Admissions Policy for International Students

Purpose

This policy establishes the principles and processes by which Institute of Creative Arts and Technology Pty Limited (ICAT) will assess international student applications to study at ICAT in accordance with college rules, the *Higher Education Standards Framework 2021*, *the Education Services for Overseas Students (ESOS) Act 2000* and the *National Code 2018.*

Scope

This policy applies to all international students who seek admission to a course of study at ICAT. This policy also applies to college staff when assessing and processing international student enrolment applications.

Australian citizens or permanent residents seeking admission to a course of study at ICAT should refer to the college *Admissions Policy for Domestic Students*.

Related Policies

This policy should be read in conjunction with the following college policies:

- Course Credit for Recognition of Prior Learning Policy
- Complaints & Appeals Policy

All documents referenced in this policy can be accessed via the Forms & Policies section at the bottom of the Home Page of the college website and Handbook section of the Moodle Student Portal via http://myicat.edu.au/.

Attached Schedules

The following schedules are referenced in this policy to provide additional information:
Schedule A: Student Admissions Delegations & Levels of Authority Matrix

Definition of Key Terms

"**Bachelor's degree**" means an Australian Qualifications Framework Level 7 (AQF Level 7) accredited course of study.

"**Diploma**" means an Australian Qualifications Framework Level 5 (AQF Level 5) accredited course of study.

Domestic applicant: a prospective student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visa including humanitarian visas)

"CoE" means a Confirmation of Enrolment which confirms the student's eligibility to enrol in a course.

"**DHA**" means the Department of Home Affairs.

"**OSHC**" means Overseas Student Health Cover.

Delegation Levels

Stages of Admission	Authoriser/s
Enquiry	Admissions Team, Course/Program Coordinators
Application	Admissions Team, Registrar, C/P Coordinators
Enrolment	Admissions Team, Registrar, C/P Coordinators
Orientation	Marketing, Academic Coordinator, Registrar, C/P Coordinators

A detailed *Student Admissions Delegations & Levels of Authority Matrix* is provided at Scheduled A to this policy. Where there is any doubt as to whether an applicant meets all admission requirements to a course of study at ICAT, the final decision lies with the respective Course/Program Coordinators.

A. International Students Admissions Policy

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International students may be accepted into a course of study at ICAT if they meet the minimum admission criteria (see section titled **Criteria for Admission**), and enrolment will only be finalised when the student is in possession of a valid student visa (see section titled **Criteria for a Confirmation of Enrolment**). ICAT reserves the right not to offer a student a place in a Course of Study.

Applicants are expected to have attended an initial Interview, phone interview or Open Day prior to applying to a course of study at ICAT.   All applicants will be required to undergo a phone interview initially, and in some cases a face-to-face interview to discuss an individual's goals and objectives for the course. Attendance at an Open Day or Campus Tour alone is not sufficient. The interview process for international students is focused on academic preparedness for tertiary studies.

In special circumstances, the Director of Education may waive one or more of the admission requirements for an applicant. Where this authority is exercised, the formal approval will become part of the student's official record. The Academic Board will be advised of any the use of this delegation with a view to ensuring that the admissions criteria remain robust and appropriate in design and application. The Director of Education reserves the authority to waive one or more of the standard admission requirements for an applicant. However, where a student does not meet the established criteria and their admission may potentially impact their ability to adhere to institute policies, maintain academic standards, fulfill course requirements, or necessitate adverse or impactful adjustments or exemptions, their case will be reviewed by the Academic Board. The Academic Board will assess each individual case to determine the suitability of admission, considering factors that may pose a risk to the Institute's reputation and its standards.

The minimum admission criteria are outlined at the "Criteria for Admission" section below.

Enquiries

Please be advised that our enquiry process, as well as any subsequent requests or correspondence, may involve the utilisation of Education Agents. This practice is consistent with

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our established procedures for the recruitment of international students. Education Agents play a crucial role in facilitating communication and providing support to prospective students throughout the admissions process.

