- iii. The completed *Domestic Student Application Form* is reviewed and assessed by the Registrar against the Step 2 "*Admission Criteria for Domestic Students*" above. Application forms are not accepted without the appropriate supporting documentation.
- iv. All attachments should be copies of originals certified by a Justice of the Peace or an approved certification person. Any international documentation should be translated into English. Where original documentation is presented with the application, the Registrar or delegated officer will take copies of the documentation and witness them as true copies of the originals presented. The original documentation will be returned to the applicant.
- v. Application forms are not accepted without the appropriate supporting documentation.

b. Assessment of any applications for admission by RPL

- i. Application for recognition of prior learning is reviewed in accordance with the *Recognition of Prior Learning (RPL) Policy*, and the procedures contained within, any applications for admission and course credit by RPL must be approved by the Chief Academic Officer (or delegated officer). Where an application for admission to Whitecliffe is accompanied by an Application for RPL, both applications will be forwarded to the Chief Academic Officer (or delegated officer) for assessment.
- ii. Once a decision is made by the Chief Academic Officer (or delegated officer), both applications will be returned to the Registrar to continue with the process for admission.
- iii. If an application for RPL for a unit is successful, the student is exempt from attending and completing that particular unit to complete the qualification.
- iv. The Registrar will inform the applicant that accepting the RPL may affect the course cost, course duration and the duration of their study. The *Recognition of Prior Learning (RPL) Policy* outlines the RPL process in more detail.

6.6. Participation in an interview

- a. All applicants will be required to undergo a phone/face-to-face/online interview.
- b. The Registrar will contact the applicant to organise a mutually convenient time.
- c. The interview is designed as an opportunity for the applicant to discuss their goals and objectives, and why they want to enrol in this course at Whitecliffe.
- d. Whitecliffe will use this opportunity to provide the applicant with information about the course, the commitment required from them as students and what support Whitecliffe provides its students

6.7. Letter of Offer & Domestic Student Acceptance Agreement

- a. After review and assessment of the application form against admission criteria and the successful completion of an application, the Registrar will issue and send a Letter of Offer (unconditional or conditional), Domestic Student Acceptance Agreement, with references and links to the Student Handbook, within two weeks of receipt of their application.
- b. The conditional Letter of Offer will stipulate the condition(s) that must be met for the applicant to secure their place in the course and finalise their enrolment.

Early entry applicants must provide a copy of their Year 12 HSC certificate and final results once they have received their testamur/transcript or a graduation certificate issued from their school.

- c. The Letter of Offer will request the return of the signed Domestic Student Acceptance Agreement and select the following tuition fee payment options:
 - i. pay in full all tuition fees upfront;
 - ii. paid part of their tuition fees upfront and deferred the balance through FEE-HELP assistance; or
 - iii. deferred their entire tuition fee liability through FEE-HELP assistance
- d. An applicant who is eligible to apply for FEE-HELP must complete and submit the FEE-HELP Assistance Form before Whitecliffe's advertised census date.

- i. The FEE-HELP form is completed via the electronic Commonwealth assistance form (eCAF) portal, to which the Registrar will provide access.
- ii. For further information about the FEE-HELP Loan Scheme, please visit the FAQs section of the Whitecliffe website and/or the Study Assist website on studyassist.gov.au.
- e. The Registrar will issue the Confirmation of Enrolment (CoE) once these items have been actioned and received.
- f. The CoE will include details of the Orientation Program, which is compulsory for all students to attend.
 - i. Orientation is held at the beginning of each trimester. It is held to welcome all new students and provide them with information to support their transition to tertiary studies.

7. International Students Admission Procedure

7.1. Enquiries for Admission Application for International Students

The applicant's enquiry process, as well as any subsequent requests or correspondence, may involve the use of Education Agents. This practice is consistent with Whitecliffe's established procedures for the recruitment of international students. Education Agents are crucial in facilitating communication and supporting prospective international students throughout the admissions process.

International applicants with any enquiries about studying at Whitecliffe or are seeking course advice prior to making an application, are also welcome to contact Whitecliffe's Admissions Team or Registrar using one of the following methods:

Sydney Campus

Office Opening hours:

Monday to Friday, 9:00 am to 5:00 pm

In-person:

Address: 55 Regent Street, Chippendale Sydney NSW 2008

By Telephone:

+ 61 2 9698 9919 (Overseas) (02) 9698 9919 (within Australia)

By Email:

support@whitecliffe.edu.au

Online:

<https://www.thefashioninstitute.com.au/how-to-apply>

7.2. Admission Criteria for International Students

International student applicants must be aware that the admissions criteria concerning English language proficiency are consistently applied across each course of study, encompassing both our diploma and bachelor courses. Prospective applicants are strongly encouraged to carefully review the specific admissions criteria and related information for their intended program, available on Whitecliffe's official website, prior to initiating the application process.

