

ADMISSIONS POLICY AND PROCEDURE: *INTERNATIONAL STUDENTS*

1. INTRODUCTION

Sydney Met is committed to an open, fair, transparent, and efficient approach to admission to the College, as well as to providing prospective students with current, accurate information about the requirements for admission to courses. The College is dedicated to the provision of quality education that empowers learners within an inspiring, safe, and inclusive environment that promotes learning based on accurate records, exceptional student service and a robust administrative framework. Sydney Met is committed to minimising barriers to admission and recommends that the *Admissions Policy and Procedure* be read in conjunction with the *Credit and Recognition of Prior Learning (RPL) Policy and Procedure* and the *Disability Policy* and, for intending social work students, the *Inherent Requirements Statement: Social Work*.

Student selection procedures are based on merit and are applied fairly to all prospective students. Special entry provisions and scholarships are offered for prospective students who have suffered educational disadvantage but demonstrate that their experience prepares them for success at Sydney Met (see Section 5).

2. PURPOSE

The purpose of this policy and process is to describe the minimum requirements for admission to courses at Sydney Met and the processes that ensure admission to Sydney Met is conducted fairly and in accordance with Australian legislative and regulatory requirements, specifically, the *Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)*; the *Higher Education Standards Framework (Threshold Standards) 2021*; the *Education Services for Overseas Students Act 2000 (Cth)*; the *Education Services for Overseas Students Regulations 2019*; the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)*; and the *Higher Education Support Act 2003 (Cth)*.

3. SCOPE

This policy applies to all international applicants seeking admission into a course at Sydney Met that leads to an award under the Australian Qualifications Framework

(AQF). It does not apply to domestic students or non-AQF qualifications. Domestic students seeking admission should refer to the *Admissions Policy and Procedure: Domestic Applicants*.

4. RELATED DOCUMENTS

This policy should be read in conjunction with the following documents:

- *Student Handbook*
- *Inclusion, Diversity & Equity Policy*
- *Student Academic Progress Policy*
- *Reasonable Adjustment Policy*
- *Fees and Refunds Policy*
- *Enrolment Policy*
- *Grievance and Appeals Policy*
- *Glossary of Terms*
- *Education Agent Policy*
- *Information Management Policy*
- *International Student Services Policy*
- *Course-Specific Inherent Requirements*

All policies and any associated forms referenced in this document can be found in the Policies & Procedures section of the Sydney Met website and/or in the staff policy library.

5. DEFINITIONS

International Applicant means any applicant that requires a student visa to study in Australia.

Study Period is the defined period during which a subject is delivered. Examples include Term, Trimester, and Semester.

Compassionate or compelling circumstances are generally those beyond the student's control and impact the student's course progress or well-being. These could include, but are not limited to:

- severe illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted the student's studies; or a traumatic experience which could include:
 - involvement in or witnessing a serious accident
 - witnessing or being the victim of a serious crime that has impacted the student (police or health professional reports should support these cases).
 - where the registered provider was unable to offer a pre-requisite subject.

6. POLICY PRINCIPLES

- Applications will be considered in order of receipt and will not be pooled for competitive selection.
- Selection and admission to a course of study at Sydney Met are based on the principles of academic merit, access and equity, fairness and the right to recognition of prior learning.
- Sydney Met will provide applicants with information to make informed decisions about their studies via the Sydney Met website and other relevant publicly accessible areas.
- Sydney Met has a duty of care to ensure applicants have the academic preparation and proficiency in English necessary to participate and progress their studies so students are not placed in a situation where they are unlikely to succeed. Sydney Met will allow all applicants to prove themselves capable of completing the course they have applied for.
- Admission criteria are to be transparent and clearly expressed, and satisfaction with meeting them will be determined using a rules-based objective approach.
- Sydney Met will ensure a transparent, documented, and efficient student-friendly admission process.

7. ROLES AND RESPONSIBILITIES

- Sydney Met's Academic Board is responsible for approving course admission criteria as part of the course development and review process.
- The General Manager and Registrar are responsible for administering the selection and course admission process. The Admissions team assess applicants against the stated entry criteria and any applicable course requirements or prerequisites.
- The Marketing team is responsible for publishing the course admission criteria, selection tasks and methodology for each course in consultation with the CEO, General Manager, Executive Dean, and Chief Quality Officer, as outlined in the *Information Management Policy and Procedures*.
- Education agents are responsible for ensuring that prospective students receive accurate information concerning Sydney Met, its courses, and entry requirements. Agents will comply with the relevant provisions of the ESOS Act and Sydney Met *Agent Policy and Procedures*.
- Applicants are responsible for ensuring the information submitted during the application process is authentic, correct and complete. False information and non-disclosure about previous experience, academic skill level and ability to work with vulnerable groups could impact academic progression and the successful completion of course requirements.

