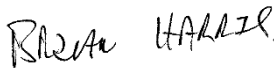
	Title: <h1>Admissions Policy</h1>	
	Version: 3.00	Date: 14/01/2014
	Policy Area: Student	Next Review: 14/01/2015
	Approval: Academic Board	Signature: 

### Rationale

All applications are assessed on the basis of academic suitability, irrespective of a person's faith position. Vose Seminary will endeavour to make admission accessible to a diversity of students who show potential for successful tertiary study. Vose Seminary is committed to providing opportunities to prospective students from a wide range of backgrounds and learning experiences.

### Service Standards for Enrolment/Study Inquiries

- 1) The staff will acknowledge immediately receipt of oral inquiries at the Seminary during the Seminary's office hours.
- 2) Staff will acknowledge receipt of all reasonable written inquiries within three (3) working days and preferably within 24hrs except when the Seminary is in recess (e.g. between semesters).
- 3) Staff will respond to standard inquiries within one week. Complex inquiries (including Recognised Prior Learning inquiries) may take longer to process, however an estimated length of time should be provided, along with progress updates.

### Definitions

The **Seminary** means Vose Seminary

**ATAR** means Australian Tertiary Admissions Rank

**ESB** means English-speaking background

**NESB** means non-English-speaking background

**AQF** means the Australian Qualifications Framework

**Language** means the language of instruction for a unit, unless otherwise indicated, noting that some units involve study in other languages

**Domestic applicant** means an applicant who is an Australian citizen or permanent resident

**International applicant** means an applicant who is NOT an Australian citizen or permanent resident

**Study Period** means the period January – June or July – December in which a student may be enrolled for study in a Vose course, or another period designated for specific units.

**National Code** means the "National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students", Australian Government (2007)

Admissions Policy	Version 3.00
Filename: Admissions Policy - V3 00	Page 1 of 5

**IELTS** means International English Language Testing System – Academic version only

**DET** means the Commonwealth Department of Education

**ESOS** means Education Services for Overseas Students

## **Access and Equity**

The Seminary is committed to equal opportunity principles and ensures that all education and training is responsive to, and supportive of, the diverse needs of all students. The benefits of participating in training and study at Vose Seminary are available to all qualified applicants as per [Vose Seminary's Access and Equity Policy](#)

## **Entry Requirements**

### **Domestic School Leavers:**

For Undergraduate Higher Education courses offered through the Australian College of Theology (ACT) relying on 300/400 level units, the ATAR score required is 75. For all other requirements pertaining to required ATAR Score, please refer to the ACT 2014 Undergraduate Handbook available on their website.

### **Alternative entry (Domestic applicants only):**

Vose welcomes applications from persons of at least 19 years of age who do not qualify for admission on the basis of formal educational attainment. Vose recognises that preparation for higher education is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences and informal study.

Domestic students may be considered for alternative entry based on an assessment of employment experience, personal competencies, and other qualifications. Each student's situation will be considered on its merits on the basis of evidence of achievement and of their interest in and capacity to work in the field of study being considered for admission.

To be considered for alternative entry, students must be 19 years of age by 1 January (for February entry) or by 1 June (for July entry) in the year of commencement of the course.

### **International Applicants**

Potential international students seeking to enrol in a course at Vose Seminary must be over 18 years old and meet the following IELTS English language competency scores:

- 1) For Vocational Education and Training (VET) students: minimum overall score of 6.5.
- 2) For Higher Education students: as per the ACT [Admissions Policy – English Language Proficiency](#).

Vose will require proof of English Language proficiency completed no longer than 2 years prior to the commencement of the proposed first study period. Normally proof of English Language proficiency will be provided by the submission of the original results of an IELTS test – Academic Version.

The Principal has the authority, in rare circumstances, to waive or vary the requirement for proof of English Language proficiency as part of the admission process. On such occasions the Principal will record the action on the relevant Vose Seminary file. Such actions are not to be taken as precedent.

Admissions Policy	Version 3.00
Filename: Admissions Policy - V3 00	Page 2 of 5

Where a course is not delivered in English, but in the student's first language, that student will be exempt from meeting the English Language Proficiency requirement for entry into the course.

### **Pre-enrolment Information**

The Seminary shall have available clear information to prospective applicants about:

- 1) The nature and purposes of programmes;
- 2) Legal status of programmes, qualifications and Statements of Attainment;
- 3) Course prerequisites;
- 4) General descriptions of the purposes of modules;
- 5) Course information (content and outcomes);
- 6) Information on options and extra credit;
- 7) Usual outlay of time and effort to satisfactorily complete courses (including timeframe);
- 8) Code of Practice;
- 9) Rules and regulations (see below);
- 10) Recognition of Prior Learning procedures;
- 11) Student selection, enrolment and any orientation procedures;
- 12) Fees, including refund policy and exemptions (where applicable);
- 13) Provision for language, literacy and numeracy assessment;
- 14) Student support, including any external support arranged for students;
- 15) Flexibility in learning and assessment procedures;
- 16) Welfare and guidance services (see below);
- 17) Disciplinary procedures (see below);
- 18) Grievance procedures;
- 19) Staff responsibilities for access and equity (see below);
- 20) Contact details of the Seminary;
- 21) International students – information on the Perth environment, living costs and details of teaching and assessment methods used.

