



## **STUDENT SELECTION AND ADMISSIONS POLICY AND PROCEDURE – DOMESTIC APPLICANTS**

### **Student Selection**

Study Group Australia Pty Ltd (“the Institution”) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. Study Group Australia Pty Ltd has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of domestic students. Domestic applicants include Australian citizens, permanent residents and those applicants who are holders of permanent humanitarian visas.

Students will be selected on merit based on the published criteria. Study Group Australia Pty Ltd will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously. Entry criteria and application procedures are published in the Institution’s Prospectus and on the Institution’s website for the information of students and those seeking to enrol with the Institution.

### **General Admission Requirements**

Persons seeking to enrol in a higher education course with Study Group Australia Pty Ltd are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.

### **Flinders International Study Centre Courses**

To satisfy the general entrance requirements for admission to a Flinders International Study Centre course, students must meet at least one of the following entry requirements:

- Completion of an Australian Senior Secondary Certificate of Education, or its equivalent, at an appropriate level. For example: a senior secondary certificate of education with an Australian Tertiary Admissions Rank (ATAR) of 40, and passes in relevant academic subjects including English.
- Satisfactory completion of an approved Tertiary Preparation Program or a Foundation Year Program offered by an accredited institution of higher education that is recognised as equivalent to Senior Secondary Certificate of Education;
- Satisfactory completion of an accredited course at an institute of tertiary education at Certificate IV level or above.

### **Undergraduate degree courses**

To satisfy the general entrance requirements for admission to an undergraduate degree course, students must be over 18 and must meet at least one of the following entry requirements:

- Completion of an Australian Senior Secondary Certificate of Education, or its equivalent, at an appropriate level. For example: a senior secondary certificate of education with an Australian Tertiary Admissions Rank (ATAR) of 63.4/UAI of 60.0, and passes in relevant academic subjects including English.
- Satisfactory completion of an approved Tertiary Preparation Program or a Foundation Year Program offered by an accredited institution of higher education that is recognised as equivalent to Senior Secondary Certificate of Education;
- Satisfactory completion of an accredited course at an institute of tertiary education at Certificate IV level or above;
- A person returning to study – who demonstrates a suitable educational background, relevant work experience and maturity to successfully undertake the program as determined by the Academic Director

### **Mature age entry**

A person returning to study – who demonstrates a suitable educational background, relevant work experience and maturity to successfully undertake the program as determined by the Academic Director

### **Additional Requirements**

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form which is usually in person, by post, fax, email or online.

Based on the information provided and subject to the application meeting the published entry requirements, a written offer of a place in the course will be made to the applicant.

Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published regulations of the Institution.

### **Applicant Credential Validation Procedure**

Certified\* copies (where appropriate) of:

- higher secondary school results;
- certificates of completion for all tertiary study and/or academic transcripts for each year of tertiary study;
- any other official certificates, such as short courses and diplomas;

must be supplied on application.

\*Persons eligible to certify documents are: authorised officer from the institution that originally issued the document, an Australian Education Office, authorised representative of Study Group, Public Notary or Justice of the Peace. The authorised officer must sign and print their name clearly, include the date and an official stamp of seal of the authorised officer's organisation.

Where there are doubts about a student's claimed academic credential, Study Group Australia Pty Ltd will contact the issuing institution for verification.

### **Cancellation of enrolment**

A student's enrolment may be cancelled if statements made or documents provided by the student in their admission application are shown to be false.

### **Appeals**

An applicant may appeal against a decision made under this policy. Appeals must be made, in writing, to the International Admission Centre Director. The appeal decision will be based on the written material provided.

To appeal a selection decision, an applicant will be required to provide evidence of the following:

- Lodgement of an application for admission on time, in the correct manner, accompanied by all relevant documents; and
- satisfaction at the time of the application of all of the published entrance requirements to the program

The circumstances under which an appeal may be considered are:

- The Study Group Australia Pty Ltd selection and admissions policy and procedures were not made available to the applicant; or
- Study Group Australia Pty Ltd did not apply the selection criteria as published in the selection and admissions policy and procedures, in the brochure or on the website

Applicants who wish to appeal a decision made under this policy must do so within ten working days of receiving notification of the admission decision.

### **Version Control**

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