8. MINIMUM ENTRY REQUIREMENTS FOR ADMISSIONS (ADMISSION CRITERIA)

To be eligible for admission to a course of study at Sydney Met, international applicants must satisfy all the following admission criteria:

- Minimum age requirement.
- Minimum academic admission criteria for the Applicant Group most relevant to their circumstances.
- Minimum English language proficiency requirements.
- Course-specific admission criteria relevant to their chosen course.

Meeting the admission criteria means the applicant may be considered for selection but does not guarantee admission. Sydney Met has the absolute discretion to determine whether the evidence submitted for admission is equivalent to that specified in the admission criteria requirements.

Applicants who may not currently meet the minimum academic admission and/or English language proficiency requirements may enrol in pathway programs that offer an educational opportunity for applicants to reach the academic and/or English proficiency level required to succeed in their intended course of study at Sydney Met. International students may be admitted based on completing vocational education and training or a tertiary preparation course such as a registered ELICOS for Academic Purposes Course as part of a packaged pathway program. The progress of students admitted via a pathway program will be monitored to verify the efficacy of the pathway program and ensure students are sufficiently prepared and not disadvantaged.

8.1 Minimum Age Requirement

Applicants must be at least 18 years of age at the commencement of their studies at Sydney Met.

8.2 Minimum Academic Entry Requirements

8.2.1 Undergraduate Certificates (AQF Level 7)

To satisfy the academic requirements for admission to an Undergraduate Certificate, applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 in Australia with a minimum ATAR of 60 or equivalent overseas qualification or
- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an accredited Australian Higher Education Provider that would enable students to gain entry to an Australian university; or
- Satisfactory completion of a tertiary education qualification at AQF Level 5 (Diploma) or above from an accredited Australian Higher Education Provider or equivalent overseas qualification or
- Satisfactory completion of one year of accredited full-time study at a Registered Training Organisation at AQF Level 4 (Certificate IV) or above or equivalent overseas qualification.

8.2.2. Bachelor's degree (AQF Level 7)

To satisfy the academic requirements for admission to a bachelor's degree, applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 in Australia with a minimum ATAR of 60 or equivalent overseas qualification or
- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an accredited Australian Higher Education Provider that would enable students to gain entry to an Australian university; or
- Satisfactory completion of a tertiary education qualification at AQF Level 5 (Diploma) or above from an accredited Australian Higher Education Provider or
- Satisfactory completion of an AQF Level 5 (Diploma) or above qualification from a Registered Training Organisation (RTO) in Australia, or equivalent overseas qualification, or
- Satisfactory completion of a relevant Undergraduate Certificate course (with credit transfer).

8.2.3 Master's degree (AQF Level 8 & 9)

- ***For the Masters of Business Administration (MBA)***
To satisfy the academic requirements for admission to a postgraduate MBA degree, applicants must meet one of the following minimum entry requirements:
 - a bachelor's degree (AQF Level 7) in a related field or equivalent from an accredited Australian Higher Education Provider or equivalent overseas qualification or
 - a bachelor's honours degree, Graduate Certificate or Graduate Diploma in a related field (AQF Level 8) or above from an accredited Australian Higher Education Provider or equivalent overseas qualification.
- ***For the Master of Information Technology (MIT)***
To satisfy the academic requirements for admission to a postgraduate MIT degree, applicants must meet one of the following minimum entry requirements:
 - a bachelor's degree (AQF Level 7) in a related field or equivalent from an accredited Australian Higher Education Provider or equivalent overseas qualification or
 - a bachelor's honours degree, Graduate Certificate or Graduate Diploma in a related field (AQF Level 8) or above from an accredited Australian Higher Education Provider or equivalent overseas qualification.
- ***For the Master of Social Work (Qualifying) – MSW (Q)***
To satisfy the academic requirements for admission to the Master of Social Work (MSW), applicants must meet the following minimum entry requirements aligned to the required standards of the Australian Association of Social Workers (AASW) as follows:
 - a bachelor's degree (AQF level 7) or overseas equivalent qualification with at least eight social and behavioural sciences units. Units from the following broad fields may be considered: sociology, psychology, community and

welfare studies, history, media and communication, arts and humanities, law, geography, economics, policy and governance, education, anthropology, political science, ethnic and gender studies, development studies, counselling, philosophy, nursing and allied health sciences, public health, business, information science, management, leadership, or, similar.

Applicants should choose the Applicant group most relevant to their academic background and circumstances.

