# Admissions Policy

Version 3.0 April 2025

# Contents

## Section A – Introduction

### A.1    Overview and Purpose

1.1    Navitas Bundoora Pty Ltd (La Trobe College Australia; LTCA; The College) is an accredited Institute of Higher Education to issue awards for courses on its current scope of registration that include Diploma, Foundation Studies and ELICOS programs.

1.2    The purpose of this Admissions Policy is to provide information to prospective and current students on the procedures governing admissions at the College. The College upholds flexibility and equal opportunity and encourages all qualified students to apply for enrolment irrespective of ethnic or socio-economic backgrounds. All consideration is given to student admissions is fair and ethical and conducted in a transparent manner.

### A.2    Scope

2.1    This policy applies to all applications for admission to the College and adheres to entry requirements approved by the Admissions and Selection Committee

2.2    This policy applies to admission requirements for both domestic and international student cohorts, applicants applying to study while in Australia or offshore. It applies to courses on the College's current scope of registration that include Diploma, Foundation Studies and ELICOS programs delivered at the Melbourne delivery site and Foundation Studies and Diploma programs delivered at the Sydney delivery site (LTUSC).

### A.3    Methods of applying for enrolment

An application for admission may be submitted via the following avenues:

3.1    Applications received through the Victorian Tertiary Admission Centre (VTAC) relating to Current Year 12 and non-year 12 applicants, including overseas students currently studying the Victorian Certificate of Education (VCE) or the International Baccalaureate (IB) program in Victoria. Applicants who have applied through VTAC but have not chosen LTCA's course for their preference, may access the VTAC Supplementary Offer process after the change of preference period has closed

3.2    Applications made directly to the College through its application portal as a currently enrolled or recently graduated year 12 or non-year 12 students

3.3    International students are required to apply through one of the approved LTCA Education Agents. Details of approved LTCA Education Agents are listed on the College website. (

## Section B – Policy Statement

### B.1 Key Principles of Admission

The following principles will be effectively applied by the College:

1.1 Entry requirements for the course are approved by the LTCA Admissions and Selection Committee following benchmarking with the partner, La Trobe University; The College's Admissions and Selection Committee determines the general admission requirements set out in this policy.

1.2 All applicants who have met the College's published entry requirements are considered for places in the program (subject to quota restrictions for selected programs)

1.3 Applicants must provide certified documents of their academic record in English as per the College Document Certification Guidelines

1.4 Documents that are not in English must be translated by an official and accredited translator. Both the original and English translation must be provided to the College as per the College Documentation Certification Guidelines

1.5 The College reserves the right to reject applications that do not satisfy pre-screening Genuine Student Assessment (GSA) processes

1.6 Applicants who provide false/ misleading information or falsified documents will have their offer or enrolment cancelled, refer to the Deferral, Suspension and Cancellation Policy

1.7 The College welcomes applications from Aboriginal and Torres Strait Islander (ATSI) peoples and provides a range of support services that may assist ATSI, and other students, succeed in their studies

1.8 Offers are made to applicants who have the appropriate educational qualifications and or work experience and, required English language proficiency, the background and abilities to have a reasonable expectation of success in the course for which they have applied

1.9 Offers are made based on demonstrated achievement, especially academic achievement, but may also take account of other factors such as demonstrated commitment specific achievements and experiences

1.10 La Trobe College Australia will publish the course entry requirements via LTCA website and brochures

1.11 La Trobe College Australia seeks to provide access to all persons. The Access, Equity and Equal Opportunity Policy can be found at LTCA Policies and Procedures

1.12 Overseas academic qualifications are assessed for comparability using, but not limited to, at the following resources:

- The National Office of Overseas Skills Recognition (NOOSR) Country Education Profiles (CEPs)
- The National Recognition Information Centre (NARIC)


### B.2 Consideration for Admission

To be considered for admission to La Trobe College Australia, students must:

- Be eligible for admission, as outlined in the LTCA Academic entry requirements
- Have lodged a complete application for admission to the College through its admissions portal directly or through an education agent of their choice or an application submitted through the Victorian Tertiary Admissions Centre (for the Melbourne Campus), the Universities Admissions Centre (for the Sydney Campus)

- Have satisfied any course prerequisites or additional selection criteria established for entry to a particular course; and
- Be at least 17 years of age by 31 December in the year prior to admission or be 18 years of age at the commencement date of their university bachelor's degree as specified in the packaged offer; and
- Provide translated and certified copies of all academic transcripts and certificates obtained.

