

Admissions Policy

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2. Purpose

This policy outlines the principles for admission to HEA courses. It establishes standards for the processes, making them equitable, fair and transparent and ensuring that the stages of the admission process are in alignment with the *Higher Education Standards Framework 2021*, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, and the *Education Services for Overseas Students (ESOS) Act 2000*.

3. Scope

This policy applies to all prospective students who are applying for admission to HEA courses, and to the staff involved in the recruitment and admission of students.

4. Definitions

Please refer to the Glossary of Terms.

5. Policy

5.1 Principles

- 5.1.1 Applications for admission to HEA will be assessed based on academic merit and the process will be equitable, fair, transparent and consistent.
- 5.1.2 HEA will only admit students who have a reasonable chance of completing the requirements for the course and have no known limitations at the time of admission that could impede their chance to progress or complete the course.
- 5.1.3 HEA will establish admission pathways in place for students with special needs or those who have been disadvantaged.
- 5.1.4 Where a student discloses a special need, disability, or circumstance during the admissions process, this information will be recorded on the student's record and used by the Admissions Team to inform Course Coordinators of the types and levels of support that may be required. Categories of support include, but are not limited to: English language support; additional academic support; mental health and counselling; cultural support; and pastoral support. This data will be managed in accordance with the Records and Information Management Policy and relevant privacy legislation.
- 5.1.5 All policies and processes for admission will be clearly documented.
- 5.1.6 All admission requirements will be published on the HEA website, in the Student Handbook and in all relevant marketing materials. This includes requirements for ongoing progression and successful completion.
- 5.1.7 Students will be clearly informed of their rights and obligations before their admission is finalised.
- 5.1.8 Students must be provided with sufficient information in the form of Student Handbook and HEA's website to assist them in making informed decisions about their admission at HEA, including what their rights and responsibilities are.
- 5.1.9 All fees and related information will be provided to students prior to admission to allow them to make informed decisions about whether the proposed course of study and the impost on the student is right for the student.
- 5.1.10 In addition to course fees, HEA will ensure that prospective students are informed prior to admission of any specialist equipment, technology specifications, and software required to undertake their course of study (e.g. a personal laptop meeting specified hardware requirements, and software such as Windows 11 or the most recent version of iOS). This information will be made available through the HEA website, Student Handbook, and Student Agreement to ensure that no additional financial commitment comes as a surprise to prospective students.
- 5.1.11 All information provided to students must be accurate and current. HEA will implement processes to regularly review and update admissions information to ensure ongoing accuracy and compliance.
- 5.1.12 Appropriate documentation must be provided to an applicant to confirm their admission in HEA's course and records of such documentation must be kept in accordance with the Higher Education Standards Framework 2021, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Education Services for Overseas Students (ESOS) Act 2000 and other relevant legislation.

- 5.1.13 Analysis of HEA’s admissions practices must be undertaken systematically and reported to relevant board/committees. Analysis of admissions practices will be reported to the Academic Board and, where appropriate, to the Board of Directors to inform oversight and continuous improvement.

5.2 Admission Requirements

- 5.2.1 To be eligible for admission to a course at HEA, applicants must satisfy the HEA minimum admission requirements as well as any course-specific admission requirements detailed in the Admissions Procedure. In addition to the requirements noted in 4.2.1, international students need to meet HEA’s English language proficiency requirements, also detailed in the Admissions Procedure.
- 5.2.2 The above requirements will also be outlined in the Student Handbook, and clearly detailed on the HEA’s Website and in all relevant marketing and recruitment materials.
- 5.2.3 International students need to meet all relevant legislative requirements to enter Australia. HEA will assess and document compliance with applicable legislative and regulatory requirements as part of the admissions decision-making process.
- 5.2.4 International Students are required to demonstrate that they meet the Genuine Student (GS) requirements and must provide a personal statement to HEA addressing the GS requirements outlined on Department of Home Affairs website. This statement will be considered along with all other application material by HEA to determine whether it considers the student to meet the Genuine Student (GS) requirement.
- 5.2.5 Applicants from Aboriginal and Torres Strait Islander Peoples may seek admission under the Aboriginal and Torres Strait Islander Peoples Policy and Procedure.
- 5.2.6 Applicants with special needs or who have disadvantage may seek admission under those relevant conditions outlined in the Admissions Procedure.
- 5.2.7 Applicants applying specifically for the Master of Information Technology Course must meet the requirements detailed in the Admissions Procedure.