8.3. Minimum English language requirements

Evidence of English language proficiency is required for applicants who have completed the qualifications that are the basis of their admission application in a country where English is not the primary medium of instruction.

Applicants who have completed an educational qualification in a non-English-speaking country must provide proof of proficiency in English through internationally recognised tests such as IELTS, PTE, or TOEFL or through satisfactory completion of a recognised English for Academic Purpose (EAP) course.

English test results will be accepted as valid for admission into college courses if the test was taken within 24 months of the proposed date of commencement of study.

Sydney Met reserves the right to request that an applicant undertake an English test in addition to any other evidence of English proficiency provided.

The English Language requirements apply to all students, including those seeking Special Entry.

Applicants for the BBus (Entr), the BIT, and the Undergraduate Certificates in Business and IT must demonstrate proficiency as follows:

- Minimum IELTS (Academic Module): 6.0 overall with no band less than 5.5 or equivalent¹, or
- Successful completion of an AQF 5 Diploma (at least one year full-time) or Advanced Diploma (at least one year full-time) qualification in Australia, or at least half (0.5) year of full-time study (i.e., 4 Units) (or part-time equivalent) towards a bachelor's degree or higher with an accredited Australian Higher Education Provider, or
- Successful completion of the *Intermediate Level* or above of the English for Academic Purposes (EAP).

Applicants for the Bachelor of Social Work (BSW) must demonstrate English proficiency as follows:

- Minimum IELTS (Academic Module): 7.0 overall with no band less than 7.0, or equivalent¹

¹ A schedule of IELTS equivalences is available on the Sydney Met website or from Admissions Team.

Applicants for the Master's courses in the fields of business or information technology must demonstrate proficiency as follows:

- Minimum IELTS (Academic Module): 6.5 overall with a writing score of 6.0; or equivalent

Applicants for the *Master of Social Work* must demonstrate English proficiency as follows:

- Minimum IELTS (Academic Module): 7 overall with no band less than 7.0 or equivalent.

Equivalence for the minimum English language requirements may be established by students completing the English for Academic Purpose (EAP) or other similar English studies or internal tests.

8.4 Course-Specific Admissions Criteria

The social work courses may have inherent requirements. These are academic and non-academic requirements that are essential to the successful completion of the course. All applicants for social work courses are advised to consult the *Inherent Requirements Statement: Social Work* and consider whether they might require reasonable adjustments to complete this course. Applicants seeking advice about reasonable adjustments in relation to the inherent requirements are advised to contact the Student Support Coordinator by email to support@sydney.net.edu.au for confidential advice.

Students studying social work must complete 1000 hours of field education in external placement settings. Before undertaking field education, students may have to complete one or more of the following:

- *Criminal Record Checks*: Students must have a current and valid Australian National Criminal Record check that includes the student's full name with no offences listed.
- *International Police Check or Statutory Declaration*: International students must additionally have a translated International Police Check or statutory declaration.
- *NSW Working with Children Check (WWCC)*: Students must have a valid WWCC clearance letter issued under the category of volunteer.
- *Vaccination Certificate*: Some placement settings, such as NSW Health facilities, require that students have a current vaccination record. Students who do not have a current vaccination certificate will be limited in the field placement settings they can enter.

8.5 Additional Requirements

International students must enrol full-time in accordance with visa requirements.

Sydney Met does not enrol overseas students who are enrolled with another registered higher education provider into any course before six months of their principal course has been completed unless:

- the student is formally released from the other registered higher education provider and
- the other registered higher education provider agrees to the transfer.

9. SPECIAL ENTRY

Special entry may be possible for applicants who do not meet the above academic requirements but demonstrate that they have specific circumstances and/or suitable work experience to be able to undertake the Sydney Met courses.

The Registrar may determine that an applicant can be admitted to a course of study without meeting all admission requirements. This applies to prospective students who may have gained experience and/or qualifications equivalent to the admission requirements for a given course through employment and/or formal or informal education.

Special Entry into the Undergraduate Certificates in Business and IT, the BBus(Entr), and the BIT are considered for mature age applicants (minimum age: 21 years) with at least five years' full-time (or part-time equivalent) work experience in a role involving significant overlap with the knowledge and skill domains of the intended course within the last eight years. Written evidence is required in the form of a statement of service or similar document from the organisation(s) where the work experience was attained that confirms:

- the dates of employment and the position(s) held within the organisation(s); and
- includes a duty statement for the position(s) that details the tasks performed by the applicant.

This evidence will be assessed case-by-case as part of the assessment process.