## B.3 Program specific requirements

3.1 Applicants are required to provide evidence of adequate command of the English language, as indicated in the entry requirements for entry to Diploma and Foundation Studies attained within 2 years prior to course commencement and evidence of completion of course or subject pre-requisites which may include higher English language requirements

3.2 All international students must demonstrate a suitable level of English language proficiency before they are admitted to a course at the College as specified in the English Language Entry Requirements

3.3 If course specific entry requirements are not met, applicants cannot be considered for selection

3.4 The College may apply quotas in the number of admissions to any course or pathway; information will be made available to students on the College website.

## B.4 Special Admission

4.1 Students will be granted recognition of qualifications at the discretion of the College

4.2 Applicants who are unable to meet their Diploma entry requirements beyond their control due to having experienced disadvantages in accessing and participating in education may be eligible through submitting a supplementary portfolio. Entry is assessed on a case-by-case basis by the Academic Coordinator and approved by the Academic Director. Supplementary portfolio is open to Aboriginal and Torres Strait Islanders (ATSI), mature aged applicants, those who are affected by a medical condition or have experienced disruption due to multiple relocations, bereavement or other compassionate and/or compelling circumstances

4.3 All applicants are assessed against information and evidence to support the application's circumstances where a broader assessment of school results, work experience, community engagement and other training/education achievements will demonstrate suitability for admission to the College's programs

4.4 Special admission may be granted based on the skills, competence or learning, whether formal or informal by the Academic Director following a recommendation by the Director Marketing and Admissions or Admissions Manager

## B.5 Applicants under the age of 18 years

5.1 All applications from students under 18 years of age must be approved and signed by a parent or legal guardian

5.2 In Australia, special arrangements are required to ensure the care and welfare of students under 18. The Care of Students Under the Age of 18 Policy outlines the arrangements and processes in place to ensure these students receive appropriate accommodation, support, and supervision

## B.6 Pre-requisite requirements

6.1 A prerequisite subject is a subject that must be completed, and for which a specified minimum grade must be obtained before another specified subject may be commenced

6.2 The Diploma of Engineering offered at the College requires a completion of mathematics (completed in Year 12 or equivalent) as a pre-requisite requirement.

## B.7 Applicants with a disability

7.1 La Trobe College Australia is committed to providing equal opportunities for students with disabilities and promotes strategies to develop a flexible teaching and learning environment which can meet the needs of a diverse range of students. Please refer to Disability Services Policy. No policy nor practice at the College shall discriminate against a person with a disability, however, an application will be declined where, in the opinion of the College Director and Principal, the provision of additional goods, services or facilities would go beyond "reasonable adjustment" and impose an unjustifiable financial or other hardship on the College.

7.2 The College requires students to provide information (including medical or other professional advice) regarding the nature of their disability and special needs during the application and enrolment process

7.3 It is important that students provide the College with these details as early as possible so that students' support needs can be assessed, and the College can ensure that they are able to succeed in their chosen course of study

7.4 The College is committed to providing a teaching and learning environment which promotes dignity, acknowledges students' rights to privacy and confidentiality, and promotes an awareness of students' needs and rights. Therefore, the College is able to make reasonable accommodations to support students with disabilities throughout their studies and ensure that they have equal access to the teaching and learning environment

7.5 If after enrolment, the extent of a student's disability becomes known and is shown to be significantly different to that disclosed in the application documents, the College will not be held accountable for any additional adjustments to the student's learning environment, other than that detailed in the letter of offer.

