



**Southern Academy
Of Higher Education
(SAHE)**

**Admissions
Policy and
Procedure**

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1. Policy Statement

The Admissions Policy and Procedure (the Policy) has been designed to provide details of the admission process for prospective students and applicants, wishing to study at the Southern Academy of Higher Education ('SAHE' or the 'Academy').

1.1 Definitions

For definitions, please refer to the '*Dictionary of Terms*'.

2. Scope

This Policy extends to all individuals applying for admission to the program at the Academy. The admission procedures in this Policy are compliant with the relevant legislation of the Australian Government, including the [National Code of Practice for Providers of Education and Training of Overseas Students 2018 \(National Code\)](#).

3. Policy Principles

- a. SAHE believes in appropriate access to educational opportunities for people of varied backgrounds, experiences, and abilities.
- b. SAHE ensures that its policies' requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion.
- c. SAHE ensures that students are informed of their rights and obligations prior to enrolment and before fees are accepted.
- d. SAHE ensures through its entry requirements and student support services that students admitted will have equivalent opportunities for a successful transition into and progression through their program of study.
- e. SAHE aims to inspire capable and motivated individuals of diverse backgrounds to apply for admission to programs. SAHE is committed to providing a fair, equitable and ethical admissions process that is compliant with relevant regulatory agencies including the Higher Education Standards Framework (Threshold Standards) 2021.
- f. Enrolment of students will be based on the fulfilment of all approved and published entry criteria and requirements set out by SAHE.

4. Entry Requirements

4.1 Domestic Students

Domestic students must meet any one of the following minimum academic entry requirements to be eligible for admission to the Academy's undergraduate programs:

- a. completion of NSW Higher School Certificate (HSC) or Year 12- Secondary Education with the attainment of a minimum 60 ATAR or equivalent;
- b. successful completion of approved higher education study, including approved preparation courses e.g., Tertiary Preparation Program or Tertiary Orientation Program or equivalent, 1 year of university studies, Certificate IV, or a Foundation Year Program through an accredited institution of higher education offered at:
 - i. Australian Universities;
 - ii. TAFE Institutes; and

- iii. Government-approved Registered Training Organisations (RTO)
- c. Satisfactory completion of mathematics (Year 12 level or equivalent) subjects such as:
 - i. General Mathematics; or
 - ii. Mathematical Methods; or
 - iii. Specialist Mathematics; or
 - iv. any other Mathematics subject.

4.2 International Students

International students must meet any one of the following minimum academic entry requirements to be eligible for admissions in the Academy's undergraduate programs in addition to meeting minimum English Language requirements:

- a. completion of the secondary education qualification (national or international) equivalent to the NSW Higher School Certificate (HSC) with the attainment of a minimum 60 ATAR or equivalent;
- b. approved higher education study, including approved preparation courses from a Tertiary Preparation Program, Tertiary Orientation Program or equivalent, a Foundation Year Program through an accredited institution of higher education offered at:
 - i. Australian Universities;
 - ii. TAFE Institutes; and
 - iii. Government-approved Registered Training Organisations (RTO)
- c. For details regarding the minimum English language requirement please see Section 5.
- d. Satisfactory completion of any mathematics (Year 12 level or equivalent) subject such as:
 - i. General Mathematics; or
 - ii. Mathematical Methods; or
 - iii. Specialist Mathematics; or
 - iv. any other Mathematics subject.

4.3 Entry Based on Employment Experience

Students may be admitted based on Recognition of Prior Learning or relevant employment history. The Academy will assess those admission applications based on the professional skills and duration and relevance of work experience. SAHE may require referee reports for entry based on criteria in this category.

4.4 Mature Age Applicants

- a. Mature age applicants who do not meet the minimum entry requirements of the Academy may be eligible for admissions if:
 - i. they are 21 or older on 1 March of the year they intend to start study;
 - ii. do not have an ATAR (or equivalent result) for admission to any program;
 - iii. do not have a record of tertiary study.
- b. Mature age applicants will be assessed on either recent academic achievement (e.g., Special Tertiary Admissions Test (STAT) or on recent work experience. Decisions will also be based on skills and the likelihood to succeed in tertiary study.
- c. Mature age applicant application for advanced standing - criteria and process are detailed in the *Advanced Standing Policy*.

- d. The offer will be made only if the Dean is assured the applicant has a reasonable expectation to succeed in the program based on their portfolio submission. In accordance with this Policy, the SAHE Dean is responsible for the admission decisions of all mature-age applicants.

