

International Student Admissions

Procedure

Code and version control:	INT027/12-05-2020
Procedure owner:	Manager International Office
Date approved by CEO:	12 May 2020
Scheduled review date:	12 May 2023
Related policies and documents:	Enrolment Policy, International Student Recruitment Agents Procedure, Refund of Fees for International Students Policy and procedure, International Student Agreements with Other Providers Procedure, International Student General Awareness of Education Services for Overseas Students (ESOS) Compliance Procedure, Marketing Information to International Students Procedure, Document Checklist, Application Process.

Purpose

To ensure that William Angliss Institute (WAI) complies with provisions under the Education Services for Overseas Students (ESOS) framework and the supporting migration legislation by facilitating the appropriate measures to recruit and admit international students in an ethical and responsible manner and to ensure students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

Pre application

Information is communicated to potential applicants via various channels, including the International Course Guide and website, to include:

- Academic programs – course structure, delivery methods, outcomes, packaging rules, delivery modes of study and assessment methods
- Listing of CRICOS course code, course content, modes of study for the course including compulsory work-based training and placement, course duration and holiday breaks
- The course qualification and award
- Campus location, facilities, equipment and learning resources available to students
- Campus life in Melbourne and Sydney including accommodation, support and general welfare arrangements for students under 18.
- Academic entry requirements
- English language requirements
- Course Credit
- Indicative tuition and non-tuition fees
- Policies and procedures – cancellation, refund, changes on student's enrolment (deferment, cancellation, etc)
- ESOS framework (on-line links)
- Financial requirements including indicative costs of living in Australia
- Genuine Temporary Entrant (GTE) requirements
- Student Visa requirements

Application assessment and entry requirements

All the required information and support documents for an international student application are listed on the Application Form (A1) for international students (refer to the latest International Course Guide) and the document checklist (refer to appendix 1). The application process is documented in appendix 2.

International Officers follow the admissions procedures to ensure that a student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought. All English entry and academic requirements for international students are documented, assessed and recorded on the WAI International Student Admission Checklist by the International Officers. This is to ensure the international students have met the Academic requirements and have the appropriate levels of English language proficiency at the commencement of their courses.

English Language Proficiency Requirement

The English Language Entry Requirements are published in the International Course Guide and WAI's website.

International students must fulfil the English requirement by meeting one of the following criteria (detailed scores required are published in International Course guide and on the Institute' website):

1) English Language Test

- Test for English as a Foreign Language Internet-based test (TOEFL iBT)
- International English Language Testing System (IELTS) – Academic Module
- C1 Advanced (formally Cambridge English: Advanced CAE)
- Pearson Test of English (PTE) Academic

2) English Language Test Exemption – fulfilling one of the below:

- Citizen of, and passport issued by: United Kingdom, United States of America, Canada, New Zealand or Republic of Ireland.
- Enrolling or enrolled in: Non-English language course, Registered ELICOS, Registered Schools Course or Registered Post-Graduate Research course.
- Student is a: Foreign Affairs Student or Defence Student.
- Completed (within the past 2 years) in Australia in English: Requirements for senior secondary certificate of education or substantial component of AQF Level 4 or higher on a student visa.
- Minimum 5 years of study in English in Australia, Canada, New Zealand, South Africa or Republic of Ireland, United Kingdom or United States of America.

3) Other forms of testing that satisfies the Institute

- Interview
- GCE A-Levels (pass in English)
- GCE O-Levels (pass in English)
- International Baccalaureate (pass in English)
- English Test (WAI internal test)
- Pathway with English Language Intensive Course for Overseas Student (ELICOS) or without ELICOS
- Continuing Student
- English was the medium of instruction at previous school/Institute
- English Language was the language of instruction at previous school/Institute
- Other – including work experience undertaken in professional English speaking environment or achieved required results in approved English Test (such as TOEIC (all skills), CEF, CELS (all skills), ISLPRS(all skills) , FCE (Cambridge) or CPE (Cambridge)).

In general, WAI has a minimum English language requirement of an IELTS 5.5 and no band less than 5.0 (Academic Module) that applies to direct entry to our VET programs and an overall IELTS score of 6.0 and no band less than 5.5 (Academic Module) that applies to direct entry to our Bachelor degree programs. For English tests other than the IELTS, WAI uses TOEFL and PTE.

