
Admissions and Postponement Policy

Policy/Document Approval Body:	Academic Board
Date Created:	13 th January 2009
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years
Revision No:	6.1
Date of Revision:	18 October 2013
Purpose:	The purpose of this policy is the clarification of course admission standards, including English language competency, and rules regarding postponement.
Scope:	This policy is relevant for all EIT students and staff.
Essential Supporting Documents:	
Related Documents:	<ul style="list-style-type: none">- Application and Enrolment Policy- Quality Training & Assessment Policy- 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/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 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.
- Submission of a completed course enrolment form. The Course Coordinator will make a decision on the suitability of a student for the course based on the evidence provided in the enrolment form. Part two of the enrolment form provides detailed information on the student's previous education and also their work history.



- 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. For programs above AQF Level 6 certified copies are required.

Since all instruction is provided in English, a basic capability in English is required. Students are required to indicate their English ability on Part Two of the enrolment form. Should a student indicate "Not well" or "Not at all" to the question regarding how well the student can speak English then the student will be counselled and it explained to them that the course is in English.

2. Course Postponement

1. Postponement can be for as long as the student wishes as long as the course is completed within a three year period from the time of initial enrolment.

3. 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 declaration 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 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 course 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/Modules 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/module is deemed to have been attended and the full fee for that unit/module 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 course 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/Module 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/Module is deemed to have been attended and the full fee for that Unit/Module 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.