Admission Policy and Procedure

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Policy Statement	
Purpose	Glencoe Institute of Higher Education ('the Institute') is committed to offering higher education to a wide range of prospective students by ensuring its *Admission Policy and Procedure* ('the Policy') is fair, ethical, consistent and transparent. The Policy outlines the information necessary for admission to courses.
Scope	This Policy applies to all students enrolled or intending to enrol at the Institute and staff managing admissions.
Definitions	For definitions, please refer to the *Dictionary of Terms.*

1. Policy Principles

a) The Institute is committed to establishing clear and consistent admission requirements and procedures in alignment with the *Australian Qualifications Framework (AQF)* and relevant Commonwealth legislative and regulatory frameworks, including the *Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021)*, the *Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)*, the *Education Services for Overseas Students Act 2000 (ESOS Act)*, and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)*, ensuring compliance with all applicable quality assurance, governance, and student protection requirements.

b) The admission process is designed to be fair and equitable, and the Institute provides accurate and readily available information, in plain English, about entry requirements to prospective students.

c) The Institute is committed to widening participation and promoting equitable access to higher education, including for Aboriginal and Torres Strait Islander applicants, through inclusive admission practices.

d) The admissions process ensures that, prior to enrolment and prior to accepting any fees, students are informed about their rights and obligations. This includes providing students with comprehensive details regarding all charges associated with their selected course, as known at the time, and offering guidance regarding potential modifications in these charges over the course of their studies as outlined in the Institute's *Refund Policy and Procedure*.

e) The Institute monitors admission outcomes and equity of access across student cohorts and reports relevant data to the Academic Board to ensure equivalent opportunities for all prospective students.

f) The Institute ensures that the admission and all other contractual agreements with the student are in writing and clearly outline any special conditions that may apply to the student.

g) The Institute verifies that all admitted students have fulfilled their academic and general entry requirements and English language proficiency requirements without any known limitations that could impede their progress and successful completion of their course of study. Both the academic and English language proficiency requirements have been stated in the course outlines and will be published on the Institute's website.

h) All staff involved in the admission process adhere to the Institute's *Privacy Policy* regarding the handling of student application information.

i) The Institute facilitates the recognition of previously acquired qualifications in accordance with the *Advanced Standing Policy and Procedure*. All applications for advanced standing are assessed based on the guidelines outlined in the Institute's *Advanced Standing Policy and Procedure*.

j) The detailed information regarding the recruitment of an international student will be provided to the student in their Student Handbook.

2. Entry Requirements

The entry requirements for a course are documented in the specific course information and consist of a combination of the following:

a) Academic qualifications;
b) Equivalency of claimed qualifications;
c) Demonstrated English Language Proficiency (international students);
d) Relevant experience and attainments;
e) Meeting the inherent requirements of the course (where applicable).

3. Admission Procedure

Prospective students are required to complete the following process for admission.

a) Prospective students are required to complete the *Admission Application Form*.
b) The Institute assesses the individual needs of applicants at the point of admission, including those with specific learning or support needs, and ensures appropriate support services are identified and made available in accordance with the *Student Support Services Policy and Procedure*.
c) Domestic students must provide evidence of one of the following to demonstrate they have successfully met the educational entry requirements:
    i. Successful completion of Year 12 with a minimum ATAR 60 or equivalent, within the last 5 years;
    ii. Successful completion of one year of accredited tertiary study at an Australian Institution;
    iii. Successful completion of Certificate IV or a Foundation studies course through an accredited institution in a related discipline;

d) International students must provide evidence of the following to demonstrate they have successfully met the educational entry requirements:

    i. Successful completion of Year 12 qualification (national or international) with a minimum ATAR 60 or equivalent, within the last 5 years;
    ii. Successful completion of one year of accredited tertiary study at an Australian institution;
    iii. Successful completion of Certificate IV or a Foundation studies course through an accredited institution in a related discipline;

e) The Institute supports equitable access for Aboriginal and Torres Strait Islanders people in Australia and has special arrangements in place for Aboriginal and Torres Strait Islander people who do not meet standard entry requirements. These arrangements involve an interview process that allows prospective Aboriginal and Torres Strait Islander students to demonstrate their readiness for higher education. Selection is based on various factors, including previous education and prior learning. To apply, Aboriginal and Torres Strait Islander applicants must submit a personal statement detailing their education and any relevant circumstances. The Dean and/or nominee will make the final decision on admission after meeting with the prospective student.

4. English Proficiency Requirements

All international prospective students whose first language is not English are required to provide evidence of satisfying the Institute's English language requirement for the course of study.