### **Student Enrolment**

Applicants must:

- 1) Meet entry requirements that are specified as pre-requisite for the programme for which they are applying;
- 2) Complete the relevant Application to Enrol form;
- 3) Agree to abide by the rules and regulations of the Seminary;
- 4) Pay any enrolment fees;
- 5) Declare that the information provided in the Application is true and correct;
- 6) Accept the financial arrangements as explained;

### **New Student Admission (Domestic – ESB)**

An appointed staff member will review the application. If it is found that the student has met the requirements and that all references are credible and satisfactory recommendations, the student shall be admitted to the programme.

In situations of selective candidature, interviews may be required. In such cases students will be required to agree to the conditions set out to them.

### **New Student Admission (Domestic – NESB)**

An appointed staff member will review the application. For students who have lived in Australia for fewer than 4 years, and who are originally from a non-English speaking country, Vose will request an interview with the student to determine their level of English proficiency. If it is determined that the

Admissions Policy	Version 3.00
Filename: Admissions Policy - V3 00	Page 3 of 5

student has met the requirements and that all references are credible and satisfactory recommendations, the student shall be admitted to the programme.

In situations of selective candidature, further interviews may be required. In such cases students will be required to agree to the conditions set out to them. Further to both Admission Types described above:

- 1) Credentials listed by the student in the application may require verification;
- 2) Where applicable the Seminary reserves the right to check students' referees through other referees;
- 3) The student has the right to be informed whether their Application for enrolment has been accepted or declined within twenty-one (21) days of submitting the completed application;
- 4) The Seminary reserves the right to request references on its own initiative, and to defer a decision until all references are received at the Seminary.

### **New Student Admission (International)**

International students under 18 years of age cannot be accepted.

For Higher Education courses, Vose Seminary adheres to the ACT policy regarding international students which can be located here: [Admissions Policy – English Language Proficiency](#). Applications for enrolment from prospective International Students will include the following additional steps:

- 1) Students obtain a "Prospective International Student" e-mail outlining important information pertaining to Vose and the courses that it runs. This will include a course overview, Student Handbook, Fees Overview and Overview of the ESOS Framework.
- 2) If a student wishes to proceed with the enrolment, the student will complete the necessary application and enrolment documentation, and pay any application fees.
- 3) Information provided will be reviewed by the Registrar, Academic Dean and Course Co-ordinator to determine suitability for entry into the course. Credentials listed by the student in the application may require verification. Where applicable the Seminary reserves the right to check students' referees through other referees.
- 4) The student has the right to be informed whether their Application for enrolment has been accepted or declined within twenty-one (21) days of submitting the completed application.
- 5) Successful applicants will receive a formal 'Offer of Admission' letter;
- 6) If the applicant wants to accept the Offer of Admission, they are asked to sign and return an Acceptance of Offer of Admission document which details conditions governing the enrolment of the student and the schedule of payments for tuition fees;
- 7) Upon receipt of the completed Acceptance of Offer of Admission document and the current Application Fee, Vose Seminary will issue and forward a 'Confirmation of Enrolment' certificate to the international applicant;
- 8) the Confirmation of Enrolment certificate is required by prospective international students to apply for a Student Visa through a Department of Immigration and Citizenship.

All applicants who are successfully admitted entry into a course offered by Vose Seminary and who are granted a Student Visa will be required to participate in an Orientation Program hosted by the Seminary. This program helps to familiarise new students with the Seminary and in the case of International Students, with Australia and Perth in particular.

Admissions Policy	Version 3.00
Filename: Admissions Policy - V3 00	Page 4 of 5

## Appendix: Document History and Version Control Record

**Document Title:** Admissions Policy

**Source Documents:**

**Associated Internal Documents:** Access and Equity Policy

**Associated External Documents:** ACT Policy about Requirements for Admission to a Course [Int. Students]  
ACT Admission Policy – English Language Proficiency

**Authorised Officer:**

**Approved by:** Academic Board

**Date of Approval:** Jan 2014

**Assigned Review Period:** 1 years

**Date of Next Review:** Jan 2015

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	30/05/2003	College Board	'Admissions' included in the General Policy Handbook
2.00	30/05/2006	College Board	Policy Revised
D2.01	27/06/2013	JV	Policy separated from the General Policy Handbook Draft amendments yellow highlighted Document modified to include history and version controls
D2.02	9/5/2013	JV	Policy modified to streamlined with Access and Equity Policy
D2.03	19/9/2013	Academic Board	Revised and updated policy. Documented by JV
3.00	14/1/2014	Academic Board	Revised policy to include specific entry and enrolment requirements for international students (B Smith).

Admissions Policy	Version 3.00
Filename: Admissions Policy - V3 00	Page 5 of 5