- a. An international applicant is a prospective student who is not an Australian Citizen, a New Zealand Citizen, a permanent humanitarian visa holder, or a Permanent Resident of Australia visa holder on the day of submitting the application.
- b. An international applicant must be at least 18 years of age at the time of application.

- c. The minimum entry requirement is completing the overseas equivalent of an Australian Senior Secondary Certificate, which is completed at the end of Year 12 in Australian secondary schools.
- d. All applicants must complete the Whitecliffe *"Application Form"*, and copies of academic transcripts and relevant supporting documents should be included with this application.
- e. To be accepted for enrolment, an international applicant is required to have successfully completed at least one of the following:
 - i. Senior Secondary study in an approved country or International High School;
 - ii. at least two units at AQF Level 5 or equivalent or higher in an approved country;
 - iii. AQF Level 4 qualification or equivalent or higher;
 - iv. an approved Foundation Studies program in Australia; or
 - v. an approved English for Academic Purposes course with accredited providers that have been approved for a direct entry agreement with Whitecliffe.
- f. An international applicant is required to produce evidence of English Language Proficiency at one of the following levels (or equivalent):

Courses	Minimum English Proficiency Assessment Scores				
	IELTS Band Score (i)	Cambridge CAE Score (ii)	Pearson Academic Score (iii)	TOEFL iBT Score (iv)	TOEFL score (v)
Digital and Social Media Programs	6.0	169	52	65	4
Business Programs	6.0	169	52	65	4
Digital Design Programs	6.0	169	52	65	4
Communications and Media Programs	6.5	176	58	79	4.5

- i. IELTS Overall score of 6.0, with no individual band below 5.5, except for Communications and Media, where the minimum requirements is Overall score of 6.5, with no individual band less than 6.0.
 - ii. CAE Overall score of 169, except for Communications and Media, where the minimum requirement is an overall score of 176.
 - iii. PTE Overall score of 52, with no individual band less than 47, except for Communications and Media, where the minimum requirement is Overall score of 58+ and no individual band less than 58.
 - iv. TOEFL Overall Score of 4, except for Communications and Media, where the minimum requirement is an overall score of 4.5.
 - v. TOEFL iBT Overall Score of 65, except for Communications and Media, where the minimum requirement is an overall score of 79.
- g. All English tests must be no more than two years old at the course commencement date.

7.3. Participation in an interview

- a. All applicants will be required to undergo a phone/face-to-face/online interview.
- b. The Registrar will contact the applicant to organise a mutually convenient time. Where the applicant is in overseas, the interview can take place via an online video conference or similar.
- c. The interview is designed as an opportunity for the applicant to discuss their goals and objectives, and why they want to enrol in this course at Whitecliffe.
- d. Whitecliffe will use this opportunity to provide the applicant with information about the course, the commitment required from them as students and what support Whitecliffe provides its students.

7.4. Completing and Submitting the Application Form

- a. The International Student section of Whitecliffe's website provides information for international applicants regarding their educational requirements for admission, available courses, dates, fees, overseas student health cover, recognition of prior learning, enrolment confirmation, terms and conditions, and refund policy.
- b. International applicants can complete an application online using the *Online Application Form* accessible on the website.

7.5. Review and assessment of completed application form against admission criteria

a. Confirm that the necessary supporting documentation is attached to the application form.

- i. The submitted '*International Student Application Form*' and any application for RPL is checked for completeness by the Registrar. All sections of the application are required to be completed, and any RPL applications must be signed. It is the responsibility of the applicant to attach the following documentary evidence, which is a compulsory requirement for international students when applying to study at Whitecliffe:
 - Certified evidence of English proficiency or enrolment in a recognised ELICOS course
 - Certified evidence of previously attained qualifications
 - Evidence of experience
 - Evidence of Genuine Student/Genuine Temporary Entrant assessment requirements
- ii. The completed *International Student Application Form* is reviewed and assessed by the Registrar against the step 2 "*Admission Criteria for International Students*" above. Application forms are not accepted without the appropriate supporting documentation.
- iii. All attachments should be copies of originals as certified by a Justice of the Peace or an approved Registered International Education Agent. Any international documentation should be translated into English. Where original documentation is presented with the application, the Registrar or delegated officer will take copies of the documentation and witness them as being true copies of the originals presented. The original documentation will be returned to the applicant.
- iv. Application forms are not accepted without the appropriate supporting documentation.

b. Academic qualifications and credentials are verified.