The Registrar may determine that an applicant can be admitted to a course of study without meeting all the admission requirements based on equity considerations. This applies to prospective students who may not have had a reasonable prior opportunity to develop experience and qualifications sufficient to satisfy the admission requirements for the course but are assessed as having the potential to complete the course successfully. This includes applicants from the following groups:

those with educational disadvantage due to historical and cultural factors, such as Aboriginal and Torres Strait Islander people;

- those living with disability, illness and/or significant caring responsibilities;
- those from socially or economically disadvantaged backgrounds; and
- those from asylum seeker or refugee backgrounds.
- those from rural or remote locations.

Incomplete studies relevant to the course for which the applicant applies may also be considered on a case-by-case basis.

Applicants in any category whose study, work or life experiences have been impacted by disability, illness or family disruption may also be considered for special entry. Each application will be considered on merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant. Applicants for special entry are advised to consult the Disability Policy.

The primary consideration in assessing applications for special entry is the likelihood of a reasonable prospect of success in the proposed studies based on the evidence provided.

Applicants for special entry must be over 18 years of age when commencing their studies and must meet the English Language Proficiency required for the course.

10. CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING (RPL)

Sydney Met grants credit towards a course of study based on prior learning through formal studies, informal studies, or professional work experience to ensure that students receive appropriate credit for their previous achievements and are not required to repeat prior learning. For more details, see the Sydney Met *Credit and Recognition of Prior Learning (RPL) Policy and Procedure*.

11. OTHERS

Scholarships: Sydney Met awards scholarships to eligible students in several courses. Scholarships cover tuition fees for the duration of the course, which must be taken in full-time sequential trimesters of study only. For more details, see the Sydney Met Scholarships and Awards Policy and Procedures.

Internal course transfers: Internal transfers between courses may be permitted, subject to the student meeting the admission requirements for the program to which they seek to transfer and the approval of the Registrar. Factors that will be considered in making decisions about applications for transfer between courses include the availability of places, admission requirements for the course, and regulatory requirements (if any).

Cross-institutional study: Students enrolled with other Australian registered higher education providers may apply to undertake one or more units offered by Sydney Met to contribute to their award course with the institution where they are enrolled. Applicants seeking cross-institutional enrolment must provide documentary evidence that their primary institution has approved the concurrent enrolment and that they meet Sydney Met's pre-requisites (if any) for the units. Cross-institutional enrolments require approval from the Registrar. Factors that will be considered in making decisions about applications for cross-institutional study include the availability of places, admission requirements for the course, and regulatory requirements (if any).

Non-award study: Individuals may seek admission for non-award study of one or more Sydney Met units. Individuals seeking to undertake non-award study must be able to

provide evidence of potential academic success and demonstrate reasons for wishing to undertake the non-award study. Applications for non-award study must be approved by the Registrar, considering the availability of class places. Enrolment conditions may be applied to enrolments for non-award study.

12. PROCEDURES FOR ADMISSIONS

The appropriate application form must be completed with declarations signed by the applicant before an application can be processed. This form can be found on the Sydney Met website, obtained from the on-campus reception, provided by the agents, or through the Sydney Met online portal.

Applications for Credit or RPL should be lodged at the time of application using the form on the website.

As part of the admission process, applicants must provide evidence of their identity, including a copy of their passport in combination with one other secondary document showing a date of birth, current residential address, photograph and signature, such as a driver's licence.

All qualifications and supporting documentation must be submitted as clear and legible PDF files. Should further information and evidence be required, college officers will contact the applicant to request documentation.

Sydney Met accepts evidence documents certified by:

- an authorised officer of the institution that originally issued the document(s)
- an authorised officer of an Australian overseas diplomatic mission
- a Justice of the Peace noting name and registration number
- a Public Notary
- an overseas office of an Australian university
- an authorised education agent as listed on the Sydney Met Website.

Sydney Met also accepts documents certified by a person currently employed as an accountant, bank manager, barrister, solicitor or attorney, police officer, postal manager or pharmacist where the individual is not related to the applicant.

Applications are only considered when there is complete documented evidence fulfilling the admission requirements of the course.

Meeting the minimum entry requirements does not guarantee admission to Sydney Met courses.

All documents not written in English, such as academic transcripts and qualifications, must be accompanied by certified translations.

In general, applications received after the cut-off date for admissions will not be considered.

Complete applications are processed quickly, and a decision is communicated to the applicant. All applicants will be notified in writing of the outcome of their application.

International applicants applying to study in Australia will be pre-screened for authenticity of their reasons for study and arrival by undergoing screening by the College to satisfy its determination of the Genuine Student Test (GST) as defined by the Department of Home Affairs.

