

HE-AP04 STUDENT ADMISSION POLICY AND PROCEDURE

Abbreviations:

AHE	Apex Australia Higher Education
AQF	Australian Qualification Framework
ATAR	Australian Tertiary Admission Rank
CC	Course Coordinator
CoE / eCoE	Confirmation of Enrolment / electronic Confirmation of Enrolment
RPL	Recognition of Prior Learning

1. Purpose

- 1.1 The purpose of this policy and procedure is to set out an approach for the selection and admission of applicants into Apex Australia Higher Education (AHE) courses that ensures admissions decisions are applied consistently and fairly; accommodates student diversity; and contributes to creating equivalent opportunities for academic success.

2. Scope

- 2.1 Applies to all students and prospective students, staff, members of decision-making bodies, and any third parties involved in the admission of students to AHE's courses.

3. Policy Statements

- 3.1 All applicants seeking to apply to Apex Australia Higher Education (AHE) are treated fairly, consistently, and equitably irrespective of their educational background, entry pathway, mode, or place of study.
- 3.2 AHE has open, fair, clear, and transparent procedures that are based on clearly defined admission criteria for making decisions about the selection of students.
- 3.3 Students are selected on merit based on the published criteria. AHE will also ensure that throughout the process of selection and admission, applicants are treated courteously, expeditiously and without discrimination.
- 3.3.1 AHE is committed to maintaining the integrity of its admissions processes. Admission decisions will be based on authentic evidence and a genuine assessment of each applicant's capacity to successfully complete the course. Where concerns arise regarding authenticity, suitability, academic preparedness or potential fraud, AHE may undertake additional verification, request further information, or conduct an interview before making an admission decision.

- 3.4 Specific consideration will be given to the recruitment of students from disadvantaged backgrounds, Aboriginal and Torres Strait Islanders, and persons from disadvantage or lower socioeconomic status backgrounds.
- 3.5 All students must be eighteen (18) years of age or over at the time that they commence the course for which they have applied.
- 3.6 All admission decisions are made by the Admissions Manager in consultation with the Registrar.
- 3.7 To gain admission to a course at AHE, an applicant needs to fulfil AHE's:
 - 3.7.1 General Academic Admission Criteria or Alternative Academic Admission Criteria, and
 - 3.7.2 English Language Requirements for Admission, and if relevant
 - 3.7.3 Additional Specific Course Admission Criteria for the course the student wishes to enrol in.

4. Admission Criteria

4.1 General Academic Admission Criteria

- 4.1.1 To satisfy the general academic requirements for admission to an undergraduate course at AHE, applicants must meet at least one (1) of the following entry requirements:
 - 4.1.1.1 Successful completion of Year 12 or equivalent with a minimum ATAR of 50 or equivalent (for the BIT, students are required to have an overall ATAR of at least 65 or have achieved a score/mark of a minimum of 60% in a mathematics/information systems/information technology unit); or
 - 4.1.1.2 Successful completion of a secondary qualification at an equivalent level from an international education provider; or
 - 4.1.1.3 Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian University that would enable students to gain entry to an Australian University; or
 - 4.1.1.4 Satisfactory completion of one year of accredited full-time study at a registered institute of tertiary education at AQF level 4 or above; or
 - 4.1.1.5 Admission to an undergraduate degree at an Australian University.
- 4.1.2 Alternative Academic Admission Criteria for applicants into undergraduate courses who do not meet the General Academic Admission Criteria:
 - 4.1.2.1 Applicants who are twenty-one (21) years of age or over who have not completed Year 12, or its equivalent may fulfil the academic admission criteria through one of the following entry requirements:

- Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or
- Submission of a portfolio of prior and current academic and /or professional work.

4.1.2.2 The processes used to monitor the progress of students enrolled under the Alternative Academic Admission Criteria include:

- Monitoring of the student's progress by the Course Coordinator (CC) during and at the end of each study period in the first year of the student's enrolment.
- A "Review of Student Progress" meeting between the student and the CC at the end of the first year of the student's enrolment.

