

# Admissions Policy

## Fact box

- **Policy owner:** Registrar
- **Policy category:** Academic: Quality Assurance Committee
- **Policy status:** Approved
- **Approval body:** Academic Board
- **Endorsement body:** Quality Assurance Committee
- **Related policies:**
  - [Accessibility and Disability Policy](#)
  - [Credit Transfer and Recognition of Prior Learning Policy](#)
  - [Enrolment Policy](#)
  - [Exclusion from a Course or Subject Policy](#)
  - [International Student Policy](#)
  - [Marketing Policy](#)
  - [Micro-credentials and Short Courses Policy](#)
  - [Professional Entry Criteria Policy](#)
  - [Support for Students Policy](#)
- **Last amended:** 22nd April 2025
- **Relevant HESF:** 1.4.3, 1.5.7, 5.4.2, 6.3.1 / RTO: Standards 2.1, 2.2 / National Code: Standards 2.3

## Purpose

This policy details the admissions requirements for Alphacrucis University College (AC) courses of study.

## Scope

All courses of study across all campuses.

## Policy

### DEFINITIONS

Compassionate and compelling circumstances refer to situations where a student experiences serious, unforeseen events that significantly impact their ability to meet academic or visa requirements.

Compassionate and compelling circumstances are generally those beyond the control of the student and which have an impact on the student's course progress or wellbeing.

These circumstances may include but are not limited to:

- Serious illness or injury to the student or a close family member, supported by medical certificates
- Bereavement of close family members (parents, grandparents, children) [where possible a death certificate should be provided]
- Family Emergencies requiring unexpected and urgent travel or caregiving responsibilities.
- Major political upheaval or natural disaster in a student's home country

- Traumatic experiences: Involvement in or witnessing an accident or crime, or a crime committed against the student or their family.
- Genuine delays to visas impacting their ability to commence their course on their starting day
- Situations where a student's safety or wellbeing is threatened
- Sudden and significant financial difficulties that impact a student's ability to continue studying.

**ESOS Act** means Education Services for Overseas Students Act 2000.

**International student:** is defined as an Overseas student per the ESOS Act

**Offshore student:** An offshore student is a student who is studying at an overseas location and not in an Australian campus or at an Australian address.

**Overseas student:** An overseas student is not an Australian or New Zealand citizen an Australian permanent resident or holder of an Australian permanent humanitarian visa. An overseas student is defined as a person who holds an Australian student visa, whether they are within or outside of Australia.

**PRISMS** is means the Provider Registration and International Student Management System

## **POLICY**

AC aims to attract, select and retain the genuine, best-fit students for courses of study. To facilitate this AC has established:

1. minimum admission requirements to ensure that all commencing students will be able to meet the standards and succeed in their studies;
2. admission requirements that are merit-based, but may be reconsidered on particular educational diversity, equity or inclusivity grounds;
3. course specific admission requirements as benchmarked and set out in accreditation documents to ensure that commencing students have the appropriate academic preparedness, including cognate knowledge and language skills required for success;
4. open, fair and transparent admission procedures for making decisions about student selection and assessment of all applicants. Students are admitted regardless of gender, race, national origin, marital status, faith or disability;
5. applicants who are ineligible for the course they have applied will be considered for alternative courses where applicable;
6. consistency of admission decisions across delivery sites through the Online Application Form which is processed at AC Sydney Campus by the Student Experience Team. The processes for establishing applicant student identification are published as part of the student application process;
7. original documents (or certified copies) may be requested in the case of degree testamurs and/or transcripts, related academic awards, and, where relevant, character references, employers' testimonials, and certification or licences to practice where professional

accreditation bodies are relevant. This practice applies equally to students who apply for advanced standing (other than former students or alumni of AC). All applicants must be properly identified, usually through sighting of a birth certificate or passport, and verification of any qualifications they have achieved. . It is a condition of application that the applicant must provide permission for AC to verify any supporting documents, including the academic qualifications and/or transcript(s) of academic record presented by the applicant from the issuing institution.

## **Entry Requirements**

An applicant is qualified for entrance to AC courses of study if they:

1. satisfy all the relevant minimum requirements as prescribed in the course regulations.
2. satisfy the requirements of an alternative entrance or specific admissions scheme and/or hold a qualification approved by the Program Director (or equivalent) to be at least equivalent to the entrance requirements.

An interview between a representative from the Student Onboarding Team, Program Director (or equivalent) and applicant may be warranted especially for students who are entering under 'Special Admission' or 'Provisional Entry' categories to ascertain the student's suitability to their specified program.

If an applicant does not have an ATAR (or equivalent) or any other qualification and is 21 years old and older, they may be admitted on Provisional Entry on the basis of work and life experience.