For domestic students, enrolment details are communicated to the applicant along with any conditions or further requirements. For international students, Confirmation of Enrolment certificates (CoEs) are issued under the ESOS Act, CRICOS requirements, the National Code and the provisions of the relevant departments such as the Department of Home Affairs. Any conditions or further requirements are also communicated to the applicants in writing.

A file is created for the applicant containing all correspondence and documentation and any relevant identifiers such as student number or applicant number.

Sydney Met will maintain the confidentiality and privacy of student information in accordance with the Privacy Policy. However, information collected from students may, as required in accordance with the Higher Education Support (HESA) Act 2003 and other legislation, be provided to the Department of Education, Skills and Employment, Department of Home Affairs and Commonwealth, State or Territory Government agencies.

Incomplete applications, or those requiring further evidence, are followed up, and a decision is communicated to the applicant.

Inaccurate or fraudulent documentation submitted by applicants will lead to the cancellation of the application, or offer, or enrolment. It may result in the forfeit of the applicant's right to a refund of the fees paid and/or prohibit the applicant from making future applications. Prior to exercising this authority, the College will offer the applicant an opportunity to explain the reason for the problem with documentation and if the applicant is satisfied with the explanation/s, the College may allow the application process to continue.

13. EVIDENTIARY REQUIREMENTS

All applications will be reviewed by the College and all evidentiary documents will be cited prior to an offer of admission made to the intending student.

Clear and legible copies of documents are required for the application to be assessed. The College staff will check the completeness of documents and evaluate the equivalency and authenticity of the qualifications provided. If there are some doubts about the document's originality and authenticity and questions are asked by the College officers, it is the responsibility of the applicant to provide satisfactory evidence

of the authenticity and validity to the College within a specified period as set by the College.

A Letter of Offer will be issued on the College letterhead, which is signed by the Principal Executive Officer (CEO) or an authorised officer. If there are Conditions attached to the Offer, these Conditions will also be stated on the Letter of Offer.

If an applicant is an overseas student already studying in Australia, the College Officers will check whether the applicant has completed at least the required duration of studies in their principal course of study before processing the application.

If the onshore international student has not yet completed the required duration of study in the principal course of study, which is normally six months, the College officers will check if one (1) of the following is correct before processing the application:

- The student has a valid release letter from the original institution.
- The student's course from the original institution is no longer registered or is discontinued.

Assessing an international student's qualifications may be done via the Australian Government AEI Country Education Profiles (CEP) online at <https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx>

Payment method of fees is bank transfer to the College's nominated bank account.

An intending student who has accepted an Offer of Admission to the College but has failed to complete the enrolment process stated in the Letter of Offer by the due date specified therein, the student may not have a guaranteed place at Sydney Met.

Applicants may receive recognition of their prior study and/or work experience upon assessment of their evidence and in accordance with the Recognition of Prior Learning (RPL) Policy and Procedure. It is the responsibility of the applicant to make an application with all the evidence required to obtain credit transfer and RPL.

14. SELECTION PROCESS

Sydney Met has the authority to accept or decline an application based on the information provided during the application and assessment process.

In exceptional cases where an applicant does not meet the course admission criteria but can demonstrate they can complete the course requirements, the Admissions Team may refer final admission decisions to the Executive Dean for consideration. The Executive Dean may accept the application by waiving the entry requirements and may place additional conditions on the applicant's academic progress during enrolment. Any conditions for enrolment will be indicated in the Letter of Offer. As an outcome of the assessment process, Sydney Met will make one of the following admission decisions:

- Unconditional Offer

- Conditional Offer
- Alternate Offer
- Packaged Offer
- No Offer

All applicants will receive written advice on the admission decision.

15. OFFER OF ADMISSION

An admission offer is only valid in writing via a Letter of Offer issued by Sydney Met's Admissions Team.

Unconditional Offer: Where an applicant has demonstrated they meet the admission criteria specific to their course of interest and have provided all evidence and documentation, Sydney Met may issue an Unconditional Offer.

Conditional Offer: Where an applicant has demonstrated they meet the majority of admission criteria specific to their course of interest at the time of application, Sydney Met may issue a Conditional Offer to allow additional time to satisfy the admission criteria or complete admission-related administrative tasks.

A Conditional Offer may be made, but not limited to, where an applicant has not yet:

- completed their current studies to meet the academic admission criteria
- provided sufficient evidence of their English language proficiency
- provided certified copies of evidentiary documentation
- satisfied course-specific regulatory or other administrative requirements

The Conditional Letter of Offer will list the conditions placed on the offer and advise the timeframe for meeting the conditions and the impact on admission should the conditions not be met or met by the set due date. The offer will be withdrawn if an applicant fails to satisfy the conditions.