4.1.3 To satisfy the general academic requirements for admission to a postgraduate course at AHE, applicants must meet the following entry requirement:

Graduate Certificate and Graduate Diploma Qualifications:

4.1.3.1 Successful completion of a bachelor's degree (AQF 7), Graduate Certificate (AQF 8), or higher-level qualification, in any discipline,

OR

4.1.3.2 Successfully completed an AQF Level 6 qualification such as an associate degree or advanced diploma that has been awarded by a recognised university or higher education institution, in any discipline, **AND** have at least two-years full-time managerial and/or professional work experience in a related field,

OR

4.1.3.3 Completion of year 12 plus a minimum of three-years full-time managerial and/or professional work experience in a related field,

OR

4.1.3.4 Completion of year 12 plus a minimum of five-years full-time general work experience in a related field.

Master's Qualification:

4.1.3.5 Successful completion of a bachelor's degree (AQF 7), Graduate Certificate (AQF 8), or higher-level qualification, in any discipline.

4.2 General English Language Requirements for Admission

4.2.1 International students whose first language is not English must demonstrate competency in the English Language. Refer to the **English Language Requirements for Admission**.

4.3 Additional Specific Course Admission Criteria

4.3.1 In addition to the General Academic Admission Criteria stipulated above, individual courses may have additional admission requirements specified in the course admission specification which applicants are required to meet to demonstrate their capacity for success in the course. These may include, but are not limited to:

- 4.3.1.1 Specific studies (e.g., English or mathematics at a specified level),
- 4.3.1.2 Attendance at interviews,
- 4.3.1.3 Presentation of folios, and/or
- 4.3.1.4 Submission of supplementary information forms.

4.4 Applying for Credit for Recognition of Prior Learning (RPL)

4.4.1 Applications for Credit for RPL are considered in accordance with the institute's AHE Credit for Recognition of Prior Learning Procedure.

5. Actions and Responsibilities: Admissions Procedure

5.1 Assessment of Admission Applications and verification of evidence

5.1.1 Applications for admission to AHE shall be made on the prescribed AHE Application for Admission Form and lodged in the manner prescribed on the Form.

5.1.1.1 This includes submitting acceptable evidence that they meet the published entry criteria for their chosen course.

5.1.1.2 An original or certified copy of documentation must be provided and sighted by the Admissions Officer.

5.1.2 All applications for admission to a course will be assessed by a qualified Admissions Officer.

5.1.2.1 Admissions Risk Assessment: During the admissions process, consideration may be given to:

- academic preparedness;
- previous educational achievement;
- progression pathway;
- authenticity of supporting documentation;
- English language capability;
- previous study history;
- applicant suitability for higher education.

5.1.3 All applications and their assessment will be validated and decided by the Registrar.

5.1.3.1 Where there is uncertainty about an applicant's academic preparedness, English Language Proficiency, authenticity of supporting documentation or capacity to

successfully complete the course, then the applicant will be interviewed before a final decision on the admission of the applicant is made.

5.1.4 Specific consideration will be given to the recruitment of students from disadvantaged backgrounds, Aboriginal and Torres Strait Islanders, and persons from disadvantaged or lower socioeconomic status backgrounds.

5.1.5 Qualifications submitted in a language other than English must be accompanied by a certified official translation.

5.1.5.1 Where available, AHE may independently verify academic qualifications through recognised verification services, awarding institutions or official qualification databases.

5.1.6 Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer may correspond with the issuer of the document and make relevant enquiries.

5.1.6.1 Where documents are identified as fraudulent, altered, misleading or otherwise unreliable, AHE may refuse admission, withdraw an offer of admission, cancel enrolment (where permitted under relevant legislation), and report the matter to relevant authorities where appropriate.

5.1.7 Applicants applying under this **Alternative Academic Admission Criteria** will be required to attend an interview with the CC (or their delegate) to assess the applicant's capacity for higher education studies.