Applicants with any enquiries about studying at ICAT or are seeking course advice prior to making an application, can contact the Admissions Team using one of the following methods:

	Sydney Campus
Telephone:	02 9698 9919
Email:	support@icat.edu.au
Online:	Enquire at ICAT

All course enquiries are handled by the Admissions team and the Course/Program Coordinator who is available to provide any specific course advice.

Criteria for Admission

Applicants need to be aware that the admissions criteria concerning English language proficiency are tailored to each course of study, encompassing both our diploma and bachelor courses. Prospective applicants are strongly encouraged to carefully review the specific admissions criteria and related information for their intended program, available on our Institute's official website, prior to initiating the application process.

Please see the Institute's website for reference.

1. An international student applicant must be at least 18 years of age at the time of application.

2. The minimum entry requirement is the completion of the overseas equivalent to an Australian Senior Secondary Certificate, completed at the end of Year 12 in Australian secondary schools.

3. All applicants are required to complete the ICAT "*Application Form*" and copies of academic transcripts should be included with this application.

4. To be accepted for enrolment, an international student is required to have successfully completed one of the following:
   o Senior Secondary study in an approved country or International High School;
   o at least two units at AQF Level 5 or equivalent or higher in an approved country;
   o AQF Level 4 or equivalent or higher;
   o an approved Foundation Studies program in Australia; or
   o an approved English for Academic Purposes course with some providers that have been approved for a direct entry agreement with ICAT.

5. An international student is required to produce evidence of English Language Proficiency at one of the following levels (or equivalent):

Minimum English Proficiency Assessment Scores

Courses	IELTS Band Score (1)	Cambridge CAE Score (2)	Pearson Academic Score (3)	TOEFL iBT Score (4)
Advertising & Media Programs	6.0	169	52	65
Business Programs	6.0	169	52	65
Digital Media Programs	6.0	169	52	65
Journalism Programs	6.5	176	59	79
Communications and Media	7.0	185	66.3	94-101

1. Overall score of 6.0, with no individual band below 5.5 except for Journalism where the requirement is an Overall score 6.5, with no individual band less 6.0.
2. Overall score of 169 except for Journalism where the requirement is an overall score of 176.
3. Overall score of 52, with no individual band less than 47 except for Journalism where the requirement is an Overall Score of 59, with no individual band less than 54.
4. Overall Score of 65 except for Journalism where the requirement is an overall score of 79.

All English tests need to be no more than two years old at the date of course commencement.

6. Applicants may also be required to participate in a short admission interview as part of the application process to confirm their English Language proficiency in accordance with our entry criteria and to ensure the applicant clearly understands the nature of the program and the commitment they are making, and that any questions are addressed. Where the applicant has not yet arrived in Australia, the interview can take place via Skype or similar.

Successful applicants will receive a **Letter of Offer** and an **International Student Acceptance Agreement**, with references and links to the Student Handbook and International Student Guide, within two weeks of receipt of their application. The Letter of Offer will request return of the signed International Student Acceptance Agreement, payment of Initial Tuition Fee and evidence of Overseas Student Health Cover (OSHC). ICAT will only issue a **Confirmation of Enrolment (CoE)** once these tasks have been completed (see Criteria 6-8 below). A CoE is required by the Department of Home Affairs (DHA) before they will assess a visa to study in Australia.

Pathway Option

Students who do not meet one of the above English language proficiency criteria for undergraduate or postgraduate entry may be offered a pathway which includes completion of an English for Academic Purposes course that satisfies the entry requirements prior to commencing their primary course with the school. The English for Academic Purposes course must be on the list of approved direct entry ELICOS programs.

Criteria for a Confirmation of Enrolment (CoE)

7. A signed International Student Acceptance Agreement, payment of the Initial Tuition Fee and evidence of OSHC must be received by the Registrar before they are able to issue a Confirmation of Enrolment (CoE) which is required for the application of a student visa with the DHA.

8. Payment of the Tuition Fees for Trimester 1 (Initial Tuition Fee) is required prior to the processing of enrolment. Tuition fees for each subsequent trimester are due two weeks prior to the commencement of the trimester i.e., Trimester 2 fees are due two weeks before the Commencement Date for Trimester 2.