The Admissions team will set due dates specific to each condition. Where possible, due dates should be set for at least one week before the commencement date recorded in the Conditional Letter of Offer, but no later than the census date of the commencing trimester.

A Conditional Offer may be withdrawn if the conditions are not satisfied by the due date specified in the Conditional Letter of Offer (see [Decline Admission or Withdraw an Offer of Admission](#)).

Alternate Offer: Where an offer cannot be made for the course for which the applicant applied, however, based on the information supplied in the application, and the applicant is considered suitable for another course then Sydney Met may make an Alternate Offer for the different course.

Any decision to make an Alternate Offer will consider the applicant's preferred academic outcomes and represent a realistic pathway by which the applicant may gain entry to their course of interest.

Packaged Offer: An applicant may be made a Packaged Offer where they are offered a guaranteed admission pathway through one or more levels of study (course), conditional on the applicant successfully progressing through each course sequentially.

Under a Packaged Offer, students will only be admitted to the next course once their eligibility to progress has been established.

The Packaged Letter of Offer will list any conditions attached to a course within the package, including the timeframe for meeting these conditions and the impact on admission to subsequent courses should they fail to meet any conditions or meet them by the specified due date. Where an applicant fails to meet the conditions of a Packaged Offer, the offer for admission will be withdrawn.

The Admissions team will set due dates specific to each condition. Where possible, due dates should be set for at least one week before the commencement date recorded in the Packaged Letter of Offer, but no later than the census date of the commencing trimester.

For an international student, any changes made to a preliminary course may have ramifications for admission to their principal course as recorded in their Confirmation of Enrolment (CoE), for example, if a preliminary course is a prerequisite admission requirement to the principal course. The principal course is generally the final course covered under the visa.

16. DECLINE ADMISSION OR WITHDRAW AN OFFER OF ADMISSION

Sydney Met reserves the right to decline admission or withdraw an offer where, but not limited to, an applicant:

- does not meet the general admission criteria or criteria specific to their course of interest
- has not provided admission-related information within the specified timeframe
- has provided false, inaccurate and/or incomplete information
- has not disclosed prior academic or non-academic misconduct (e.g., non-payment, ITR)
- has not disclosed previous or pending convictions
- has not met the requirements of a conditional offer by the set deadline
- is assessed as having high risk in the ERA.

Sydney Met also reserves the right to set intake quotas to maintain course viability thresholds. At their absolute discretion, Sydney Met may set a quota for an intake to any course, decline to admit applicants with too few applications or cancel an intake and any admission offers if too few applicants accept offers.

The Executive Dean must seek the approval of the CEO and Academic Board before withdrawing a course from an intake.

Offers will be made to eligible applicants whose applications were received as soon as possible. Once a quota has been filled, other eligible applicants may be declined admission.

Applicants will be advised of decisions in writing and their right to appeal (see [Appeal an Admission Decision](#)).

Under 17.1, where an application for admission has been refused or an offer is withdrawn, the applicant is excluded from making further applications for twelve months from the date of the decision letter. The applicant may reapply at the end of the exclusion period.

17. ACCEPTING AND ADMISSION OFFER

Letter of Offer

The Letter of Offer requests applicants carefully read through the offer document to ensure they understand the conditions of enrolment at Sydney Met.

The Letter of Offer will request the return of the signed International Student Acceptance Declaration and payment of Initial Subject Fees (Trimester 1). International applicants must complete all tasks listed in the Letter of Offer and any associated conditions to complete the enrolment process.

Sydney Met will only issue a Confirmation of Enrolment (CoE) once these tasks have been completed. A CoE is required by the Department of Home Affairs before they will grant a student visa. A valid visa is required before an international student can commence their studies at Sydney Met.

Criteria for a Confirmation of Enrolment (CoE)

A signed International Student Acceptance Declaration and payment of the Initial Subject Fees must be received by Sydney Met before the Admissions team is able to issue the CoE required for the application of a visa with the Department of Home Affairs. The Initial Subject Fees will be detailed in an invoice.

The Course Fee Deposit should only be paid to Sydney Met. Payment should not be made to an education agent, a staff member of an education agent or another institution such as a pathway provider.

18. OVERSEAS STUDENT HEALTH COVER

Australian Government regulations require all international students to have Overseas Students Health Cover for the duration of their course in Australia (except students from Norway, Sweden and Belgium under reciprocal government agreements). The

Department of Home Affairs will not process an application for a visa until they receive evidence that sufficient Overseas Students Health coverage has been obtained. Students are responsible for obtaining and maintaining health coverage for the duration of their course. More Information can be found [here](#).