## B.8 Sponsored Applicants

8.1 Applicants who are sponsored by their relevant country's Department of Education and External Affairs must provide a written confirmation (Financial Guarantee) from their sponsor outlining those fees and other expenses that will be covered by the sponsor

8.2 It is the responsibility of the applicant to provide all letters confirming sponsorship and any Financial Guarantee documents to the College as soon as they are available

## B.9 Mature-aged students and consideration

9.1 A domestic applicant who does not meet the academic requirements may be admitted to a course based on demonstrable expertise and relevant work experience

9.2 all mature aged applicants must be at least 21 years of age or older

9.3 Applicants are required to provide a personal statement detailing the following aspects of their application:

- Their knowledge of the course and how it will help them achieve their goals.
- Their personal motivation. Do they understand the pressures of study and how it will affect their life?
- Their work/life experiences. What do they bring to the course that will help them in studies?
- Their career goals.

9.4 The Academic Coordinator / Admissions Manager at the College will assess the applicants personal statements based on evidence presented by the applicant and will provide reasons if their experience is deemed appropriate (or unsuitable for admission) to the admissions team

## B.10 Recognition of Prior Learning and Credit Transfers

10.1 Applicants may apply for a recognition of prior learning if they have achieved competent outcomes from previous studies undertaken by them

10.2 Applicants are able to provide evidence of studies from the application stage until course commencement and up to census date of the trimester they commence

10.3 Applicants are also required to provide their subject outlines and syllabus for credit assessments to be carried out more effectively by the College

## B.11 Genuine Student Assessments (GSA)

11.1 A Genuine Student (GS) is an overseas student who genuinely intends to achieve a successful educational outcome at their chosen institution

11.2 The GS criterion focuses on the assessment of the student's intention to genuinely study in Australia. It considers factors including the applicants:

- Circumstances
- Immigration history
- Compliance with visa conditions and any other relevant matter

11.3 All prospective students must address the GS questionnaire from the GS Criteria set by the Department of Home Affairs https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement

## B.12 Course transfers between campus locations

12.1 The College has two approved campus locations for its students, namely, the La Trobe College Australia delivery site located in Melbourne and the La Trobe University Sydney Campus located in Sydney

12.2 Applicants choosing to enrol at either of these delivery sites can request to change their delivery site location after it is internally approved by the College.

12.3 Eligibility conditions that students will need to meet prior to requesting a change to their delivery sites are:

- Students yet to commence their course (new student commencements) are required to provide at least two weeks' notice of their intention to change delivery sites
- Continuing students need to have completed at least one study period at the delivery site they commenced their studies in
- Students are required to enrol in the same course or an alternate available course offered at the desired delivery site

- Students are required to understand and acknowledge that tuition fees are subject to change per study period
- Students must accept a new offer with the updated delivery site location on their revised Confirmation of Enrolment
- Students additionally acknowledge that the refund policy will apply per the original enrolment at the initial delivery site
- Students acknowledge that any applicable scholarships will be revoked, should they request to change their delivery site over the course of their student life cycle with the College

## B.13    Change of course preference (overseas students - after accepting their initial course offer)

13.1    Students may request to change their preferred Diploma course after enrolment, provided it aligns with the same academic and English entry requirements as their initial course. Eligibility conditions include:

- New Student Commencements: Students who have not yet commenced their course must provide at least two weeks' notice of their intention to change course.
- Quota Courses: Change to enrol in a "quota course" are subject to availability. See the list of courses that have a quota assigned at [Transferring to La Trobe University](Transferring to La Trobe University).
- Continuing Students: Students must have completed at least one study period of their initial course before requesting a change.
- Fee Differences: Students are required to pay any difference in fees if applicable for the new course.
- New Offer Acceptance: Students must accept a new offer for the new course to have their Confirmation of Enrolment revised.
- Scholarships: Any applicable scholarships will be revoked if a student requests a course change

## B.14    Written agreements

14.1    All students must accept and sign their Letter of Offer with written agreement for both their pathway (LTCA course) and University courses.