For an undergraduate course, the following scores provide an indication of the minimum requirement:

Test	Acceptable Score
IELTS	Overall, 6.0 (no band less than 5.5)
TOEFL	60-78
PTE	50 (or higher) (with all communicative skills scores 45 or above)
C1 Advanced Formerly (CAE)	Overall score 169 (no less than 162 in any category)

For more details, please refer to the *English Language Policy and Procedure.*

5. Minimum Age Requirements

The minimum age requirement for international and domestic applicants intending to study at the Institute is at least 18 years old at the intake date. This means that applicants must have turned 18 by the time they start their studies at the Institute.

6. Special/Alternative Admission Entry

a) Mature age applicants (21 years of age or over) may be admitted to the course without meeting the academic entry requirements outlined in Section 3 above.

b) Mature age applicants must provide evidence of an alternate qualification to demonstrate they have successfully met the educational entry requirements. Students with alternate qualifications (not part of the official entry requirements) i.e., International Higher Education qualifications, are assessed for approval by the Dean (or nominee) on an evidence-based case-by-case basis.

c) The Institute aims to recruit mature-aged international and domestic students who possess previous experience, recognising these students bring valuable industry expertise and knowledge to the student cohort and the Institute.

d) The teaching methods employed at the Institute are activity-based and discussion-based, enabling students with varying levels of knowledge and work experience to actively share and participate in the learning process. This exchange of knowledge, experience and considered opinions provides valuable information regarding the relevant profession and careers and enhances the learning outcomes.

e) Admitting mature-aged students allows in a supportive learning environment also enables them to contribute effectively to student representative roles.

7. Responsibilities

a) It is the responsibility of the Admissions Officer to ensure that all applications for admission are administered in accordance with this Policy.

b) The Admissions Officer is responsible for the verification of the academic qualification credentials of the applicant.

c) The Admissions Officer may contact the issuing institution to verify the authenticity of the academic transcripts and assess the equivalence.

d) Upon receiving a complete application and verification of the documents, the Admissions Officer will issue the Letter of Offer to the applicant.

e) Where an application is incomplete a Conditional Letter of Offer may be issued by the Admissions Officer.
f) Upon receipt of a formal (unconditional) Letter of Offer, an applicant must accept the offer as per specified instructions and deadlines outlined in the Letter of Offer.
g) The applicant may apply to defer commencement for up to 12 months as per the *Deferment, Suspension and Cancellation Policy and Procedure.*
h) The applicant may decline the offer or take no action. In case of no action taken, the offer will lapse 30 days after the Letter of Offer is dispatched.

8. Withdrawal of Offer

An offer of admission may be withdrawn under any of the following circumstances:

a) The offer is not accepted by the specified date;
b) The agreed conditions of the offer are not satisfied by the specified date(s);
c) The applicant provides false or misleading information;
d) Non-payment of any specified fees.

9. Denial of Admission

Irrespective of eligibility or any other provision in this Policy, the Dean may refuse an application for admission on one or more of the following grounds:

a) The applicant has provided false or misleading information to the Institute;
b) The applicant has been reported as having provided false or misleading information to another higher education provider;
c) The applicant has previously been found guilty of serious misconduct as a student at the Institute or at another higher education provider;
d) The applicant is a potential danger to students and/or staff;
e) The presence of the applicant at the Institute is potentially detrimental to the well-being of students and/or staff due to safety concerns, disruptive behaviour, or health consideration.

10. Records Keeping and Monitoring

The Institute adheres to the *Records Management Policy and Procedure* for maintaining the records. Records of decisions are retained for a period of 2 years after the student is no longer enrolled in the Institute.

11. Appeal

Students and prospective students have the right to lodge a complaint if they are dissatisfied with any aspect of the admission process, including admission decisions, as outlined in the *Student Grievance Management Policy and Procedure.*

12. Review and Evaluation

This Policy will be reviewed at least every two years, or earlier if required due to changes in legislation, regulatory requirements, technological developments within professional and industry sectors, or institutional priorities, to ensure its ongoing relevance, accuracy, and effectiveness.

Version Control

Version	Date of Approval	Approved By	Related Documents
1.3	15 April 2026	Academic Board	Student Grievance Management Policy and Procedure English Language Policy and Procedure Advanced Standing Policy and Procedure Deferment, Suspension and Cancellation Policy and Procedure.
Benchmarking Institutions			University of New South Wales Charles Sturt University Moore Theological College Australian Institute of Higher Education
Policy Owner			Dean
Legislations			Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) (HESF 2021) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) (National Code) Tertiary Education Quality and Standards Agency Act 2011 (Cth) (TEQSA Act) Australian Qualification Framework (AQF)
Higher Education Standards Framework (Threshold Standards) 2021 (Cth)			Standard 1.1; Standard 1.2; Standard 1.3; Standard 2.4; Standard 7.2.