- i. The minimum entry requirement is completing the overseas equivalent to an Australian Senior Secondary Certificate, completed at the end of Year 12 in Australian secondary

schools. As part of the assessment process, academic qualifications and credentials must be verified using:

- Higher Education Providers – www.teqsa.gov.au/national-register
- RTO and VET Qualifications – www.training.gov.au
- International Baccalaureates – www.ibo.org/country/
- International Qualifications – CEP Online database

c. Establish English Language Proficiency levels.

- i. All international applicants must be sufficiently competent in the English language to participate effectively in their course of study and produce a certified copy of their English proficiency scores with their application. All international applicants must also meet the English entry requirements prior to admission, as outlined in Step 2, "Admission Criteria for International Students," above.
- ii. If the international applicant cannot produce a satisfactory IELTS or equivalent score, or there are doubts about the English language skills to cope with the academic environment, the Registrar will pass the application to the Chief Academic Officer (or delegated officer).
- iii. The Chief Academic Officer (or delegated officer) will then re-assess the application and, if doubts remain, will then recommend the applicant enrol in an English (ELICOS) course at an approved ELICOS provider to achieve the minimum IELTS requirement of their chosen course of study.

d. Assessment of any international applications for admission by RPL

- **Application by RPL: Evidence for recognition of prior learning is reviewed**
- i. Application for recognition of prior learning is reviewed in accordance with the *Recognition of Prior Learning (RPL) Policy*, and the procedures contained within, any applications for admission and course credit by RPL must be approved by the Chief Academic Officer (or delegated officer). Where an application for admission to Whitecliffe is accompanied by an Application for RPL, both applications will be forwarded to the Chief Academic Officer (or delegated officer) for assessment.
 - ii. Once a decision is made by the Chief Academic Officer (or delegated officer), both applications will be returned to the Registrar to continue with the process for admission.
 - iii. If an application for RPL for a unit is successful, the student is exempt from attending and completing that particular unit to complete the qualification.
 - iv. The Registrar will inform the applicant that accepting the RPL may affect the course cost, duration, and duration of their student visa. The *Recognition of Prior Learning (RPL) Policy* outlines the RPL process in more detail.

7.6. Letter of Offer & International Student Acceptance Agreement

- a. After review and assessment of the application form against admission criteria (including English proficiency or enrolment in an ELICOS course) and the successful completion of an application, the Registrar will issue and send a Letter of Offer (unconditional or conditional offer) within two weeks of receipt of their application.
- b. The Letter of Offer will include the following information:

- i. Course details such as start and end dates, course duration and delivery location.
 - ii. Information regarding the conditional offer such as (but not limited to) providing evidence of Year 12 High School Certificate results, proof of English Proficiency results or completion of academic qualification if applicable.
 - iii. Details outlining the tuition fees and other charges, payment due dates, and payment options.
 - iv. Details of course credit and RPL granted if applicable.
 - v. Details of Overseas Student Health Cover requirements.
 - vi. Terms and conditions of the enrolment such as code of conduct and policies on deferral or withdrawal from course, course progress requirements, tuition protection and refund arrangements.
 - vii. References and links to the Student Handbook and International Student Guide.
- c. The international applicant must accept the offer and finalise their enrolment by:
- i. returning the signed International Student Acceptance Agreement;
 - ii. made payment of Trimester 1 tuition fees (Initial Tuition Fee as indicated in the Letter of Offer); and
 - iii. provide evidence of Overseas Student Health Cover coverage for the duration of their student visa.

7.7. Issuing the Confirmation of Enrolment (CoE)

- a. The Registrar will issue a Confirmation of Enrolment (CoE) to the international applicant so that they may commence their student visa application.
- b. The Registrar will only issue the CoE once all the information or confirmation has been received, as stated in Step 6(c) above.
- c. The international applicant will also be referred to the Student Handbook and an International Student Guide, which include information on homestay, medical services, etc.

7.8. Course Commencement

- a. Once the student visa is granted, the original visa should be presented to the Registrar for verification so that enrolment can be finalised.
- b. Once the Registrar receives a copy of the visa, enrolment will be finalised, and the international applicant will receive confirmation of course commencement, including a Student ID Number, timetable, and details about attending Orientation Week.

7.9. Non-commencement & Default of International Students

- a. In accordance with the *National Code 2018*, the following international student defaults will be reported to the Department of Education via PRISMS within five business days:
 - i. Student payments are not forthcoming
 - ii. Student fails to commence their course (non-commencement of study)
- b. If Whitecliffe is unable to deliver the nominated program due to unforeseen circumstances, the Secretary and the TPS Director will be notified via PRISMS within three business days.