All IELTS, TOEFL and PTE results submitted by students or agents for assessment are verified online. WAI has access to the IELTS, TOEFL and PTE verification system to ensure that WAI has up to date evidence of student's competence in English.

The results of the English language proficiency assessment are recorded on the prospective student's COE where they are available at the point of issuing the COE.

If the student is not able to demonstrate that they have met the Institute's minimum English language proficiency requirements as stated above, they may choose to complete an English Language Intensive Course for Overseas Student (ELICOS) at an Institute Approved ELICOS Provider in Australia and exit at a level deemed equivalent to the required levels or the main course of study at WAI.

If the student is not able to satisfy the English language requirement by course commencement, they will not be permitted to enrol in their offered course but must extend their ELICOS program and defer course commencement at WAI.

Students requiring to extend their English studies beyond the study plan as outlined in their Offer Letter and Acceptance Agreement and COE, will be assessed to ascertain whether compassionate and compelling circumstances apply, and what further actions must be undertaken.

Fraudulent applications will be automatically rejected. If the application is submitted by an agent, the fraud will be recorded against the agent and may result in cancellation of an Approved Representative/Agent Agreement.

Applications are not processed unless they are fully completed.

Academic Requirement

International Students must demonstrate the capacity to succeed in their studies by meeting the minimum academic requirements for the course that they are applying.

Admissions to the Institute is on the basis of academic merit. Academic entry requirements must be demonstrated by ONE of the following:

Qualification	Academic requirement in Australia	Academic requirement in overseas country
Bachelor Degree	An Australian Year 12 qualification with an ATAR/TER score of 60 or higher. OR Successful completion of a recognized Foundation Studies program in Australia with credit average. OR Satisfactory completion of the International Baccalaureate Diploma minimum 25 points over six subjects.	Senior high school certificate that is equivalent to an Australian Year 12 qualification with the required score from the public examination. OR Cambridge GCE Advanced Level Certificate with grade 'D' or higher in 3 Advanced Level subjects
Diploma, Advanced Diploma	An Australian Year 12 qualification with an ATAR/TER score of 50 or higher. OR Successful completion of a recognized Foundation Studies program in Australia. OR Satisfactory completion of the International Baccalaureate Diploma minimum 23 points.	Senior high school certificate that is equivalent to an Australian Year 12 qualification with satisfactory results and attendance. OR Cambridge Overseas School Certificate or GCE O levels passes in at least 5 subjects with minimum of 4 Cs
Certificates	Successful completion of an Australian Year 11 with satisfactory results and attendance. OR Successful Completion of a recognized Foundation Studies program in Australia. OR International Baccalaureate Certificate minimum 25 points.	Cambridge Overseas School Certificate or GCE O levels passes in at least 5 subjects with minimum of 3 Cs

The admissions team has a WAI English and Academic Entry requirements Admissions Check List that states the required academic and English requirements for each country.

Special consideration for entry may be granted on the basis of extensive and relevant work experience undertaken by the student in a related industry. Interviews with students may be undertaken to establish the suitability of the student for the course – a holistic view of suitability based on short courses undertaken, maturity and life experience.

Applications from Agents

The majority of applications from international students are received through referral from Approved Education Representatives/Agents.

Approved Education Representatives/Agents will be required to ensure and testify by signature, that applications are complete and valid before submitting to the Institute for assessment.

An *Agent Declaration* must be submitted by the agent confirming completeness of application, suitability of applicant and compliance with Genuine Temporary Entrant (GTE) criteria.

Agents are required to complete an Agent Declaration confirming completeness of application, suitability of applicant and compliance with Genuine Temporary Entrant (GTE) criteria. They must also declare that

- they have sighted the documents which form part of the application and they appear to be authentic and valid.
- the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).

Applications from non-approved agents, will not be accepted.

Direct Applications and Assessment of Applications

All direct applications to William Angliss Institute (not through an agent) will be assessed by International Officers against the International Student Admission Checklist that includes student details, assessment level, English entry requirements, academic entry requirements, finance requirements, GTE criteria checks.

