

Institution	Universal Institute of Technology
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Admissions (Application, Enrolment and Selection) Policy and Procedure

1. PURPOSE

This policy is in place to ensure that all individuals who gain entry into a nationally recognized program being offered at UIT have the appropriate skills and abilities to successfully complete their studies within the normal duration of the qualification/course.

This policy has also been developed to ensure that:

- a. UIT has open, fair and transparent procedures for making decisions about the selection of students, which are based on the clearly-defined, published entry requirements, and students are selected on the satisfaction of the course admission requirements; and
- b. Prospective student are accurately informed about the training, assessment and support services to be provided, and about their rights and obligations.

2. OBJECTIVES

- a. The International Admission policy facilitates the selection of international students who have the appropriate skills and abilities to successfully complete their studies within the normal duration of the qualification/course;
- b. Students are enrolled in courses that best align with their aspirations, individual choices and learning needs;
- c. The admissions process is applied in a fair, objective and consistent manner; and
- d. The admissions and enrolment process complies with all relevant legislative and regulatory requirements.

3. SCOPE

This policy and procedure applies to all International students seeking a place in a qualification/course provided by UIT.

4. STANDARDS FOR REGISTERED TRAINING ORGANISATIONS (RTOs) 2015

In relation to the requirements of the Standards for Registered Training Organisations (RTOs) 2015, UIT ensures that any marketing and other promotional or advisory material disseminated directly by UIT or on its behalf:

- a. accurately represents the services it provides and the training products on its scope of registration;
- b. includes its RTO Code;
- c. provides students with information prior to commencement of services including any third-party arrangements (Education Agents) affecting the delivery of training and/or assessment;
- d. refers to another person or organisation in its marketing material only if the consent of that person or organisation has been obtained;
- e. uses the NRT logo only in accordance with the conditions of use specified in Schedule 4;
- f. makes clear where a third party is recruiting prospective students for UIT on its behalf;
- g. distinguishes where it is delivering training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party;
- h. distinguishes between nationally recognised training and assessment leading to the issuance of AQF certification documentation from any other training or assessment delivered by UIT;
- i. includes the code and title of any training product, as published on the National Register, referred to in that information;
- j. only advertises or markets a non-current training product while it remains on UIT's scope of registration;
- k. only advertises or markets that a training product it delivers will enable students to obtain a licensed or regulated outcome where this has been confirmed by the industry regulator in the jurisdiction in which it is being advertised;
- l. includes details about any financial support arrangements associated with UIT's provision of training and assessment; and
- m. does not guarantee that:
 - a student will successfully complete a training product on its scope of registration;
 - a training product can be completed in a manner which does not meet the specified requirements of training packages and VET accredited courses; or
 - a student will obtain a particular employment outcome where this is outside the control of UIT.

Prior to enrolment or the commencement of training and assessment, whichever comes first, UIT will provide advice to the prospective student about the training product appropriate to meeting the student's needs, taking into account the individual's existing skills and competencies.

Prior to enrolment or the commencement of training and assessment, whichever comes first, UIT will provide, in print or through referral to an electronic copy, current and accurate information that enables the student to make informed decisions about undertaking training with UIT and at a minimum includes the following content:

- a) the code, title and currency of the training product to which the student is to be enrolled, as published on the National Register;
- b) the training and assessment, and related educational and support services UIT will provide to the student including the:
 - i. estimated duration;
 - ii. expected locations at which it will be provided;
 - iii. expected modes of delivery;
 - iv. name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on UIT's behalf; and
 - v. any work placement arrangements.

- c) UIT's obligations to the student, including that UIT is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation;
- d) the student's rights, including:
 - i. details of UIT's complaints and appeals policy and process required by Standard 6; and
 - ii. if UIT, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the student is enrolled in.
- e) the student's obligations:
 - i. in relation to the repayment of any debt to be incurred under the VET Student Loans scheme arising from the provision of services;
 - ii. any requirements UIT requires the student to meet to enter and successfully complete their chosen training product; and
 - iii. any materials and equipment that the student must provide.
- f) Information on the implications for the student of government training entitlements and subsidy arrangements in relation to the delivery of the services.