5. English Language Requirements

- a. International applicants are required to provide proof of English language proficiency along with minimum academic requirements for admission to SAHE undergraduate programs.
- b. Students from the following countries who have citizenship or permanent long-term residency (minimum ten years) or have completed senior secondary study or at least one year of full-time university study in one of these countries and the language in which the qualification was undertaken was English:
- American Samoa
 - Botswana
 - Canada
 - Fiji
 - Ghana
 - Tonga
 - United States of America
 - Zambia
 - Guyana
 - Ireland
 - Jamaica
 - Kenya
 - Lesotho
 - Liberia
 - Trinidad and Tobago
 - Zimbabwe
 - New Zealand
 - Nigeria
 - Papua New Guinea
 - Singapore
 - Solomon Islands
 - South Africa
 - United Kingdom
- c. To verify applicants' English language competency for admission, SAHE requires all applicants to provide proof of citizenship/residency and/or completed secondary or higher education (tertiary) studies in an English-speaking country listed above.
- d. If the applicants' first language or previous study was in a language other than English, it is mandatory to provide any one of the following English language test results.

Test	Acceptable Score
IELTS	6.0 (or higher) (no component lower than 5.5)
TOEFL (electronic)	213 (or higher) (with a minimum essay rating of 4.5)
TOEFL (internet-based)	80 (or higher) (with a minimum of 19 in all bands)
Pearson (PTE Academic)	50 (or higher) (with all communicative skills scores 50 or above)

- e. For further details, please refer to the *English Language Proficiency Policy*.

6. Minimum Age

In addition to the minimum academic requirements and proof of English language proficiency, all applicants (domestic and international) must be 18 or older at the time of enrolment in SAHE undergraduate programs.

7. Special Entry

- a. Students who have experienced significant barriers to study and/or who are of Aboriginal, or Torres Strait Islander descent can apply for special consideration to increase access and opportunities for higher education.
- b. This process takes into consideration an applicant's educational history, cultural knowledge, work experience, educational goals, and other achievements.
- c. A personal letter accompanied by relevant documentation from the student should be provided with the *Admission Application* form.
- d. The selection for special entry may include but is not limited to, a multiple choice test of verbal and quantitative skills and a test of written English.
- e. The Dean is responsible for considering the application assessment and outcome in a fair and consistent manner.
- f. A report of all successful special entry admissions will be provided to the Academic Board for quality assurance.

8. Admissions Procedures

Admission applications may be submitted no later than two weeks prior to the commencement of classes for any semester. The calendar-based admission application dates will be published on the SAHE website prior to the start of each academic year for the following year. It is the responsibility of the admissions staff to ensure that all applications are administered in accordance with this Policy.

8.1 Application for Admission

a. Domestic Students

Admission application requirements for domestic students are as follows:

- i. completed *Admission Application* Form for domestic students;
- ii. a certified copy of the academic record of the previous study;
- iii. a certified copy of Australian recognised proof of identification or Australian birth certificate;
- iv. any other documents requested by the Academy;
- v. and any other equivalent documentation for special circumstances.

b. International Students

Admission requirements for international students are as follows:

- i. completed *Admission Application* Form for international students;
- ii. a certified copy of proof of English language proficiency;
- iii. a certified copy of the academic record of the previous study;
- iv. a certified copy of the applicant's passport;
- v. and any other documents requested by the Academy.

Meeting the eligibility requirements does not guarantee admission to a program of study at SAHE.

8.2 Verification of Academic Credentials

The Academy will undertake the following procedures to validate the credentials of the academic qualifications of the applicant:

- a. viewing the original testamurs, including the university transcript; or

- b. assessing the validity of the academic qualifications of the applicant. The Admissions Officer may contact the issuing institution to verify the authenticity of the academic transcripts in accordance with the *Fraud Prevention Policy*.

8.3 Conditional Offer

- a. Where an application is incomplete a Conditional Letter of Offer and Written Agreement may be issued by the Academy.
- b. The applicant must comply with the requirements and conditions set out in the Conditional Letter of Offer and Written Agreement prior to enrolment in a program of study.
- c. Conditions may require the submission of final examination results or providing proof of an English proficiency test score.
- d. The student must comply with the conditions set out in the Conditional Letter of Offer and Written Agreement within 30 days from the date of issue. Failure to comply will result in the Conditional Offer being cancelled.
- e. If the applicant fails to comply with the conditions set out in the Conditional Letter of Offer and Written Agreement within 30 days from the date of issue, the offer will be rescinded by the Admissions Officer.

8.4 Acceptance of an Offer

On receipt of a formal (unconditional) Letter of Offer and Written Agreement for a place in a program, an applicant will either:

- a. accept the offer within 30 days;
- b. apply to defer commencement for up to 12 months. Please refer to the *Deferral and Suspension Policy and Procedure* for further details;
- c. decline the offer;
- d. take no action, in which case the offer will lapse after 30 days.

To accept an offer, an applicant must comply with any specified instructions and deadlines.

8.5 Advanced Standing or Credits for Prior Learning

At the time of admission, applicants may apply for advanced standing by completing the process outlined in the Academy's *Advanced Standing and Credit Transfer Policy*.