The Managers International Office will be responsible for more complex applications, to determine whether they are genuine. Issues that may raise concern include if a student has:

- a history of moving between Registered Training Providers (RTOs) especially for onshore applicants
- poor academic results and/or poor attendance from previous Provider for onshore applicants
- lack of financial evidence
- unable to provide proof of Overseas Student Health Cover (OSHC) for onshore applicants
- unable to provide visa status or CoEs for onshore applicants

Further investigation is warranted for the above instances and it may be necessary to interview students in person or via Skype (or similar) to determine whether the applicant is genuine.

Letter of Offer and Acceptance Agreement

On successful assessment of application, the student will be issued with a *Letter of Offer and Acceptance Agreement* outlining details of course/s (expected course start date, the location, modes of study), list of conditions where applicable, tuition fee, study periods, another fees, complaints and appeal processes, financial details, payment terms, refund policy, and also a *Student Declaration*. In the case of applications submitted by an agent, the *Offer and Acceptance Agreement* will be issued to the agent on the student's behalf. The Agent is responsible for explaining the details of the Offer and the terms and conditions that apply.

The *Student Declaration* requires the Student to confirm information including:

- confirmation of required funding and source/s
- understanding of student visa requirements
- GTE requirements

Upon payment of fees, the international student will enter into a written agreement with WAI by signing and returning the Acceptance Agreement. If the student is under 18 years of age, the agreement must be signed by the student's parent or legal guardian.

Payment of Fees

Students are supplied with detailed information regarding the cost of study, insurance and living in marketing collateral and at the counselling stage prior to application. Additionally, acknowledgment of awareness of necessary funds is included in the *Student Application Form*.

The *Offer Letter and Acceptance Agreement* also details financial requirements, payment terms and conditions. Minimum indicative costs of living, tuition fees, material costs and Overseas Student Health Cover insurance are provided in all promotional collateral.

Students will also be directed to the Department of Home Affairs (DHA) website for up to date information regarding living costs for applicants, spouses, families and guardians.

Prospective students must pay a minimum of one semester's tuition fees plus visa length OSHC to obtain a Confirmation of Enrolment (CoE). In the case of packaging with a Bachelor degree, students must pay an additional deposit for confirmation of enrolment.

The Application Form requires the applicant to acknowledge they are aware of, and have access to, adequate funds for their study and living in Australia for full course duration. It includes a Student Statement which asks students to explain the reasons for their choice of study, choice of Institute, planned career path and immigration history.

In the case that students have not identified sufficient clarity about their chosen course of study and that GTE requirements are in question, an interview may be requested prior to a Letter of Offer being granted. Interview questions are posed according to an Interview Question Guide.

The Letter of Offer and Acceptance Agreement also includes a financial declaration acknowledging availability of funds required for tuition fees for duration of course (including materials fees), living expenses, health insurance, airfares and schooling of dependants if applicable and the source of funds.

Additionally, at acceptance of offer, applicants from some high risk countries may be required to provide documentary evidence of sufficient funds for the first year of tuition, health insurance and living expenses for themselves and any dependants.

Confirmation of Enrolment (COE)

Once entry requirements are met, tuition fees and visa length Overseas Student Health Cover (OSHC) are received and processed; International Officers will issue the Confirmation of Enrolment (COE) via Provider Registration and International Students Management System (PRISMS). All procedures are documented in the PRISMS User Guide For CRICOS Administrators.

The CoE provides evidence of a student's enrolment with a provider properly registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before DHA will issue a student visa. The CoE contains information about the Provider, course and duration of study in which the student has enrolled.

International Officers ensure that the COE duration reflects the correct course duration. International Students are required to complete the course within the expected duration as specified on his or her confirmation of enrolment (CoE).

The International Officers also inform students of Orientation details not less than two weeks prior to enrolment and arrange airport pickup if required.

Record Keeping

The Institute must retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student.