For additional Higher Degree Research (HDR) course admission requirements please refer to the [Higher Degree Research Candidature Policy](#)

## **Other Essential Requirements for Admission**

An interview with an applicant may be warranted especially for students who are entering under 'Special Admission' or 'Provisional Entry' categories to ascertain the student's suitability to their specified program. This will occur as part of the admission procedure and prior to the applicant receiving a letter of offer.

Where the course may require students to participate in work-integrated learning involving vulnerable groups, applicants must provide a valid Working with Children Check (or state-based or overseas equivalent) and Nationally Coordinated Criminal History Check for admission into a course of study,

Certain AC delivery sites have pastoral or other requirements that must be met in order to study at that campus. These will be made clear to applicants during the application process.

All AC students require access to computer and internet facilities, as written assignments are submitted online in typescript with some assignments requiring database and internet research. Applicants are advised before admission that computer and internet literacy and access are essential skills.

AC will not issue a letter of offer to overseas students who are under 18 years of age.

### **Access and Equity Entry Criteria**

A student's admission requirements may be reconsidered on access and equity grounds if the applicant meets one or more of the following criteria:

1. socioeconomic reasons (such as low-family income or poor living conditions);
2. language difficulties;
3. learning difficulties;
4. disrupted schooling;
5. physical disability;
6. serious family illness;
7. excessive family responsibility;
8. geographical isolation of home and/or school and lack of support, time or facilities for study at home or school;
9. Aboriginal or Torres Strait Islander descent where the normal HSC entry path has not been followed;
10. home schooling and with evidence of being able to manage tertiary study;
11. an IELTS result is awaited;
12. completion of a prescribed program of non-award study (four units or subjects or 40 credit points) with an overall GPA of 1.8 or better.

A student in this category may be placed on a 'Provisional Entry Qualifying Period' as deemed appropriate by the Program Director (or equivalent).

### **Special Admission Pathways**

For applicants who meet the Access and Equity Entry Criteria listed above, there are various special admission pathways which facilitate an applicant undertaking a suitable course of study, including:

- Prior educational experience – documentation including awards, certificates and other evidence of educational achievement;
- Secondary School recommendation – a letter from the school (usually the School Principal) outlining why the school leaver applicant is suitable for the course of study;
- Leadership experience – demonstrated leadership experience and/or community service e.g. in the community, profession, church, etc. which demonstrates sufficient engagement in extra-curricular activities;
- Provisional entry i.e. the student must successfully complete RES101 or RES401;
- Evidence of a Special Tertiary Admissions Test (STAT);

- Pathway for students of Aboriginal or Torres Strait Islander descent: applicants may participate in a testing day to demonstrate required skills of literacy and/or numeracy;
- For Education courses of study – completion of Mathematics and/or English subjects that align to the Band 4 Higher School Certificate subject descriptors;
- Special admission is also available for Year 12 students whose ATAR (or equivalent) falls within 5 points of the published guaranteed entry ATAR but have done well in subjects relevant to the course of study.
- Professional Entry Criteria as per policy

These Special Admission Pathways are evaluated on a case-by-case basis by the Program Director (or equivalent). For Higher Education students, the Program Director's (or equivalent) recommendation is then submitted to the Head of Student Onboarding.

### **Refusal of Admission**

Admission may be refused if the person:

1. has been excluded from another AC award due to 'Unsatisfactory Academic Progress' or 'Academic Misconduct';
2. has been excluded from another institution for reasons of unsatisfactory progress or reasons of discipline;
3. is deemed to be unlikely to cope academically, or if the application form or personal references indicate that a student is likely to struggle with AC life and AC discipline.

### **Deferral of Course Commencement**

Deferral relates to postponing an offer of a place in an AC course before the course or the first course in a package of courses has commenced. This may take place on application to the Student Experience Team, and shall remain in force for a maximum of one year, after which time either the student shall enrol or the Student Experience Team may withdraw the offer of a place.

International students can only defer their commencement of studies on the grounds of compassionate or compelling circumstances. Students will be required to provide evidence of those circumstances as follows:

1. Where a medical certificate is provided as evidence, the medical certificate must:
  - be issued by a registered medical practitioner and include their professional contact details
  - state that the student has a medical condition and is unfit to study
  - state the length of time the student will be unfit to study
2. Where a death certificate is provided as evidence, the death certificate must be certified and translated into English if applicable.
3. Where deferral is sought due to a traumatic experience, evidence must include a police report or report from a psychologist or qualified professional and must include the issuer's contact details.

4. In cases of mental health related conditions, the student must provide evidence of professional counselling and/or psychiatric treatment. This evidence must show that the student is receiving ongoing treatment for their condition. It should also show how and when this treatment plan will enable the student to resume study.

AC informs international students that deferral of their enrolment may affect their visa, and subsequently recommends seeking advice from the Department of Home Affairs on the potential impact on their student visa.

