



Admissions and Deferment Policy

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Purpose:	The purpose of this policy is the clarification of course admission standards, including English language competency, and rules regarding deferment.
Scope:	This policy is relevant for all EIT students and staff.
Essential Supporting Documents:	
Related Documents:	<ul style="list-style-type: none">- Tuition Payment and Refund Policy- Credit and Exemptions Policy- General Credit Award Policy- Enrolment Options and Pathways

1. Admissions

Admission standards for Courses and Units 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 the Institute.

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

- Previously completed courses of study at other institutions.
- Evidence of work experience including the scope and levels of responsibility.
- Participation in an interview conducted by a member of the EIT's teaching staff, designed to ascertain levels of competence.

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



Students are required to provide the names of up to three referees who can testify to the accuracy of the qualifications and work experience claims, as well as the ability of the student to complete the Course/Module.

Since all instruction is provided in English, a basic capability in English is required. For students with English as a second language either the TOEFL or IELTS test must be sat.

TOEFL

Using the latest technology, the TOEFL iBT test is an Internet-Based Test (iBT) that measures a candidate's ability to combine listening, reading, speaking and writing skills, making it the most comprehensive English-language proficiency test. With unmatched scoring procedures and security measures, the TOEFL test is the industry standard in English-language assessment.

- Backed by over 4 decades of world-renowned research
- Recognized by more than 7,000 individual institutions worldwide
- The most widely available academic English-proficiency test in the world, with over 4,500 test centers in more than 165 countries
- Available in 2 formats — Internet- and Paper-based — the TOEFL test is:
- A highly reliable measure of English-language proficiency
- Validated by more than 40 years of world-class, scholarly research
- Built to the highest psychometric standards

The TOEFL iBT test:

- Measures all 4 language skills in an academic context
- Is recognized globally by more than 7,000 educational institutions in over 165 countries
- Offers an extensive test center network of more than 4,500 locations
- Provides frequent administrations for greater student access
- Ensures maximum security, with score reports sent directly from ETS

TOEFL® iBT scores provide information about the applicant's ability to communicate in English in an academic environment.

The TOEFL® iBT score scale is:

Test Section	Score Range
Listening	0 to 30
Reading	0 to 30
Speaking	0 to 30
Writing	0 to 30
Total Score	0 to 120

Students, with English as a second language, articulating into the Masters program should achieve the following scores or above:



Listening: 23
Reading: 22
Speaking: 18
Writing: 22
Total Score: 85

IELTS

The IELTS is recognised by 6000 institutions across 120 countries. The IELTS' nine (9) band score system grades scores consistently. It is secure, benchmarked and understood worldwide. Test materials are designed carefully so that every version of the test is of a comparable level of difficulty.

IELTS Examiners are fully qualified and follow the IELTS standardised testing around the world. IELTS has a quality-controlled system of recruitment, training, benchmarking, certification and monitoring. IELTS markers are regularly monitored and tested every two years to retain their certification.

The test centres are managed by the British Council, IDP:IELTS Australia or by independent organisations that meet strict standards of quality, security and customer service.

The free IELTS Test Report Form Verification Service enables universities and employers to authenticate test report forms and safeguards against fraudulent report forms.

EIT students, with English as a second language, wanting to articulate into the Masters program must achieve a score of at least 6.50 (with no individual band score less than 6.0).

2. Deferments and Withdrawals

1. Deferment can be for one or two semesters, whichever is sought by the applicant. Applicants who seek deferment to fulfil military or national service obligations may apply for a longer deferment. Such requests will be considered on a case by case basis.

2. Students will be informed that they are obliged to provide the EIT with full details of any formal tertiary study undertaken elsewhere during the course of the deferral. The offer of a deferred place may be cancelled if the results of any such study are unsatisfactory.

3. Course Deferment 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 declaration form. The student can re-join at the point where a subsequent class reaches the last Unit in the course that he or she has successfully completed. A re-joining fee of US\$200 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 the EIT in readiness for re-joining.

4. Withdrawal prior to Course Commencement

On the EIT enrolment forms 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. However substitutes who pass the enrolment requirements are welcome.” This condition applies to all payment options.

Withdrawal from a Course

If a student decides to withdraw completely from a \$200 withdrawal fee may apply. Students are asked to complete the withdrawal declaration form.

Students who have paid in advance (payment option 1) can apply for a pro-rata refund of the fee paid.

The refund will consist of the balance after deductions for:

1. Units attended by the student up to the point where the Course Coordinator receives written notice of the student’s request for withdrawal. The withdrawal declaration form must be received before the first topic is commenced otherwise the unit is deemed to have been attended and the full fee for that unit is due. Therefore it is important to submit the form as soon as the decision is made.
2. The US\$200 withdrawal fee.
3. The value of any courses reference manuals supplied by the EIT in advance. This is determined by the Course Coordinator.

Students who have chosen to pay in quarterly or monthly instalments do not receive a refund on full withdrawal. Payment of all instalments is required up to and including the Unit where the student provided the EIT with the completed withdrawal declaration form. As applies to students who pay in advance, the withdrawal declaration form must be received before the first topic is commenced otherwise the Unit is deemed to have been attended and the full fee for that Unit is due. If paying by instalments there is no need for a deduction for materials as the course reference manuals are provided in batches in arrears.