5.1.8 The applicant should submit a portfolio of prior and current academic and professional work prior to the interview to assist in the assessment process. The criteria used by the CC (or their delegate) when selecting applicants to a course under special / alternative academic admission criteria include:

5.1.8.1 The capacity to pursue tertiary studies,

5.1.8.2 Motivation to pursue tertiary studies in the discipline of the chosen course,

5.1.8.3 Demonstrated potential for academic studies based on the applicant's portfolio,

5.1.8.4 Relevant professional and industry experience.

5.1.9 The process for assessing applications is described in:

5.1.9.1 **Appendix 1: Process for assessing an applicant's admission criteria.**

5.1.10 The forms required are outlined in:

5.1.10.1 **Appendix 2: Forms Required in the Admissions Process.**

5.2 Offers

5.2.1 Based on the documentation provided and subject to the applicant meeting the Admissions Criteria, a written offer of a place in the course will be made to the applicant via a **Letter of Offer and Student Written Agreement**.

5.2.2 Any conditions of the offer will be clearly specified in the Letter of Offer and Student Written Agreement.

5.2.2.1 Admission offers remain conditional upon the authenticity of documentation supplied and continued satisfaction of all admission requirements.

5.2.3 The offer of a place in a course will include the following information as part of the **Letter of Offer and Student Written Agreement**:

5.2.3.1 All charges and fees associated with the applicant's proposed studies as known at the time and advice on the potential for changes in charges and fees during their studies,

5.2.3.2 Arrangements and potential eligibility for credit for prior learning,

5.2.3.3 Details on changes to or withdrawal from an offer, acceptance and enrolment, tuition protection and refunds of fees and charges,

5.2.3.4 Details of any requirements specific to the course

5.3 Acceptance

5.3.1 Applicants accept the offer of a place in the course by signing and returning a copy of the **Letter of Offer and Student Written Agreement** as directed. Once an offer is accepted, the applicant is enrolled in their chosen course and sent a **Confirmation of Enrolment (CoE)** with details about the course and arrangements for student orientation.

5.4 Cancellation of enrolment

5.4.1 A student's enrolment may be cancelled if statements made in the admission application are shown to be false.

5.4.2 A student shall be deemed to be no longer enrolled in a course if the student has been excluded on academic or disciplinary grounds.

5.5 Appeals

5.5.1 Students and prospective students have the right to appeal an admission decision. Please refer to the AHE website to view the [Student Grievance, Complaint and Appeal Policy and Procedure](#) for the full process to follow. Below is an extract from the above mentioned policy and procedure:

THE AHE STUDENT GRIEVANCE, COMPLAINT AND APPEAL PROCESS			
Do you have a problem, complaint, or grievance? • Please follow the steps below if your issue is not resolved. • AHE ensures students that any problems, complaints, or grievances are resolved safely, promptly, and in complete confidentiality. Please refer to the full AHE STUDENT GRIEVANCE, COMPLAINT AND APPEAL PROCESS for all details, in the Student Handbook or the AHE website.			
Informal Complaint			Notes to Assist the Student
Step 1	Optional Informal Complaint	An AHE student or potential AHE student may raise an informal complaint by contacting the Student Services Officer. Student Services Officer (SSO): 9 am – 5 pm Mondays to Fridays at Reception; Phone: 02 – 8007 6262; Email (24/7 for response within 24 hours): support.he@apexaustralia.edu.au (TBA – contact details are indicative only)	• Academic or Non-Academic Issues
Formal Complaint			Notes to Assist the Student
Step 2	Formal Complaint	Formal Complaints must be submitted in writing marked to the attention of the Registrar as follows: - Formal Complaints submitted in writing using <i>Complaints and Appeals Form</i>, to the Registrar in person or emailed to registrar@apexaustralia.edu.au - Receipt of the complaint acknowledged within three (3) business days. The complaint handling process will commence within ten working days of receipt of the formal complaint. Process hoped to be finalised within four (4) weeks of receipt of the original complaint. - The Registrar will seek to clarify the outcome that the Complainant hopes to achieve, using written or verbal request or by a face-to-face interview. In a face-to-face interview the Complainant or Respondent may ask, if they feel necessary, another person of their choice to accompany or assist them as a support person at any relevant meetings scheduled to resolve the issue. There is no cost to the Complainant. - The Registrar will seek to resolve the complaint, provide a written report to the Complainant on the steps taken and reasons to address the complaint within ten working days. The report will include access to the internal appeals process if Complainant not satisfied.	• Academic or Non-Academic Issues
Internal Appeal			Notes to Assist the Student