8. Complaints and appeals

All Applicants who are dissatisfied with the outcome of their admission application may seek a review in accordance with the *Complaints and Appeals Policy and Procedure*. The review must be sought within 20 working days of the date of the notification of the admission outcome.

9. Re-admission

- Students who wish to re-enter a course after a period of absence and are not returning from an approved leave of absence or deferment must apply for re-admission.
- Students may not apply for admission (or re-admission) during a period of exclusion that has been imposed by Whitecliffe due to breaching the relevant policies or code of conduct. The period of exclusion is typically no longer than two consecutive years.
- Re-admission is considered for the current course admission requirements at the time of submitting the application.
- Students will be required to satisfy all course entry requirements, including any additional entry requirements published at the time of their re-admission.
- The student does not necessarily retain credit for all units completed prior to the absence. Credits are determined considering the length of the absence and changes to course content, external accreditations and structure during the intervening period in accordance with the *Recognition of Prior Learning (RPL) Policy*.

10. Roles and Responsibilities

The Governing Board:

- approves the Admissions to Coursework for Domestic and International Policy and Procedure;
- approves admission requirements for each accredited course of study and unit of study;
- receives reports about participation, progress and completion by student cohorts that inform admission standards; and
- may delegate its powers regarding admissions in accordance with the Delegation of Authority Register.

The Academic Board:

- endorses the Admissions to Coursework for Domestic and International Policy and Procedure;
- endorses admission requirements for each accredited course of study and unit of study;
- receives reports about participation, progress and completion by student cohorts that inform admission standards; and
- may delegate its powers regarding admissions in accordance with the Delegation of Authority Register.

The Learning and Teaching Committee is responsible for monitoring and making recommendations to the Academic Board for improvement relating to the course admissions matters.

The Chief Academic Officer (or delegated officer) is the owner of this policy and is responsible for:

- development of any course specific admission requirements to enable students to have attained the level of knowledge and skills necessary to be successful in the course;
- reporting the participation and progress of each admission cohort to the Academic Board, which is used to inform admission policies and improvement of learning, teaching and support strategies; and
- assessing all admission applications against the minimum admission requirements and maintaining all records of admission applications in accordance with the policy and procedure.

11. Relevant Legislation

- Education for Overseas Students (ESOS) Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021 (Cth)
- Higher Education Support Act 2003 (Cth)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (Cth)
- Privacy Act 1988 (Cth)

12. Change and Version Control

Version	Date Approved	Authored by	Approved by	Summary of changes
1.0	17 Dec 2019	QA Manager	CEO	Change to entry requirements.
1.1	23 Jun 2022	Collaborative	Academic Board	Include requirement for an interview and/or attendance to an Open day; Dean's discretion to waive one or more admission criteria
1.3	23 Jun 2022	Collaborative	Academic Board	Updated to ICAT template
1.4	30 Nov 2023	Director of Operations and Compliance	Academic Board	Edit and minor language amendments made in line with CRICOS health check review of policies and documents
2.0	01 Jul 2025	Academic Compliance Lead	Governing Board	Changed policy title. Combined Domestic and International Admissions policies and procedures into this policy. Updated the roles and responsibilities in accordance with the charter and delegation register. Added new sections on complaints and appeals, re-admission, roles and responsibilities and relevant legislation.

Version	Date Approved	Authored by	Approved by	Summary of changes
2.1	19 Aug 2025	Academic Compliance Lead	Chief Academic Officer	'Health Check' approved. Corrected the typo for Early Entry admission pathway from Year 11 to Year 12 (on p.3). Added a new sentence following section 3. Admissions Pathways (on p.3) to clarify that the 'admissions pathways' are for all Whitecliffe's undergraduate courses, and subsequently, and updated entry pathways 3.c and 3.d (on p.4), for alignment and consistency.
2.2	25.02.2026	Academic Governance Lead	Academic Board	Updated Set Score Requirements for the updated TOEFL Scale (1-6)
2.3	28.05.2026	Director of Operations	Governing Board	Updated admission documentation requirements to permit acceptance of a qualification certificate or academic transcript (rather than both), and expanded policy guidance on recognised enabling and tertiary preparation courses for Work & Life Experience applicants.
2.4	08.07.2026	CEO	Academic Board	Amendment of the minimum English language entry requirement for the Bachelor of Communications and Media (Section 7.2), to TOEFL iBT 79 effective for the first available intake following approval. Re-formatting to increase clarity.

13. Policy Information

Author:	Academic Governance
Policy owner:	Chief Academic Officer
Approved by:	Academic Board
Approval date:	8 July 2026
Status:	Approved
Next review due:	19 August 2028