

# STUDENT SELECTION AND ADMISSION POLICY AND PROCEDURES

## POLICY STATEMENT

Admission to all PEAR Academy Australasia [Academy] courses will be assessed and processed in accordance with the requirements of this policy.

### Responsibility for Implementation

Chief Executive Officer (CEO), Executive Manager Student and Campus Services, Manager Student Services, Executive Dean.

### Compliance and Monitoring

Manager Risk and Compliance/Board Secretary, Executive Dean, Academic Council, Board of Directors.

### Purpose

To detail the admission requirements and procedure for persons applying for entry into an Academy course.

### Scope

All applicants to courses offered by the Academy.

### Aim

To provide efficient and effective procedures to receive and assess applications for Academy courses and to ensure compliance with approved minimum entry requirements. This includes fostering student diversity and creating equivalent opportunities for students with barriers to entry.

## PROCEDURE

### 1.0 Applying for Admission

A person, who is applying for admission into an Academy's course All supporting documentation for applications must be in original form or certified as a and is 18 years of age or older at time of commencement of the course, must complete the relevant application form.

All completed applications must be signed by the applicant. Applications completed and/or signed by a third party will not be accepted.

All supporting documentation for applications must be in original form or certified as a true and accurate copy by a Public Notary. All documents must be made available in English.

All completed application forms are to be accompanied by supporting documentation where applicable, and include:

- Evidence the applicant meets the academic entry requirement for the proposed course of study.
- Evidence the applicant meets the English proficiency requirement for the proposed course of study.
- Passport details or government issued proof of identity.
- Any other document deemed necessary by the Academy to assess the student.

## **2.0 Academic Entry Requirements**

To be eligible for admission into an Academy course, all applicants must meet the relevant academic entry requirements for the respective course. Academic entry requirements are specific to each course offered by the Academy, as approved by Academy's Academic Council.

In some instances, the Academy may request that a testamur, diploma, certificate and/or academic transcript be accompanied by the certified translated version to ascertain the relevance to meet the academic entry requirement for an Academy course.

In the event that an application is not successful due to assessment of entry requirement, the applicant may request in writing to the Manager Student Services to review the application.

## **3.0 English Language Entry Requirements**

All students are required to meet the minimum English language proficiency requirements for entry into an Academy course. The English language requirement is specific to each course offered by the Academy as approved by the Academy's Academic Council and published on the courses page of the Academy's website [www.pearacademy.org](http://www.pearacademy.org). To better assist students, the Academy recognises a variety of formal English language tests and previous studies, which can be accepted as a deemed equivalency to meet the Academy's English Language Proficiency Requirements.

## **4.0 Students with Disabilities**

The Academy is committed to upholding the fundamental entitlements of people with disabilities and to developing an institutional culture that values and strives for standards of excellence in all areas of access, including premises, curriculum design, communication, and technology. A 'disability' can be a medical condition, mental health condition, learning difficulty, or any disability that impacts on study. Students who have a pre-existing disability requiring assistance and support, access services, assessment arrangements or reasonable adjustments must note this on the application form. This information is required to ascertain the resources required to support the students learning and to assess for course suitability. The Executive Manager Student and Campus Services is responsible for liaising with the appropriate Academy Units and coordinating the preparations, admission assessment and outcome.

## **5.0 Diversity and Equity**

Students who do not meet the published criteria for admission to a course may be eligible for admission by completing foundation or pathway coursework and/or approved placement tests. Students who have experienced significant barriers to study can apply for special consideration to increase access and create equal opportunities for higher education. This process takes into consideration an applicant's educational history, cultural knowledge, work experience, educational goals, and other achievements. A personal letter accompanied by relevant documentation from the student should be provided with the Application for Admission Form. The Executive Manager Student and Campus Services in consultation with the Executive Dean is responsible for the application assessment and outcome.

## **6.0 Offer of Admission**

Eligible Applicants will be issued a relevant Offer of Admission - Student Enrolment Agreement document from the Academy in writing. The Offer of Admission will be valid for a period of four (4) calendar months from the date of issue, or until the last day to enroll for the applicable intake has passed; whichever is first.

No offer of admission will be made for a commencement date of more than one (1) year from the time of application.

Verbal offers of admission are not made or accepted as they are not formal and not binding.

## **7.0 Acceptance of Offer**

Applicants are required to read the offer of admission, including the terms and conditions, and return the relevant completed and signed Offer of Admission - Student Enrolment Agreement to formally accept the offer of admission into the course specified.

## **8.0 Deferment**

Students wishing to defer their course commencement need to notify the Academy in writing. The Academy will hold all prepaid tuition fees in trust without penalty until the student enrolls in the course.

## **9.0 Incomplete or Inaccurate Information and Fraudulent Documents**

Where a person has been granted a place or permitted to enroll in a course as a result of providing incomplete, inaccurate, or fraudulent information, the Academy reserves the right to withdraw the offer immediately and cancel the student's enrolment.

## **10.0 Non-commencing Students**

Students who do not start their course in the commencement period specified on the 'Offer of Admission' and who are not granted a deferment of commencement, will be deemed to have forfeited their place in the Academy course and the offer of admission will lapse.

If a student wishes to start at a later date, they may be required to lodge a new application for admission to the Academy and be issued a new offer of admission. Students may incur additional fees for processing.

## **11.0 Conflict of Interest**

Academy staff who participate in the student admissions process shall recuse themselves in any case where they have, or appear to have, a conflict of interest concerning a student's application for admission to an Academy course. A conflict of interest is present if the staff member may have an interest in the outcome of whether a student is admitted to an Academy course or is rejected.

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