Step 3	Internal Appeal	a. If a Complainant is dissatisfied with the outcome of their Formal Complaint, they may lodge an appeal with the CEO or the Dean within twenty (20) working days of receiving their Formal Complaint. b. Upon receipt of the request for an appeal, the CEO or the Dean or delegate will acknowledge receipt of the appeal in writing within three (3) working days of receipt. Appropriate person or committee appointed to consult with the Complainant and other relevant parties within ten (10) working days. c. Face-to-face interviews to be held. The Complainant or the Respondent may ask, if they feel necessary, another person of their choice to accompany or assist them as a support person at any relevant meetings scheduled to resolve the issue. d. The CEO or the Dean, or their nominee, will provide a written response to the Complainant advising the further steps taken to address the appeal, including the reasons for the decision, within ten working days. Report will further advise on Complainant's to access the external appeals process if they are not satisfied with the outcome of their internal appeal.	Academic or Non-Academic Issues
External Mediation		Optional	Notes to Assist the Student
Step 4	External Mediation	a. If the Complainant is not satisfied with the outcome of the internal appeal, then the student may choose to access an independent mediator to mediate a satisfactory outcome between them and AHE. This is at no cost to the student. This may be requested through the Resolution Institute Student Mediation Scheme Resolution Institute Student Mediation Scheme b. AHE CEO or the Dean will immediately implement actions related to decisions that supports the student and/or preventive actions required. c. AHE will advise all students in writing of that action and keep a copy of the complaint and supporting documents in the Complaints file and in the student file.	- This Step is Optional - Academic or Non-Academic Issues
External Appeal			Notes to Assist the Student
Step 5	External Appeal	If the Complainant is dissatisfied with the outcome of their appeal and they are an overseas student, then they may lodge an external appeal by contacting the Commonwealth Ombudsman Phone: 1300 362 072 or National Student Ombudsman (NSO) (including Overseas Students Ombudsman functions where applicable) AHE agrees to be bound by any recommendations from the Commonwealth Ombudsman , National Student Ombudsman	Overseas Students (non-academic matters only)

		(NSO) and the CEO or the Dean will immediately implement actions related to decisions that supports the student and/or preventive actions required. AHE will advise the overseas student in writing of that action and keep a copy of the complaint and supporting documents in the Complaints file and in the student file (where relevant).	
Further Action			Notes to Assist the Student
Step 6	External Appeal / Further Actions	If a grievance remains unresolved after the external dispute resolution process, the Complainant may decide to refer the matter to an external agency in Australia such as The Anti-Discrimination Board NSW, Victorian Equal Opportunity & Human Rights Commission or The Office of Fair Trading NSW, Consumer Affairs Victoria, or Tertiary Education Quality and Standards Agency (TEQSA).	The student is first advised to contact the relevant body or agency to ascertain what matters can be dealt by that body or agency.

6. Dissemination and Publication:

This Policy and Procedure will be published on the **AHE website** and accessible to all current and Prospective students. Students will also be advised of all Policy and Procedures during Orientation.