Where a deferral is granted, AC will report the change to the international student's enrolment via PRISMS as required by the ESOS Act (Section 19).

### **English Proficiency for International Students from Non-English Speaking Background**

International students are required to have attained an International English Language Testing Service (IELTS) score or equivalent according to the admission criteria of each specified course.

IELTS (or equivalent) is not required for applicants who have successfully completed at least one year of full-time study (or equivalent) of a secondary or tertiary qualification at AQF Diploma level or higher, where the medium of study was English. Some courses have external registration/accreditation requirements which have additional English language requirements. These will be specified on the individual course pages.

For Initial Teacher Education (ITE) courses, IELTS (or equivalent) is not required for applicants who have successfully completed at least two years of full-time study (or equivalent) of a secondary or tertiary qualification at AQF Diploma level or higher, where the medium of study was English and completed no earlier than two years prior to the commencement of the course of study to which the student seeks admission.

Processing a student requiring an IELTS or equivalent includes:

- confirming the score meets the entry requirements for the course;
- verifying that the IELTS result is from a registered IELTS provider as listed on the IELTS website (<http://www.ielts.org>) or equivalent.

Responsible for implementation

Student Experience Team  
Program Director (or equivalent)  
Registrar  
Quality Assurance Committee

Key stakeholders

Prospective Students  
Student Experience Team  
Registrar  
Faculty

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Procedures

## **Admission Procedure**

### **Application Process:**

1. An applicant must first submit the online AC Application Form for the specific course to be considered a prospective student.
2. Processes for establishing applicant identification are published as part of the application process.
3. Original documents (or certified copies in some cases) may be requested.
4. A condition of application is that the applicant must provide permission for AC to verify the academic qualifications and/or transcript(s) of academic record presented by the applicant with the issuing institution (except where AC has issued the qualification and/or transcript).
5. In the case of an overseas applicant their age will be checked against the applicant's passport.. International students under the age of 18 years at the time of application will be advised by AC that a letter of offer will not be issued until they turn 18.
6. In determining whether or not to admit a student, AC's admissions process will take into account satisfactory fulfilment of academic and other essential admissions requirements for the course of study as stipulated in the course accreditation documents.
7. If an applicant satisfactorily meets the above criteria and provides the relevant documents, they are sent a 'Letter of Offer' and 'Student Agreement'.
8. When a Higher Education (HE) student has successfully met the admission requirements and accepted the AC 'Letter of Offer' and 'Student Agreement', students are either admitted on 'full entry' or 'provisional entry' grounds.
9. For VET students, admission to the course is automatic upon acceptance and return of the AC 'Letter of Offer' and 'Student Agreement'.
10. For international applicants, the Student Onboarding Team will enrol the applicant on PRISMS, and issue a Confirmation of Enrolment (CoE) letter, as set out in the International Student Policy.
11. For HE students, upon receipt of the Student Agreement the Student Onboarding Team records the new admission of each student and their admission criteria (i.e., Normal entry or Special Entry).

### **Reviewing Overseas Qualifications**

Where necessary, AC verifies the authenticity and Australian equivalence of overseas qualifications through Australian Education International (AEI) within the Department of Education. These are appraised under a threefold procedure:

1. referral to AEI directories or officers for advice is the starting point for all applications for student admission that are predicated on overseas qualifications;

2. where sufficient information or advice from AEI is either insufficient or obtainable in relation to the relevant qualification(s), such applications are eligible for consideration under AC's Special Admissions policies (such as mature-age or social disadvantage); and
3. the Program Director (or equivalent) refers such a case to the Director of Student Experience for appraisal, advice or determination.

## **Appeal**

If an applicant wishes to appeal the decision regarding refusal of their admission, they are advised to refer to the Complaint, Grievance Resolution and Appeals Policy.

## **Deferral of Application**

Students intending to request a deferral of the commencement of their course prior to the course commencement or the first course in a package of courses. must complete a [Deferral of Studies Form](#). In the case of International students, once the deferral is processed the student will receive a new Confirmation of Enrolment letter and a new Student Agreement to reflect the new commencement date.

## **Transfer of Course (internal transfers between AC's awards)**

Students can transfer between courses at AC. To request a transfer, a student must complete the electronic Transfer of Course form. Upon receipt of the form, the Program Director will assess whether the student meets the entry requirements for the course they request transferring into and that all required documents are on file. A new letter of offer for the course will be sent to the student, and once signed and returned by the student, the new course is reported to the Onboarding Team to confirm entry of the student into that course. Any credit transfer will be assessed as per the Credit Transfer and RPL Policy.

In the case of International Students (temporary entrants), the CoE for the original course will be cancelled and a new CoE certificate will be issued by an International Student Officer once the student has returned a signed copy of the new letter of offer and made any outstanding payments. Students are advised to contact the Department of Home Affairs to make any necessary changes to their student visa.

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