9. Australian Government regulations require all international students to have Overseas Students Health Cover (OSHC) for their period of time in Australia. A CoE will not be issued by ICAT until evidence is provided that Overseas Students Health Cover has been obtained.

Before enrolment is finalised by ICAT, all international students must be in possession of the appropriate student visa as issued by DHA and have provided a copy to the Office of the Registrar for the student file.

Course Credit

Students can apply for course credit if they have suitable prior learning. Where an application for course credit for a unit is successful, the student is exempt from attending and completing that particular unit in order to complete the qualification. International students should be aware that receiving course credit may affect the course cost, course duration and your student visa. If gaining course credit will affect the duration of your course, it will also affect the duration of your visa and these changes will be reported to DHA via PRISMS. More detail on the course credit process is outlined in the *Course Credit for Recognition of Prior Learning Policy* which can be found in the Enrolment FAQs section of the college website and on the Student Portal myicat.edu.au.

B. International Student Admission Procedures

1. Application Form

Information for international students regarding their educational requirements for admission, available courses, dates, fees, overseas student health cover, recognition of prior learning, enrolment confirmation and refund policy can be found on the *International Student* section of the college website at *About ICAT> International Students* section of our website.

International students can complete an application online using the *Online Application Form* accessible at Apply at ICAT(from the *Home Page* of the college website).

2. Review and assessment of completed application form against admission criteria

a. Confirm necessary supporting documentation is attached to the application form

The submitted '*International Student Application Form*' and any application for RPL is checked for completeness by the Marketing & Admissions Manager. All sections of the application are required to be completed and any RPL applications signed. It is the responsibility of the applicant to attach the following documentary evidence which is a compulsory requirement of international students when applying to study at ICAT:

- Certified evidence of English proficiency or enrolment in a recognised ELICOS course
- Certified evidence of previously attained qualifications
- Evidence of experience

The completed *International Student Application Form* is reviewed and assessed against the 'Criteria for Admission' by the Marketing & Admissions Manager. Application forms are not accepted without the appropriate supporting documentation.

All attachments should be copies of originals as certified by a Justice of the Peace or a Registered International Education Agent. Any international documentation should be translated to English. Where original documentation is presented with the application, the Marketing & Admissions Manager will take copies of the documentation and witness them as being true copies of originals presented. The original documentation will be returned to the applicant.

Application forms are not accepted without the appropriate supporting documentation.

b. Academic qualifications and credentials are verified

The minimum entry requirement is the completion of the overseas equivalent to an Australian Senior Secondary Certificate, completed at the end of Year 12 in Australian secondary schools. As part of the assessment process, academic qualifications and credentials must be verified using:

- Higher Education Providers - www.teqsa.gov.au/national-register
- RTO and VET Qualifications - www.training.gov.au
- International Baccalaureates - www.ibo.org/country/
- International Qualifications - CEP Online database

c. Establish English Language Proficiency levels

All students must be sufficiently competent in the English language to participate effectively in their course of study and produce a certified copy of their English proficiency scores with their application. The English entry requirements must be met by all students prior to admission as outlined on page 2 of this policy document.

If the applicant cannot produce a satisfactory IELTS or equivalent score, or there are doubts about the English language skills to cope in the academic environment, the Marketing & Admissions Manager will pass the application to the respective Head of Faculty. The Head of Faculty will then assess the application and recommend the applicant to enrol in an English (ELICOS) course to achieve the minimum IELTS requirement of their chosen course of study.

d. Assessment of any applications for admission by RPL
- **Application by RPL: Evidence for recognition of prior learning is reviewed**

In accordance with the ***Course Credit for Recognition of Prior Learning Policy***, and the procedures contained within, any applications for admission and course credit by RPL must be approved by the Head of Faculty. Where an application to for admission to ICAT is accompanied by an Application for RPL, both applications are to be forwarded to the respective Head of Faculty for assessment.

Once a decision is made by the Course/Program Coordinators, both applications will be returned to the Marketing & Administrations Manager to continue with the process for admission at Step 3.

3. Participation in a short interview

Participation in a short informal interview is required by all international students to ensure the applicant clearly understands the nature of the program and the commitment they are making, and that any questions are addressed.

