



Policy Owner	Principal
Contact Officer:	Registrar
Approved by:	Management
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Related Policies:	Complaints and Appeals Policy Refund Policy Deferrals/Suspensions/Cancellations Policy Transfer between Registered Provider Policy Terms of Offer Recognition of Prior Learning

1. Overview

- 1.1 This policy has been developed in line with requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective July 2007) and the Standards for NVR Registered Training Organisations 2011).
- 1.2 This policy outlines the decision making and admissions processing to ensure consistency and fairness in the assessment of applications at Phoenix Academy

2. Organisational Scope

- 2.1 This policy applies to all applications for admission to Phoenix Academy.

3. Definitions

- 3.1 Award Programs: Any program that leads to the awarding of a formal qualification under the AQF.
- 3.2 CoE: Confirmation of Enrolment is a document registered with DIBP to confirm a student's acceptance into a particular course for a specified duration.
- 3.3 Deferral: To delay commencement or continuation of course studies normally for a period of one semester.
- 3.4 DIBP: Department of Immigration and Border Protection: The Australian government agency responsible for issuing students with visas.
- 3.5 Valid Enrolment: Is an enrolment that is carried out in accordance with Phoenix Academy's Terms of Offer, policies and procedures, course requirements, and any other criteria the student is required to meet.
- 3.6 Enrolment in a Course: Occurs at the point a Confirmation of Enrolment (CoE) is issued by the the Academy
- 3.7 Enrolment in a Unit: Occurs at the point a student selects units of study and timetable for the current semester.
- 3.8 International Student: For the purpose of this policy, an International student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency or humanitarian visa. For the purposes of this policy, students who are in Australia, as a result of their parents/legal guardians being on a temporary business visa (eg visa subclass 457), are regarded as International Students.
- 3.9 Admissions Committee – assesses applications for award courses.
- 3.10 RPL - Recognition of Prior Learning

- 3.11 Local Student: For the purpose of this policy, a local student is anyone who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a course of study.
- 3.12 PRISMS: The Provider Registration and International Student Management System is the database system used to process information given to the Secretary of DEEWR & DIBP by registered providers.
- 3.13 Principal Course: In regards to packaged offers, the principal course is normally the degree course entered following the completion of bridging or qualifying course(s).
- 3.14 Packaged Offer: An offer made to a student to enrol at Phoenix Academy and another institution.
- 3.15 Stand Alone Offer: An offer to a student to enrol at Phoenix Academy only
- 3.16 Provider: Any Registered Training Organisation (RTO) or Higher Education Provider within Australia.
- 3.17 Unit: A discrete component of study within a course.
- 3.18 SSVF: Simplified Streamline Visa Framework

4. Policy Content

- 4.1 An application for admission to Phoenix Academy must be in writing through the Phoenix Academy application form and must provide all information requested on the application.
- 4.2 Admission to a Phoenix Academy course is offered to applicants who can genuinely demonstrate that they meet entry requirements for the course (GTE).
- 4.3 Admission to a Phoenix Academy course can also be offered to applicants who have and can show relevant prior experience. This decision is made by the Admissions Committee.
- 4.4 Phoenix Academy reserves the right to refuse entry into a course on the grounds that it is either in the best interests of the student and/or Academy.
- 4.5 All Offers of admission will be accompanied by the Phoenix Academy Enrolment Terms of Offer and the Acceptance of Offer Form. Applicants who have received a Phoenix Academy Offer must sign the Acceptance of Offer form, meet any conditions and pay fees as indicated on the Offer before a Confirmation of Enrolment (CoE) is issued. Where the applicant is sponsored by an acceptable sponsor a financial guarantee is acceptable in lieu of fees being paid. Phoenix Academy will invoice sponsors on a semester-by-semester basis once an enrolled student's timetable is confirmed.
- 4.6 Applications will be assessed against the Minimum Entry Requirements to be maintained by the Admissions office and published in the annual brochure.
- 4.7 Applicants may apply for credit exemption where they have successfully completed units at a similar level and standard in previous studies. A near pass grade will not be considered as successful completion of a unit.
- 4.8 Applicants may apply for RPL where they can demonstrate they have sufficient prior learning in a particular unit. Please see the RPL information sheet located on the Academy website under College Policies.
- 4.9 Where applicants do not meet entry requirements for the course for which they have applied, the Academy may offer another course appropriate to the applicant's academic credentials and English competency.
- 4.10 Where an application has been received from a country where the academic entry requirements have not been established, the application will be assessed by the Admissions Committee.
- 4.11 Where an applicant is required to undertake the Internet-based Phoenix English Proficiency Test (iPEPT), the test must be administered by either Phoenix Academy staff or by an approved Agent. The iPEPT must be conducted according to the rules for test administration. Where it is deemed that a test has not been conducted according to Phoenix Academy's test

- administration rules it will be declared invalid and a new, correctly-administered test will be requested.
- 4.12 Wherever possible applicants must provide certified copies of their academic transcripts. Agents are authorised to certify documents for this purpose.
 - 4.13 Applicants who have accepted an offer and paid the course fees may defer their commencement date until a later semester due to a delay in the granting of student visa or for compassionate or compelling circumstances. A new letter of offer will be issued and any CoEs issued be cancelled. If the new start date is beyond the scope of the current Phoenix Academy Brochure a note will be added to the letter of offer clearly stating that fees are indicative and that any shortfall in fees must be paid at time of enrolment. New CoEs will be issued.
 - 4.14 Applicants with disabilities should indicate on their application their disability status. Such students may be asked to provide further details of their disability in order for the Academy to assess their special study requirements. No policy or practice of Phoenix Academy shall discriminate against persons with disabilities except where, in the opinion of the Academic Director and Principal, the provision of additional goods, services or facilities would impose unjustifiable hardship on the Academy.
 - 4.15 Applicants who are sponsored must provide a written statement from their sponsor outlining those fees and other expenses that will be covered by the sponsor. The written statement must clarify payment arrangements and liability where a course and/or units may have to be repeated. A CoE will be provided only when Phoenix Academy has received a written financial guarantee from the sponsor. Phoenix Academy reserves the right to determine acceptability of a sponsor.
 - 4.16 Students who provide false information or incomplete information during the application process may have their offer cancelled without notice.
 - 4.17 Academic records of an applicant who requests Recognition of Prior Learning (RPL) will be forwarded to the Academic Director for assessment. Original copies of supporting documentation will be sought if requested by the Academic Director. Confirmation of exemptions will accompany the Offer Letter.
 - 4.18 Admissions staff can assess and grant course credit only with permission from either the Academic Director or Principal (or nominees) of the Academy.
 - 4.19 Admission of underage students must be conducted in line with the Underage Students Management Policy.
 - 4.20 Students applying for packaged offers through SSVF must meet Genuine Student and Genuine Temporary Entrant assessment criteria. Additional information may be required to assess these conditions.
 - 4.21 Students applying for packaged offers through SSVF must supply the Institution specific SSVF forms
 - 4.22 Admission of a student transferring from another provider will be processed as normal unless there are reasonable grounds to suspect that a student has been with a supplier for less than six months. Where reasonable grounds exist a letter of release must be requested from the original provider before The Academy will confirm the student's enrolment.

5. Administrative procedures

- 5.1 This policy and related documentation is accessible through the Phoenix Academy Intranet.
 - 5.2 Academic notes via the Student Database and the Student Contact Log to be updated with any changes made to a student's enrolment.
 - 5.3 Completed forms to be placed on student's file once all actions have been completed.
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