7. Relevant Legislation, Benchmarking Documents and Relevant Websites:

Legislation

- [Education Services for International Students Act 2000](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#) – Standard 1, 2, 5, 6 & 7 (specifically 1.1.1, 1.1.2, 1.1.3, 2.2.1, 2.2.2, 2.2.3, 5.3.7, 6.2.1j, 7.2.2d & 7.2.4)
- [National Code of Practice for Providers of Education and Training to International Students 2018](#)

Benchmarking Documents

- [AQF Qualifications Pathways Policy](#) – accessed September 2023

Relevant Websites

- [Commonwealth Register of Institutions and Courses for International Students \(CRICOS\)](#)
- [Department of Home Affairs](#)
- [TEQSA National Register](#)

8. Related Documents

- Credit for Recognition of Prior Learning Procedure
- English Language Requirements for Admission
- Admissions Assessments Checklist

- International Students Fees Payment Policy and Procedure
- International Students Fees Refund Policy and Procedure
- Letter of Offer and Student Written Agreement
- Student Academic Progression Procedure
- Student Grievance, Complaint and Appeal Procedure
- Student Handbook

9. Definitions

Refer to:

- Table of Acronyms and Definitions

Version Control

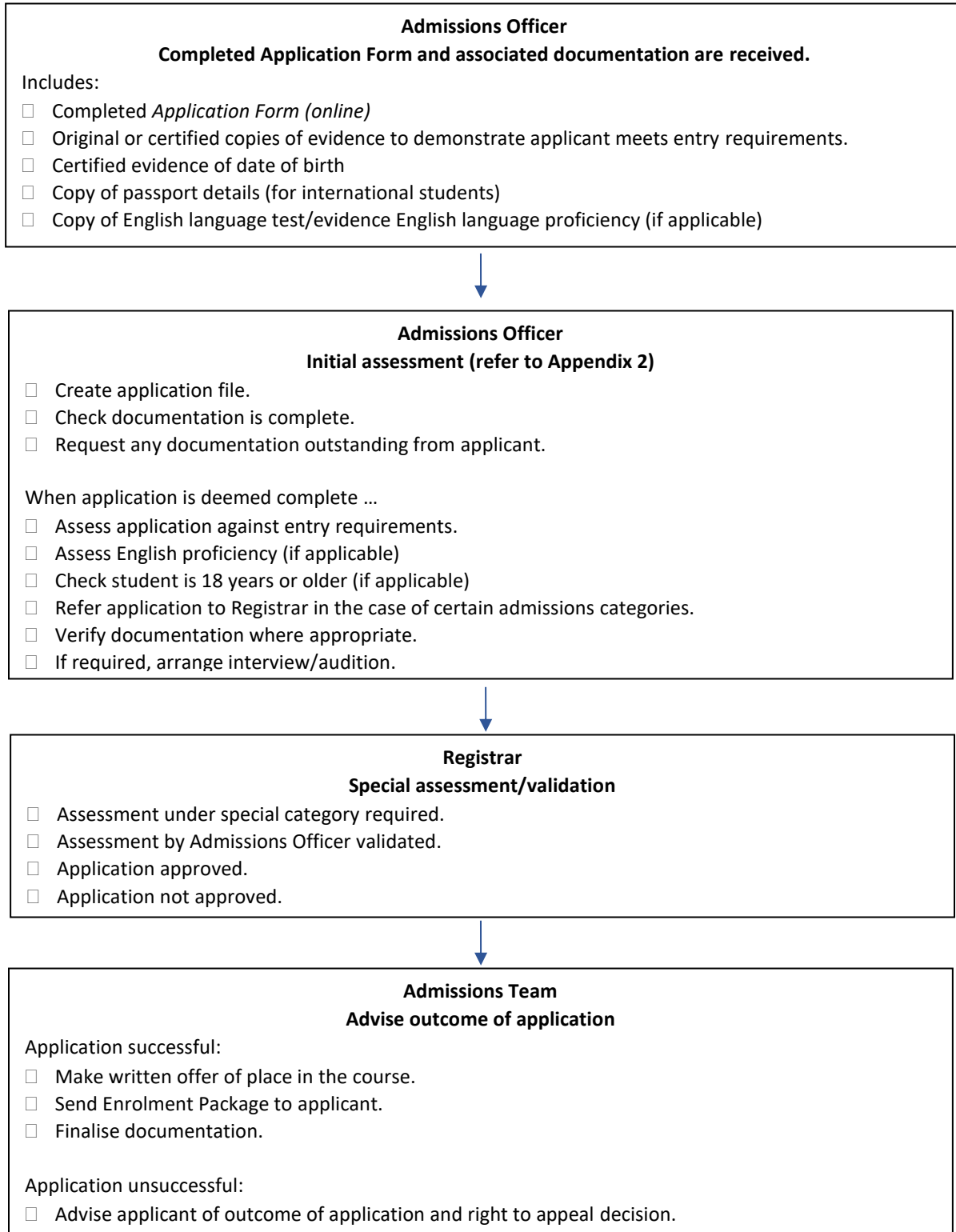
Document Name		Student Admission Policy and Procedure		
Document Code		HE-AP04		
Department		Academic Management		
Approved By		Academic Board	Date Approved	June 2018; May 2024
Revision History				
Version	Date of Changes	Change Summary	Author	Review Due
V1.0	26 March 2018	New Document	CEO / Executive Dean	March 2021
V2.0	25 June 2018	Amended based on Academic Board Minutes: refer to the AHE English Language Requirements for Admission; procedure moved to later sections; ATAR is set at 65; 3 criteria required for admissions; applicants can appeal further to the Ombudsman. Approved: Academic Board	CEO / Executive Dean	June 2021
V2.1	30 July 2018	Included specific consideration will be given to the recruitment of students from disadvantaged backgrounds. Approved: Academic Board	CEO / Executive Dean	July 2021
V3.0	13 September 2018	Appendix 2 was added to the admissions process to show what Forms are required at every stage. Externally reviewed by Prof J Edwards 30 Oct 2018. Approved: Board of Directors	CEO / Executive Dean	September 2021
V3.1	14 November 2018	Document formatted.	CEO / Executive Dean	November 2021
V4.0	26 August 2021	Inserted sections of the Credit for prior learning policy concerning course duration for credit of prior learning. Approved: Board of Directors	CEO / Executive Dean	August 2024
V5.0	20 January 2022	PRV and CRICOS Code inserted	CEO / Executive Dean	January 2025
V6.0	12 May 2023	Corrections, clarifications, and simplification with referral to other relevant policies rather than inclusion of specific details in this policy. Approved: Academic Board	CEO and Dean	May 2026
V6.1	18 August 2023	Inclusion of requirements for postgraduate admission. Approved: Academic Board	CEO and Dean	August 2026
V6.2	September 2023	Updated formatting, embedded links, updated version control table. Reviewed and noted at BoD meeting – 04.12.2023	Senior Compliance and Risk Manager	September 2026

