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## Admissions Policy

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### 1.0 Purpose

The purpose of this policy is the clarification of course admission standards, including English language competency, and rules regarding withdrawal and postponement.

### 2.0 Scope

This policy is relevant for all EIT students and staff in Vocational Education and Training (VET) courses.

### 3.0 Admissions

Admission standards for Courses and Units/Modules are based on:

- Recommendations from lecturing staff.
- The particular requirements of each Course and Module/Unit.
- The need to maintain the overall academic standards of EIT.

Students applying for enrolment in any VET Course or Module/Unit must demonstrate an achievement of the admission standards, and provide evidence in the following ways:

- Previously completed courses of study at other institutions.
- Evidence of work experience including the scope and levels of responsibility.
- Submission of a fully completed course application form. The relevant course Learning Support Officer will make a decision on the suitability of a student for the course based on the evidence provided in the application form.
- Participation in an interview (if required) conducted by a member of the EIT's teaching staff, designed to ascertain levels of competence.

Students are required to provide scanned copies of original copies of certificates or testamurs to support their claims.

Since all instruction is provided in English, a basic capability in English is required by EIT for AQF accredited VET courses. Students are required to indicate their English ability on the application form. Students who indicate that they speak a language other than English most often when at home, or that they speak English “not well” or “not at all”, will be asked to provide one of the following as part of their application:

1. A letter from a manager at their current place of employment confirming their grasp of technical English; OR
2. Evidence of a completed technical qualification of at least 6 months’ full time equivalent duration completed within the last 8 years that was conducted in English; OR
3. Evidence of a pass in English from senior secondary studies completed within the last 10 years: OR
4. Evidence of a specified level of achievement in a recognised English language test such as IELTS (or equivalent, refer to table in Appendix A) – students must achieve a score of at least 6.00 (with no individual band score less than 5.5).

It is important to note that students who satisfy the English language requirements are not automatically guaranteed a place – they will need to meet the other admission standards and entrance requirements of the course.

#### **4.0 Course Postponement**

After enrolment a course may be postponed as long as the course is completed within:

1. a 3 year period for 12 and 18 month programs
2. a 4 year period for 24 month programs
3. a 5 year period for 36 month programs

##### **4.1 Course Postponement after the Commencement of a Course**

If a student needs to suspend studies, but definitely intends to re-join a future course, then at the time of postponement the student must complete a Course Withdrawal and Postponement Application Form. The student can re-join at the point where a subsequent class reaches the last Unit/Module in the course that he or she has successfully completed. A re-joining fee applies at the time that the student re-joins. Students can only postpone and re-join a course twice and thereafter it is treated as a full withdrawal. Any payments made in advance are held by EIT in readiness for re-joining.

#### **5.0 Withdrawal from a Course**

##### **5.1 Withdrawal Prior to Course Commencement**

On the course application form it is stated: A “fee equivalent to 1 monthly instalment (approximately 6% of the total course fee) will apply for written cancellations received less than 14 days prior to the commencement date of the course.” This condition applies to all payment options.



## **5.2 Withdrawal after the Commencement of a Course**

If a student decides to withdraw completely from a course once the course has commenced a withdrawal fee may apply. Students are asked to complete the Course Withdrawal and Postponement Application Form.

Students who have paid up-front, in advance can apply for a pro-rata refund of the fee paid.

The refund will consist of the balance after deductions for:

1. Units/Modules up to the point where the Learning Support Officer receives written notice of the student's request for withdrawal. The Course Withdrawal and Postponement Application form must be received before the first topic of the unit/module is commenced otherwise the unit/module is deemed to have been attended and the full fee for that unit/module is due.
2. The withdrawal fee which may apply.
3. The value of any course reference materials supplied by EIT in advance. This is determined by the Learning Support Officer.

Students who have chosen to pay in monthly instalments do not receive a refund on full withdrawal.

## **6.0 Related Documents**

- EIT04 Accurate and Accessible Information Policy
- EIT01 Training & Assessment Policy
- EIT05 Learners are Informed and Protected Policy
- Tuition Payment and Refund Policy.VET
- Recognition of Prior Learning Policy.VET