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The Marketing & Admissions Manager will contact the applicant to organise a mutually convenient time. Where the applicant has not yet arrived in Australia, the interview can take place via Zoom.

4. Letter of Offer & International Student Acceptance Agreement

After review and assessment of the application form against admission criteria (including English proficiency or enrolment in an ELICOS course) and the successful completion of an application, the Marketing & Admissions Manager will send a Letter of Offer, International Student Acceptance Agreement, with references and links to the Student Handbook and International Student Guide, within two weeks of receipt of their application. The Letter of Offer will request return of the signed International Student Acceptance Agreement, payment of Trimester 1 tuition fees (Initial Tuition Fee) and evidence Overseas Student Health Cover. ICAT will issue the Confirmation of Enrolment (CoE) once these items have been actioned and witnessed by the Registrar.

5. Confirmation of Enrolment (CoE)

The student will be issued a Confirmation of Enrolment (CoE) by the Registrar so that visa applications may commence, once the following actions have been received:

- **returned a signed copy of the International Student Acceptance Agreement**
- **payment of the Initial Tuition Fee has been received by ICAT**
- **evidence of the possession of Overseas Students Health Cover (OSHC)**

They will also be referred to the Student Handbook and an International Student Guide again which includes information on homestay and medical services etc.

6. Course Commencement

Once the student visa is granted, the original visa should be presented to the Registrar for verification so that enrolment can be finalised.

Once a copy of the visa is provided to the Office of the Registrar, enrolment will be finalised, and the student will receive confirmation of course commencement including a Student ID Number, timetable, and details about Orientation Week.

7. Track Student Progress & Default

In accordance with the *National Code 2018*, the following international student defaults will be reported to the Department of Education via PRISMS within five business days:

- **Student payments are not forthcoming**
- **Student fails to arrive for their course**

If ICAT is unable to deliver the nominated program due unforeseen circumstances, the Secretary and the TPS Director will be notified via PRISMS within three business days.

8. Conduct of ICAT Staff

Staff must conduct themselves with integrity and honesty. All ICAT communications must comply with Australian Law and all applicable education legislation especially those which regulate the treatment of students both domestic and international.

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Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
191217	17 Dec 2019	QA Manager	CEO	Change to entry requirements.
220616	23 Jun 2022	Collaborative	Academic Board	Include requirement for an interview and/or attendance to an Open day; Dean's discretion to waive one or more admission criteria
280423	23 Jun 2022	Collaborative	Academic Board	Updated to ICAT template
24112023	30 Nov 2023	Director of Operations and Compliance	Academic Board	Edit and minor language amendments made in line with CRICOS health check review of policies and documents

Policy Information

Author:	Director of Operations and Compliance
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Schedule A: Student Admissions Delegations & Levels of Authority Matrix

Item	Authorisation Levels	Delegated Authority
Enquiry	Applicant Information Collation & Creation of a Student File	Admissions Team
	Course Advice (General Advice)	Admissions Team
	Course Advice (High-Level Admission or Course Specific Advice)	Admissions Team, Course/Program Coordinator
Application	Application Acknowledgement & Arrange Interview	Admissions Team
	Assessment of Application against Admission Criteria	Admissions Team
	Verification of Academic Qualifications	Admissions Team, Registrar
	Conduct Interview Process	Admissions Team, Course/Program Coordinator
	Final Decision to Offer Place (where any doubt)	Course/Program Coordinator
	Issue Letter of Offer	Admissions Team
Enrolment	Review of Signed Letter of Offer & Student File (for completeness)	Registrar
	Recognition of Prior Learning & Recognition of Prior Experience	Course/Program Coordinator
	Enrolment into Course & Units in the Student Management System	Registrar
	Issue 'Confirmation of Enrolment' Advice (Domestic Students)	Registrar
	Issue 'Confirmation of Enrolment' Advice and CoE (International Students)	Registrar
	File copy of Student Visa (International Students)	Registrar
Orientation	Set Orientation Dates	Registrar, Course/Program Coordinator
	Issue 'Confirmation of Orientation Dates' Advice	Registrar