9. Enrolment

When admitted to a program at SAHE:

- a. the students will be provided with the Program Planner to assist them with enrolment and program planning and must enrol in units as outlined or as directed by the Dean;
- b. all prerequisites must be completed prior to enrolment in a unit;
- c. All corequisite must be completed concurrently;
- d. Enrolment in a unit may be denied after the published enrolment census date.

10. Denial of Admission / Withdrawal of Offer

The Academy reserves the right to reject an application for admission, withdraw an offer for admission or cancel an application for admission or enrolment of a student in cases where:

- a. an Offer was incorrectly made;
- b. when an Offer has not been accepted and program availability or entry requirements change; or

- c. when the program has been discontinued or suspended.
- d. the applicant does not provide complete and accurate information requested by the Academy within the period stated, which may include but is not limited to:
 - i. full details of all previous academic qualifications;
 - ii. details of the proof of identity and citizenship as required in the application form;
 - iii. disclosure of prior misconduct proceedings at any tertiary institution or criminal convictions.
- e. an applicant has failed to complete the conditions or requirements outlined in the Letter of Offer and Written Agreement.
- f. an applicant who has been conditionally readmitted to a program following student misconduct at the Academy fails to comply with those conditions.

11. Ineligibility for Admission

- a. A student who has been suspended or excluded from SAHE, or another higher education provider, is not permitted to commence a program of study at the Academy while the suspension or exclusion remains in force.
- b. Applicants applying for admission after exclusion from a higher education provider must submit a letter to the Academy explaining the circumstances surrounding the exclusion.

12. Tuition Fees

SAHE is committed to publishing accurate and timely information on tuition fees and cost changes in accordance with the *Refund Policy* to ensure students are given reasonable notice and are able to make informed decisions regarding their program of study.

- a. Tuition fees are payable by the advised due date for each semester.
- b. The Academy reserves the right to adjust tuition fees annually, to be applied on 1 January each year for the teaching period thereafter.
- c. The reviewed tuition fee information will be published 1 month prior to the enrolment date for a teaching period, via the SAHE website and on the student notice board on campus.
- d. Fee change notifications will also be communicated to the students via direct email and on the LMS.

13. Supplementary Fees

A supplementary fee may be charged for certain services or amenities that are in addition to the program fees. The Schedule of Supplementary Fees is published on the SAHE website and prospectus. In addition, students are made aware of supplementary fees during the student orientation session. This includes:

No.	Items	Fees
1.	Enrolment fee	\$250
2.	Late payment fee	\$100 per instalment (This fee is applicable when tuition fees

		have not been paid as per the due date published on the <i>Student Letter of Offer and Written Agreement</i>)
3.	Change of program fee	\$150
4.	Re-issue of Student ID card	\$20
5.	Re-issue of Academic Transcript	\$50
6.	Re-issue of Testamur/Certificate	\$50
7.	Late fee for the late return of items on loan from the library	\$3 per day
8.	Credit card surcharge	2%
9.	Graduation Ceremony (for ceremonial dress hire etc)	\$250

14. Refunds

14.1 Full Refund of Fee

The applicant is eligible to receive a full refund of fees in the following circumstances:

- a. the offer for admission to a program has been withdrawn;
- b. the Academy has discontinued the program that the applicant applied for. Please refer to the *Program Discontinuation and Teach Out Policy* for further details;
- c. the applicant paid the fees in advance but did not comply with the degree progression rules and was thus not eligible to enrol.

14.2 No Refund of Fees

The applicant does not have the right to a refund of fees if:

- a. the applicant withdraws from the program after the census date;
- b. the payment of the deposit fee was marked as non-refundable;
- c. the applicant has been given permanent resident status after the census date, the applicant will have to pay fees for the remainder of the semester.

For more information on fees refund please refer to the Academy's *Refund Policy*.

15. Appeals

15.1 Grounds for Appeal

An applicant who has been denied admission may appeal against the decision made by the Academy based on any one of the following grounds:

- a. An error has been made in the assessment for admission and the applicant satisfies all Academy and program selection requirements; and
- b. Where there is evidence that the Academy's published Admissions Policy and Procedure has not been followed.

15.2 Appeals Procedure

- a. The applicant must send a written statement setting out the grounds for appeal to the Admissions Officer within ten working days of the notice that their application for admission has been unsuccessful.
- b. All supporting documentation and evidence must be attached to the declaration.
- c. The Admissions Officer must notify the applicant of the outcome of the appeal within 20 working days of the decision.
- d. For further details about lodging an appeal, please refer to the *Student Grievance Management Policy*.

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Benchmarking Institutes	Australian National University Western Sydney University The University of Technology Sydney The University of Sydney University of New South Wales James Cook University
Related Document	Student Grievance Management Policy English Language Proficiency Policy Teaching and Learning Plan Student Code of Conduct Refund Policy Advanced Standing and Credit Transfer Policy and Procedure
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