



Admission Policy and Procedure

Institution	Kingsway Institute
Policy Name	Admission Policy and Procedure
Policy Governance	Principal Executive Officer
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1 Preamble

The National Code 2018, Standard 2 Recruitment of an Overseas Student sets out that registered providers must recruit responsibly and ensure that overseas students are appropriately qualified for the course they are seeking to enrol in. Overseas students must have sufficient information to enable them to make informed decisions about studying with their chosen provider.

2 Purpose

The purpose of this policy is to describe how Kingsway Institute recruits responsibly by ensuring that students are appropriately qualified for the course for which they seek enrolment, including having the necessary English language proficiency, educational qualifications and work experience (where required). Students are provided with sufficient information to enable them to make informed decisions about studying with the College.

This policy outlines the College requirements for the following:

- Information prior to accepting overseas students
- Process for establishing and publishing entry requirements

3 Information Prior to Accepting Overseas Students

The College will provide or make readily available information to the student that outlines the services the College will provide the student, along with the rights and obligations of the student and the College. This information is contained in the College's student handbook, marketing materials or Letter of Offer and Written Agreement before they enrol including:

1. The requirements for an overseas student to be accepted into a course.
2. CRICOS course code and course content
3. Course duration and holiday breaks



4. Campus locations and facilities, equipment and learning resources available to students
5. Indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of the course,
6. The College cancellation and refund policies
7. Grounds on which an overseas student may be deferred, suspended or cancelled
8. The ESOS Framework, including the official Australian Government material or links to this material online (available on the ESOS Legislative framework page)
9. Accommodation options and indicative cost of living in Australia

4 Process for establishing and publishing entry requirements

Courses

Kingsway Institute offers the following ELICOS programs to overseas students:

- General English (CRICOS Code: 070494D)
Pre Elementary, Elementary, Pre Intermediate, Intermediate & Upper-Intermediate
- IELTS Preparation (CRICOS Code: 072572A)
Level 1, Level 2, Level 3
- English for Academic Purposes (CRICOS Code: 070495C)
Pre-EAP, EAP 1 & EAP 2

Entry requirements

General English

- There is no specific entry or minimum language proficiency requirement for General English, but students are tested on arrival and placed in classes according to their level.

IELTS Preparation, Level 1

- 5.0 IELTS or equivalent or General English Intermediate

IELTS Preparation, Level 2

- 5.5 IELTS or equivalent or General English Upper Intermediate or IELTS Level 1

IELTS Preparation, Level 3

- 6.0 IELTS or equivalent or IELTS Level 2

Pre-EAP:



- Official IELTS 5.0 (or Kingsway Institute IELTS practice test 5.0) or Kingsway Institute Intermediate level, or strong Pre-Intermediate. If an International English Language test score is used for entry, the score must be no longer than two years old.

English for Academic Purposes 1:

- Official IELTS 5.5 (or Kingsway Institute IELTS practice test 5.5) or Kingsway Institute Upper-Intermediate level or its equivalent. If an International English Language test score is used for the course entry, the score must be no longer than two years old.

English for Academic Purposes 2:

- Official IELTS 6.0 (or Kingsway Institute IELTS practice test 6.0) or Kingsway Institute Pre Advanced level or equivalent. If an International English test score is used for entry the score must be no longer than two years old.
- 6.0 IELTS or equivalent or IELTS Level 2

5 Application Process

On receipt of a completed Application Form - International Student, the Administration manager or staff will make a decision on eligibility.

Each enrolment application is to be assessed to ensure that the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

The Administration Manager or staff assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the course. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular course in which the applicant wants to enrol.

Written agreements stated in Kingsway Letter of Offer and Acceptance Agreement between Kingsway and students set out the services to be provided, fees payable and information in relation to refunds of tuition fees.

Kingsway is to have a written agreement with each student. Kingsway does not accept tuition fees from international students before a Letter of Offer and Acceptance Agreement-International Student has been signed or otherwise accepted by that student.

Kingsway enters into a written agreement with the student, signed or otherwise accepted by that student, concurrently with or prior to accepting tuition fee from the student. The agreement must:

- a. identify the course or courses in which the student is to be enrolled and



- any conditions on his or her enrolment
- b. provide an itemised list of tuition fees payable by the student
- c. provide information in relation to refunds of tuition fees
- d. set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
- e. advise the student of his or her obligation to notify Kingsway of a change of address while enrolled in the course.

Kingsway includes in the written agreement the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of tuition fees in the case of student and provider default:

- f. amounts that may or may not be repaid to the student (including any tuition fees collected by education agents on behalf of Kingsway Institute);
- g. processes for claiming a refund;
- h. a plain English explanation of what happens in the event of a course not being delivered; and
- i. a statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”

6 Record retention requirements relating to written agreement

Kingsway Institute must maintain records of all written agreements, as well as receipts of payments made under the written agreement, for at least two (2) years after the overseas student ceases to be an accepted student.