Appendix 1 Document Checklist

Document Checklist for Application

Application Form

- Completed all sections
- Signed declaration by applicant
- Signed declaration by accredited agent or representative (if applicable)
- Signed declaration by sponsor/guardian if under 18 years of age

Passport

- Copy of identification pages of your passport
- Copy of current visa (if you are in Australia)

Academic Documents

- Certified copies of relevant academic records in your home country, such as high school or college/university certificates
- Certified copies of relevant academic records in Australia, such as high school or college/university certificates (if relevant)

English Proficiency Documents

- Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- If you are studying English in Australia prior to William Angliss Institute, a copy of the English language course Offer Letter and the CoE from the English language centre
- If you have completed English in Australia, a certified copy of your English language certificate and attendance report
- If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit the certificate. WAI will verify your English language proficiency test score online
- If you have undertaken the PTE Academic test, you must send the scores to WAI on-line. No PDF versions of PTE Academic score can be accepted

Other Required Documents

- Financial Evidence (you may be asked to provide additional financial evidence after your application has been assessed)
- For students currently in Australia, a copy of Overseas Student Health Cover card as well as names and dates of birth of family member(s) if applying for family cover.
- Certified copies of work references (if relevant)
- Other (if requested by the Institute)

Before Arrival

- On acceptance you may want to organise airport pick up by completing Airport Reception and Homestay Service Form (A3).
- You are required to apply for a Unique Student Identifier (USI) as soon as your student visa has been granted. Please ensure that you go to the website below and apply for a USI before the Orientation program: www.usi.gov.au/create-your-USI/Pages/default.aspx
USI is a reference number made up of numbers and letters that gives students access to their USI account.
- Check details of study and life in Melbourne www.studymelbourne.vic.gov.au
- Check details of study and life in Sydney www.study.sydney

Contact Us

For information available to international students, phone William Angliss Institute's International Office on +61 3 9606 2169 or visit www.angliss.edu.au

Appendix 2 Application Process

How to Apply

If you need assistance with your application, please contact one of our approved representatives (agents) from around the world to provide advice and assistance. Visit www.angliss.edu.au/agents.

PRE-APPLICATION

Have you checked and understood:

- » Academic programs available including course structure, delivery methods, campus locations and projected course graduate/career outcomes
- » Academic entry requirements
- » English language requirements
- » Financial requirements to undertake study at the Institute and living in Australia
- » Requirements of Genuine Temporary Entrant (GTE)/Genuine Student (GS) status and overall compliance with the student visa conditions.
- » Check the Department of Immigration and Border Protection website: www.border.gov.au for visa application process and eligibility criteria under the Simplified Student Visa Framework (SSVF).

APPLICATION

Application steps:

- » Complete **ALL** sections of the International Student Application Form A1.
- » Attach one set of all certified documents as identified in the Document Checklist for Application
- » Submit to your Agent or send to:
William Angliss Institute, International Office, 555 La Trube Street, MELBOURNE VIC 3000 AUSTRALIA
Email: international@angliss.edu.au Fax: +61 3 9670 9348.

APPLICATION ASSESSMENT

The International Office will assess the application and may request for additional documents such as:

- » Additional questions and information that relate to your application.
- » Financial Evidence. The Institute reserves the right to ask applicants to present evidence of funds subject to assessment of the application.

OFFER

- » After the application is assessed and if successful, a Letter of Offer and Acceptance Agreement will be forwarded to the Applicant/Agent.
- » Applicant/Agent to ensure that the Applicant understands the terms and conditions of the Letter of Offer and Acceptance Agreement and accuracy of course(s) offered.

ACCEPTANCE

- » Applicant reads and understands all the details and signs the Letter of Offer and Acceptance Agreement (including Student Declaration and Agent Declaration if applicable).
- » Signed Letter of Offer and Acceptance Agreement returned to the Institute with evidence of payment (refer to How to Pay your Fees at William Angliss Institute A2).
- » The Institute will issue the Confirmation of Enrolment (CoEs) for your student visa application.
- » If applicable, complete and return Airport Reception and Homestay Service A3.
- » Attend the Orientation and Enrolment session at the Institute.

Disclaimer: Incomplete or incomplete applications will not be processed and may lead to a delay in processing time. Please ensure that all documents provided are certified or notarised by an authorised organisation. The Institute reserves the right to decline applications for any reason at our discretion. The Institute will not refund any money paid by an international student or intending international student in relation to a course if the student submits fraudulent documents or misleading information or fails to disclose previous visa refusal/cancellation or makes false declaration on the application forms.