19. VALID VISA TO FINALISE ENROLMENT

Students are responsible for obtaining a visa that permits them to study in Australia and ensuring it is current for the duration of their course.

Before the enrolment process is finalised, an international student must have a valid visa issued by the Department of Home Affairs and provide a copy to the Admissions team for their student file.

Upon completing the enrolment process, the student will be sent an enrolment letter, which includes a student number, Student Learning System login, course timetable, and orientation details. Orientation is compulsory for all new students. Key academic dates, including orientation week, are published on Sydney Met's website.

20. DEFERRING COMMENCEMENT

Where an applicant wishes to defer their enrolment to delay their commencement of study date, they must lodge an application form outlining the reasons for the request. An application form can be obtained via admissions@sydneymet.edu.au.

Sydney Met may grant a deferral of the commencement of study for up to 2 trimesters.

Where an international student wishes to defer their enrolment to delay their commencement of study date, Sydney Met will report the change to the Confirmation of Enrolment (CoE) to the Department of Home Affairs via PRISMS, which may impact their student visa. Students should seek advice from the Department of Home Affairs before changing their commencement date.

21. RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning is an assessment process used to determine the extent to which a student has achieved the required learning outcomes of a subject. Where course credit is granted, the student is exempt from attending that subject to complete the course.

Applicants may be eligible for subject exemption in recognition of prior learning. Where eligible, this could result in course credit being granted. An Application for RPL should be submitted at the time of application. See Sydney Met's Recognition of Prior Learning & Credit Policy and Procedure for more information.

International students should be aware that receiving course credit may affect the duration of their course. If gaining course credit affects the course duration recorded in the Confirmation of Enrolment (CoE), it may also affect the duration of the student visa. Students are strongly encouraged to check any possible visa implications before

applying for course credit that may result in a reduced course duration. Sydney Met is required to report all changes to the Department of Home Affairs via PRISMS.

22. READMISSION

Former students who were enrolled in a course of study at Sydney Met and have since withdrawn or discontinued their enrolment, were excluded from a course for a while, or had their enrolment cancelled by Sydney Met, must reapply to resume their study at Sydney Met.

In addition to the standard application outlined in this policy, former students seeking readmission to the same or a different course may be required to provide a show cause statement of 500 words to demonstrate why they should be considered for readmission (or re-enrolment). A former student's academic progression and conduct during previous enrolment periods will be considered part of the assessment process.

Readmission may include conditions relating to the student's enrolment such as, but not limited to, study load, progression hurdles, duration for completion, participation in additional academic support activities, counselling or changes to conduct in the classroom. Students are required to satisfy all conditions of readmission to maintain their enrolment. Sydney Met retains the right to cancel a student's enrolment where readmission conditions are not being met or achieved within the set timeframe or under policy.

Sydney Met has the right to decline future applications based on unsatisfactory academic progress or misconduct, including but not limited to:

- the applicant is deemed unable to satisfy the requirements of the course
- the applicant's conduct provides reasonable grounds to exclude the person from study
- the applicant has outstanding fees owing to Sydney Met

Applicants will be advised of the decision in writing and, where readmission is refused, their right to appeal (see section 23 - [Appeal an Admission Decision](#)).

Where an application for readmission has been refused or a readmission offer withdrawn, the applicant is excluded from making further applications for twelve months from the date of the decision letter. An applicant may reapply at the end of the exclusion period.

23. APPEALING AN ADMISSION DECISION

An applicant who is dissatisfied with an admission-related decision may appeal. Any appeal will be conducted as outlined in Sydney Met's Grievance & Appeals Policy.

An appeal can be initiated by lodging an 'Application for Appeal' via appeals@SydneyMet.edu.au. The policy and application form can be downloaded from the [Policies & Procedures](#) section of the Sydney Met website.

24. COURSE FEES

The Indicative Course Fees for each course of study at Sydney Met can be found in the [Tuition Fees](#) section on Sydney Met's website.

All new students must have paid in full their subject fees for a one-year full-time study period (8 units) by the Trimester Commencement Date.

Non-payment of subject fees is grounds for cancelling a student's enrolment with Sydney Met. An international student who has not paid their subject fees in full by the due date for the coming study period is considered to have breached the conditions of their student visa (see [Reporting Defaults](#)). For more information, see Sydney Met's Fees and Refunds Policy.

25. FEE REFUNDS

The Fees and Refunds Policy and Procedure outlines the grounds by which a student may be eligible for a refund of course tuition fees. Each student acknowledges and agrees to the refund policy terms when signing the student declaration in their Letter of Offer to study at Sydney Met.