Version	Date of Changes	Change Summary	Author	Review Due
V6.3 V6.4	May 2024	Updated the ATAR entry from 65 to 50 as per Academic Board recommendation. Approved by AB: 16.05.2024 22.05.2024 - Added in admissions criteria for GCIT, GDIT and MIT. Accepted by AB: 16.05.2024. Approved by BoD: 17.06.2024	Senior Compliance and Risk Manager	May 2027
V6.5	August 2024	4.1.1.2 Reworded	Senior Compliance and Risk Manager	August 2027
V6.6	October 2024	Included an extract of the appeals process from the Student Grievance, Complaint and Appeals Policy and Procedure. Noted by the BoD: 30.09.2024	Senior Compliance and Risk Manager	October 2027
V6.7	January 2025	Updating email address for admissions	Senior Compliance and Risk Manager	October 2027
V6.8	February 2025	Update BIT academic entry requirements in 4.1.1.1	Senior Compliance and Risk Manager	October 2027
V6.9	June 2026	3.3A Added admissions integrity principles 5.1.3A Introduced applicant suitability assessment 5.1.3.1 Enhanced interview provisions 5.1.5A Added qualification verification requirements 5.1.6 Expanded document verification process 5.1.6A Added fraudulent document provisions 5.2.2A Added conditional offer requirements Section 8 Added admissions checklist documents Appendices 1 & 2 updated to reflect current processes	Senior Compliance and Risk Manager	June 2029
Organisation		Apex Australia Higher Education		
Document Controller		Senior Compliance and Risk Manager		

APPENDICES

Appendix 1

Process for assessing an applicant's admission criteria.



