

Admissions Procedure

Version 3.1 July 2025

Navitas Bundoora Pty Ltd trading as La Trobe College Australia ABN 92 143 736 789 TEQSA PRV12186 – Institute of Higher Education, CRICOS Code 03312D; La Trobe University TEQSA PRV12132 – Australian University, CRICOS Code 00115M

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Section A – Introduction

A.1 Purpose

The purpose of this procedure is to outline the Navitas Bundoora Pty Ltd (LTCA; La Trobe College Australia; The College) requirements and identify processes followed by relevant staff members to in conjunction to the Admissions Policy.

A.2 Scope

This policy applies to all applicants intending to undertake their studies at the College, in courses listed on its current scope of registration.

A.3 Definitions

Word/ Abbreviation	Definition
Confirmation of Enrolment/ CoE	An official document issued to an international student on a student visa to confirm that they have been accepted into a course of study at an Australian institution for a specific start and end date
Domestic student	A student who is an Australian citizen, an Australian permanent resident (includes holders of all categories of Permanent Resident visas including Humanitarian Visas) or a New Zealand citizen
Letter of Offer and acceptance agreement	A written agreement between the College and the student. Once signed and the fees paid this becomes a binding contract
Orientation	An information day/week that all students attend when commencing their program or course or non-award ELICOS course at the College
Immigration	Department of Home Affairs
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residence status in Australia
ELICOS	English Language Intensive Courses for Overseas Students
FSDP	Foundation Studies and Diploma Programs
OSHC	Overseas Student Health Cover
PRISMS	Provider Registration and International Student Management System
NIC	National Information Centre, Australian Government Department of Education) guideline
UK ENIC	UK National Information Centre for global qualifications and skills (formerly UK NARIC)

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Section B – Procedure

B.1 Application for admission

1. Applications for admission are submitted through the 'Studylink Application Portal'
2. All applications are considered complete only when academic qualifications and English language test scores are uploaded as supplementary attachments
3. Entry requirements for applicants from individual countries are set out in the College website
4. Admissions Officers at the College assess the application based on its merit and then proceed with a decision to make an offer
5. Where there are inadequacies in the application, the Admissions Officer may reject the application or seek additional information from the applicant
6. Admissions Officers will refer to one of these resources, if they are unsure of the relevant academic grading or English language metrics to decide
    a. National Information Centre (NIC), Australian Government Department of Education) guideline;
    b. UK National Information Centre for global qualifications and skills (UK ENIC, formerly UK NARIC)
    c. La Trobe College Australia's Admissions and Selection Committee
    d. La Trobe University Admissions Team
7. Applications received by the College of a special nature (academic requirements that fall outside of the normal guidelines or of a complex nature which the Admissions Officer cannot make a determination of assessment), the following steps will be taken to escalate the query for a decision to be made
    a. The Admissions Manager will liaise with the Academic Director and/ or the Director, Marketing and Admissions for an evaluation of the application and a decision will be made on that basis
    b. The College will convene a meeting of the Admissions and Selections Committee who will make a final decision on qualifications assessment after discussion with all relevant stakeholders to consider changes in the entry requirements. Course specific changes and additions to entry levels and approved qualifications need to be approved by the relevant Course Advisory Committee.

B.2 Applicants under the age of 18 years

1. Applicants seeking to enrol at the College must be at least 17 years of age during the time of submitting the application
2. Please refer to guidelines detailed in
    a. Care of international students under the age of 18 Policy

B.3 English Language requirements

1. Evidence of attaining a desired level of English Language is required for all students
2. English Language requirements needed for relevant courses are detailed on the College website https://www.latrobecollegeaustralia.edu.au/how-apply/entry-requirements/
3. Where a student does not meet entry requirements for a course at the College based on the English Language test results they present, a packaged ELICOS course can be organised

B.4 Withdrawal of offer

1. The College will consider withdrawing an offer if any of the following apply
    a. The applicant does not meet the Genuine Student (GS) assessment criteria.

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b. The applicant has provided fraudulent documentation.
c. The applicant does not meet the conditions outlined in the Letter of Offer.
d. The course offered has been discontinued.
e. The course has reached its quota limit.

B.5 Genuine Student Assessments (GS Assessments)

1. GS assessments apply to all prospective student visa applicants
2. An applicant needs to prove to the College and the Department that they are considering coming to Australia genuinely to gain quality education
3. GS Assessments are conducted for both College delivery sites at the time of application

B.6 Internal FSDP Course Transfer (between delivery sites)

1. Students can apply for an internal FSDP course transfer between La Trobe College Australia and La Trobe University Sydney Campus, if eligibility criteria are met as per the Course Transfer policy upon submitting the request form
2. The following will be considered when evaluating transfer applications
    a. Academic performance to date.
    b. Eligible credit towards the course if applicable.
    c. Places available in the course.
    d. Scholarship available in the course/ campus.
3. Should the internal transfer between delivery sites be approved, a new Letter of Offer will be issued with the new requested Campus and Coe will be revised for the new location upon acceptance

B.7 Change of Course Requests

1. In the event where a change of course request is approved, a new letter of offer will be issued for the new course if the applicant meets the criteria as per the Admissions policy.

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Section C – Governance

Procedure Title	Admissions Procedure	
Policy Owners	Director of Marketing and Admissions Admissions Manager	
Contact Persons	Quality Risk and Compliance Manager	
Key Stakeholders	LTCA SMT LTCA Academic Board	
Approval Body	LTCA SMT	14 April 2025
	LTCA Admissions and Selections Committee	15 July 2025
Relevant Legislation	Equal Opportunity Act 1984 Higher Education Standards Framework (Threshold Standards) 2021 Privacy Act 1988 Racial Discrimination Act 1975 (Cth) ELICOS Standards ESOS Act and The National Code National Standards for Foundation Programs Australian Qualifications Framework (AQF)	
Related Policies	Refund Policy Deferment suspension and cancellation policy Enrolment policy Disability policy Access, equity and Inclusion policy Student Appeals and Grievance Policy Student Code of Conduct Staff Code of Conduct Navitas Staff Code of Conduct	
Related guidelines/ procedures	Admissions Policy	
File information	**File Number**	**Version Number** V3.1
Date Effective	**July 2025**	**Next Review Date** April 2027

Amendment History

Revision Date	Version	Summary of Changes
18 November 2024	1.0	Initial release of procedure document
12 February 2025	2.0	Separated section for under 18's
14 April 2025	3.0	Further refined sentence structures
15 July 2025	3.1	Updated live links in the document and corrected studylink process.

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