5.3 Recognition of Prior Learning and Credits

HEA will consider prior learning (including formal, informal and non-formal learning) when determining whether students have achieved the admission requirements of a course and in accordance with the *Credit and Recognition of Prior Learning Policy* and *Credit and Recognition of Prior Learning Procedure*.

Decisions relating to recognition of prior learning for admission purposes will be monitored through HEA’s academic governance and quality assurance processes.

5.4 Assessment of Applications

Admission decisions will be based on academic merit, probability of success in the course and the entry requirements being met and will be determined in accordance with the *Admissions Procedure*.

Admission decisions are made by authorised staff in accordance with approved delegations and documented procedures.

HEA reserves the right to refuse admission to any applicant who does not meet the admissions requirements. Decisions to refuse admission will be documented and made in accordance with procedural fairness.

5.5 Incomplete, inaccurate or fraudulent information

HEA reserves the right to withdraw an offer or cancel enrolment and/or admission where the offer was made based on incomplete, inaccurate or fraudulent information supplied by the applicant.

5.6 Deferral of an offer

5.6.1 A domestic applicant may defer their offer of enrolment for no longer than one calendar year, unless otherwise approved by the Dean. Applicants must apply in writing for deferral and include supporting documentation as requested. Please refer to the Enrolment Variation Policy and Enrolment Variation Procedure.

5.6.2 An international applicant may defer their offer of enrolment for no longer than three months. Deferrals for international students will be managed in accordance with ESOS and National Code requirements. Applicants must apply in writing for deferral and include supporting documentation as requested. Please refer to the Enrolment Variation Policy and Enrolment Variation Procedure.

5.7 Variations

A student can make variation(s) to their admission at HEA in accordance with the *Enrolment Variation Policy and Procedure*.

5.8 Appeals

Unsuccessful applicants may appeal against an admission decision in accordance with the *Student Complaints and Appeals Policy and Student Complaints and Appeals Procedure*.

6. Referred Legislation and References

Admissions Transparency for Providers (TEQSA) <https://www.teqsa.gov.au/guides-resources/admissions-transparency/providers>

Application Forms and Support – TEQSA
<https://www.teqsa.gov.au/provider-registration/support-and-resources>

Australian Qualifications Framework <https://www.teqsa.gov.au/australian-qualifications-framework>

Compliance Guide: Admissions (coursework)
<https://www.teqsa.gov.au/sites/default/files/2022-11/compliance-guide-admissions-coursework.pdf?v=1634017506>

Contextual Overview of the HES Framework 2021 <https://www.teqsa.gov.au/contextual-overview-hes-framework>

ESOS Act 2000 (TEQSA)
<https://www.teqsa.gov.au/how-we-regulate/acts-and-standards/esos-act>

Good Practice note: Making higher education admissions transparent for prospective students <https://www.teqsa.gov.au/guides-resources/resources/good-practice-notes/good-practice-note-making-higher-education-admissions-transparent-prospective-students>

Higher Education Standards Framework (Threshold Standards) 2021
<https://www.teqsa.gov.au/higher-education-standards-framework-2021>

Higher Education Support Amendment (Job ready graduates and supporting regional and remote students) Bill 2020
https://www.aph.gov.au/Parliamentary_Business/Bills_LEGislation/Bills_Search_Results/Result?bld=r6584

Improving the Transparency of Higher education admissions (2020)
<https://www.teqsa.gov.au/latest-news/publications/improving-transparency-higher-education-admissions>

National Code of Practice for Providers of Education and Training to Overseas Students 2017 (ESOS) <https://internationaleducation.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

7. Relevant HEA Policies and Procedures

- Aboriginal and Torres Strait Islander Peoples Policy
- Admissions Procedure
- Assessment and Moderation Policy
- Assessment and Moderation Procedure
- Credit and Recognition of Prior Learning Policy
- Credit and Recognition Procedure
- Equity and Diversity Policy
- Enrolment Variation Policy
- Enrolment Variation Procedure
- Marketing Policy
- Student Academic Progression Policy
- Student Academic Progression Procedure
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- Student Fees and Refund Policy
- Student Fees and Refund Procedure
- Student Wellbeing and Support Policy
- Student Wellbeing and Support Procedure

8. Document and Version Details

Approval Authority	Board of Directors
Approval Date	4 March 2026
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Version	5.0

9. Policy Inquiries

For any inquiries about this policy, please email us. (admissions@heau.edu.au)