Role	Responsibility
Course Coordinators	Recognition of Prior Learning (RPL), Academic Assessments
Compliance Manager	Monitoring Admissions Compliance
Academic Board	Admissions Oversight and trend monitoring

Appendix 2:

Forms Required in the Admissions Process

DOMESTIC APPLICANTS

STEP #	Step Details	Form for Student	AHE Internal Form
Step 1:	Apply Online or contact admissions.he@apexaustralia.edu.au Applicants should note that AHE will need to receive original or certified copies of evidence to demonstrate that you have met the entry requirements. This includes: • Certified evidence of date of birth. • Evidence that you have met the General Academic Admissions Criteria or Alternative Academic Admissions Requirement.	Online Form	Meshed Online Portal
Step 2:	AHE will review your application. All applications are competitively assessed. Competitive domestic applicants who meet the admissions criteria will receive a letter of offer and agreement.		Student Admission Checklist (student will be contacted by an AHE Admissions Officer)
Step 3:	If application is approved, a Letter of Offer and Student Written Agreement is sent to the student. Student is to accept the offer by signing the Letter of Offer and Agreement. Scan the whole completed form and return to: admissions.he@apexaustralia.edu.au If the application is not approved the student will be informed of the reasons for non-approval.	Letter of Offer and Student Written Agreement	
Step 4:	Following receipt of the completed Letter of Offer and Student Written Agreement, an AHE Admissions Officer will contact you for your Orientation and begin the enrolment process.	Letter of Enrolment	
Step 5:	Turn up for Orientation and classes!		

INTERNATIONAL APPLICANTS

STEP #	Step Details	Form for Student	AHE Internal Form
Step 1:	Apply Online or contact admissions.he@apexaustralia.edu.au Applicants should note that AHE will need to receive original or certified copies of evidence to demonstrate that you have met the entry requirements. This includes: • Copy of passport details (for international students) • Copy of English language test/evidence of English language proficiency (if applicable). • Evidence that you have met the General Academic Admissions Criteria or Alternative Academic Admissions Requirement. International applicants will also need to complete the Student Screening Form; or get in contact with one of AHE's pre-approved agents. Access the list of agents here.	Online Form	Meshed Online Portal
Step 2:	AHE will review your application. All applications are competitively assessed. If the International applicant meets the admissions criteria, an Admissions Officer will contact the international applicant to discuss the information provided in the Student Screening Form.		AHE Student Admission Checklist (student will be contacted by an AHE Admissions Officer)
Step 3:	If satisfactory, the international applicant will receive a Letter of Offer and Student Written Agreement and a Financial Capacity Declaration Form to complete. If the application is not approved the student will be informed of the reasons for non-approval.	Letter of Offer and Student Written Agreement Student Admission Finance Declaration Form	
Step 4:	Accept the offer by signing the Letter of Offer and Student Written Agreement. Scan the whole completed form and return to admissions.he@apexaustralia.edu.au . Scan the completed Financial Capacity Declaration Form and all required documentation and return to: admissions.he@apexaustralia.edu.au .		
Step 5:	An AHE Admissions officer will review the Financial Capacity Declaration Form and the provided evidence to ensure that the information disclosed is accurate. If satisfied, AHE issue a Confirmation of Enrolment (CoE) to the student.	Letter of Enrolment	
Step 6:	Following receipt of their CoE, International student must apply for a student visa. Information on how to apply for a visa can be found here .	eCoE	
Step 7:	Once you have received your visa, scan the visa to admissions.he@apexaustralia.edu.au . An AHE Admissions Officer will contact you for your Orientation and begin the enrolment process. Plan your trip to Australia!	Orientation Information	
Step 8:	Turn up for Orientation and classes!		