26. ACADEMIC PROGRESS

International students are required to achieve satisfactory academic progress during each trimester to ensure the successful completion of their course within the duration specified in their Confirmation of Enrolment (CoE) and under the conditions of their student visa issued by the Department of Home Affairs.

International students may only extend the course duration recorded in their CoE as a result of compassionate or compelling circumstances as approved by Sydney Met; participation in an intervention strategy as approved by Sydney Met; or where Sydney Met has granted a deferment, leave of absence or suspension of enrolment.

As a condition of their student visa, international students are responsible for ensuring they are enrolled in the equivalent of a full-time study load at all times. International students should seek academic advice from Student Experience before changing their enrolment or study load via studentservices@sydneymet.edu.au.

Course progress will be monitored throughout the trimester and assessed at the end of each trimester. If progress begins to decline, a series of alert letters will be issued, and an intervention strategy will be implemented where an international student is failing 50% of their units of study within the trimester. International students who do not achieve satisfactory academic progress in two trimesters and/or cannot complete their course in the duration recorded in the CoE, will be advised of the intention to report the breach to the Department of Home Affairs via PRISMS, which may result in the cancellation of their student visa (see section 27 [Reporting Defaults](#)).

The Student Academic Progress Policy and Procedure provides more information on how academic progress is monitored and the support strategies available to students.

27. REPORTING DEFAULTS

Under the National Code 2018, international students who breach the conditions of enrolment and/or their student visa will be reported to the Department of Home Affairs via PRISMS, which may result in the cancellation of their student visa. Sydney Met will notify the student of its intention to report and their right to appeal the decision. At the absolute discretion of Sydney Met, an appropriate period of time may be granted to rectify this issue, such as the non-payment of fees.

If Sydney Met cannot deliver the nominated course due to unforeseen circumstances, the Department of Education and the TPS Director will be notified via PRISMS within three business days.

28. CHANGES IN ENTRY REQUIREMENTS

The Academic Board or its delegates may, from time to time, change the entry requirements of one or more of the courses offered by Sydney Met, and at such times, the Admissions Policy and Procedure will be updated accordingly. For this reason, applicants are advised to consult the most current Admissions Policy and Procedure available on the College website before applying. Once an application is submitted, it is considered that the applicant is aware of the latest entry requirements.

29. PROCEDURAL FAIRNESS AND STUDENT AGREEMENT

The enrolment process for students is designed to be ethical, fair, transparent, and clear. Sydney Met provides clear, accurate and comprehensive information to applicants and agents and staff assisting applicants are familiar with the enrolment process and its requirements to ensure that the enrolment process is applied fairly to all applicants for entry to Sydney Met.

The National Code requires the College to enter into a written agreement with all international students signed or otherwise accepted by the student.

All intending Sydney Met international students are provided with a copy of the written agreement that they must sign.

The agreement clearly states the course or courses in which the international student will be enrolled.

The Agreement contains an itemised list of all course fees payable to Sydney Met, and Sydney Met Refund Policy.

The Agreement contains Sydney Met's Privacy Policy particularly regarding personal information that may be shared between the College, the Australian Government, and designated authorities and, if relevant, the Tuition Assurance Scheme.

The Agreement contains all admission requirements for international students entering the course, including:

- evidence of completion of school or prior studies;
- evidence of English language proficiency;
- evidence of financial capacity;
- appropriate applicant declarations;
- identification forms such as passport;
- address and contact details;
- proof of age; and
- other documentation pertinent to the application as requested by the College.

The location of the College is communicated and all details about the College and Course are described in plain English.

The College may amend course entry requirements based on industry changes, course changes and other factors if approved by the Academic Board. Any changes will be communicated to all students in advance.

30. APPEAL AND REVIEW

Unsuccessful applicants who consider that Sydney Met has not properly assessed their application may appeal the decision under the College's *Complaints, Grievances and Appeals Policy and Procedure* available on the College [website](#).

VERSION CONTROL HISTORY	
Version	10.0
Responsible Officer	Executive Dean
Approved By	Academic Board
Date Approved	v.1; 17 December 2017 v.2; 8 February 2021 v.3; 20 June 2021 v.4; 14 Aug 2022 v.5; 19 March 2023 v.6; 13 April 2023 v.7; 17 September 2023 v.8; 03 December 2023 v.9; 26 February 2024 v.10; 18 November 2024
Next Review Date	November 2025

AMENDMENTS:

Version 10: The Admissions policy and processes document is revised and the following changes were made:

- Minor textual updates

- Reorganisation of material
- Clarification that this policy applies to international applicants to Sydney Met, including changing the name of the policy to reflect this
- Addition of a section listing related documents
- Addition of a section listing definitions
- Addition of details related to admission procedures