14.2    For students under 18 years of age, the written agreement must be accepted and signed by their parent or legal guardian.

## B.15    Deferment of Studies

15.1    An overseas student who has accepted entry to a La Trobe College Australia course is allowed to defer one trimester to a future trimester

15.2    A domestic student may defer their studies up to two trimesters.

15.3    For overseas students, once a Confirmation of Enrolment (CoE) has been issued, a deferment of commencement can only be granted under the following circumstances:

- Student visa was not granted on time for commencement of course.
- Fail to meet Academic /English condition.
- Compassionate or compelling circumstances beyond the student's control

15.4    A written request for deferment, along with supporting documentary evidence, is required for approval

## B.16    Withdrawal of Offer

16.1    Students may choose to withdraw their offer acceptance for a course at any point in time but may be liable for fees depending on the timing of the withdrawal, as per the Refund Policy

16.2    Irrespective of whether an offer has been accepted, La Trobe College Australia has a right to cancel a student's letter of offer where it is found that:

- Fraudulent information or documentation has been submitted.
- A student has omitted to disclose their exclusion from another education provider or their previous student visa's refusal

## B.17    Refusals of Re-Application

17.1    La Trobe College Australia holds the right to reject the re-application of a student who has on previous occasion, received an offer but has declined or withdrawn it on two or more occasions without commencing their course.

## Section C – Compliance

### C.1    General

The College will ensure that staff are informed about this Policy through staff meetings and other internal communications.

This policy will be made available to view through the College website.

### C.2    Responsibilities

2.1    The Admissions Manager is responsible for staff training and the implementation of this policy

2.2    The Admissions team are responsible for:

- Assessing whether the applications received meet the academic and English entry requirements.
- Seeking approval from the Academic Director or delegate, where an applicant has previously studied with the College
- Seeking approval from the Academic Director or delegate, where an applicant requires an RPL or Credit transfer assessed.

### C.3    Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

This review process aims to ensure alignment to appropriate strategic direction of the College and continued relevance to the College's current and planned operations.

| Policy Title | Admissions Policy | |
|---|---|---|
| Policy Owners | Director of Marketing and Admissions<br>Admissions Manager | |
| Contact Persons | Quality Risk and Compliance Manager | |
| Key Stakeholders | LTCA SMT<br>LTCA Academic Board | |
| Approval Body | LTCA SMT | 18 November 2024 |
| | LTCA SMT | 14 April 2025 |
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| Relevant Legislation | Equal Opportunity Act 1984<br>Higher Education Standards Framework (Threshold Standards) 2021<br>Privacy Act 1988<br>Racial Discrimination Act 1975 (Cth)<br>ELICOS Standards<br>ESOS Act and The National Code<br>National Standards for Foundation Programs<br>Australian Qualifications Framework (AQF) | |
| Related Policies | Refund Policy<br>Deferment suspension and cancellation policy<br>Enrolment policy<br>Disability policy<br>Access, equity and Inclusion policy<br>Student Appeals and Grievance Policy<br>Student Code of Conduct<br>Staff Code of Conduct<br>Navitas Staff Code of Conduct | |
| Related guidelines/ procedures | Admissions Procedure<br>Enrolment Procedure | |

| File information | File Number | Version Number<br>V1.0 |
|---|---|---|
| Date Effective | April 2025 | Next Review Date<br>April 2027 |

**Amendment History**

| Revision Date | Version | Summary of Changes |
|---|---|---|
| 18 November 2024 | 1.0 | Initial release of policy document |
| 12 February | 2.0 | Additional information added to the document around key principles. Admissions and Selections Committee requirements emphasised in the document |
| 14 April 2025 | 3.0 | Further refinements made within the document |
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