Where UIT collects fees from the individual student, either directly or through a third party, UIT provides or directs the student to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:

- a) all relevant fee information including:
 - i) fees that must be paid to UIT; and
 - ii) payment terms and conditions including deposits and refunds.
- b) the student's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies.
- c) the student's right to obtain a refund for services not provided by UIT in the event the:
 - i) arrangement is terminated early; or
 - ii) UIT fails to provide the agreed services.

Where there are any changes to agreed services, UIT advises the student as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

5. ESOS National Code

<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

In relation to the ESOS national Code 2018, UIT provides up-to-date and accurate information to students prior to enrolment in the course. Information to include the following:

Course information:

- the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable;
- the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;
- course duration and holiday breaks;
- the course qualification, award or other outcomes;
- campus locations and facilities, equipment and learning resources available to students;
- the details of any arrangements with another provider, person or business who will provide the course or part of the course;
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies;
- the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled;
- the ESOS framework, including official Australian Government material or links to this material online;

- where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5); and
- accommodation options and indicative costs of living in Australia.

Campus information:

- campus location(s); and
- general description of facilities, equipment, learning and library resources available to students.

Third party:

- Details of any arrangements with another party to provide the course or part of the course.

Fees:

- indicative course-related fees including, advice on the potential for fees to change during the student's course and applicable refund policies.

Other information:

- Information about the grounds on which a student's enrolment may be deferred, suspended or cancelled;
- ESOS framework description; and
- relevant information on living in Australia, including indicative costs of living, accommodation options, where relevant schooling obligations for school aged dependants of intending students, including that school fees may be incurred.

6. COMPLIANCE EVIDENCE

To demonstrate compliance UIT has the following forms of evidence:

- Student files containing application and enrolment documentation;
- Samples of the information provided to students prior to enrolment such as website, student prospectus, application form, letter of offer, acceptance agreement;
- experience and English language proficiency
- Memos authorising marketing materials signed by the marketing officer;
- Communications with agents signed by the marketing officer;
- Verified copies of qualifications on student files;
- Authorisations to make an offer;
- RPL and national recognition applications;
- Induction checklists;
- Professional development for application and enrolment staff;
- Student surveys; and
- Copies of tests/evaluations and assessments completed by students as part of the application and selection process.

7. POLICY

- 7.1 UIT will accept applications either directly from applicants or via a registered UIT Agent;
- 7.2 UIT will assess all applications in a fair and equitable manner whilst ensuring that the applicant meets the entry criteria for the course for which they are applying;
- 7.3 UIT will enrol the applicant only in courses that address the applicant's current knowledge and skills requirements and enable them to achieve their further study or vocational aspirations;
- 7.4 UIT will ensure all students are informed fully of the course duration and costs, study commitments and other associated rights and responsibilities through a formal written agreement which covers the following:

- Terms and Conditions which the student must agree to

- Itemise all fees that the student is liable to pay including
 - o Application Fee
 - o Course Fees
 - o Material Fees
 - o OSHC Fees
- Itemise all other potential fees for which the student may become liable during the course of studying at UIT – e.g. reassessment fees
- Course details including Course Code and name, CRICOS number, Start Date, End Date, hours per week, total number of weeks, delivery mode and delivery location
- OSHC options
- Student Responsibilities
- UIT Responsibilities
- Complaints and Appeals Policy
- Deferment, Suspension and Cancellation Policy
- Fees and Refunds Policy
- Reassessment Policy
- ESOS information and link to website

UIT will not knowingly recruit an onshore student in contravention of the National Code Standard 7.

- 7.4.1 UIT will conduct pre-selection assessments/tests and evaluations of all applicants. The results of these tests will be securely stored by UIT.
- 7.4.2 These assessments/tests and evaluations will include but not be limited to:
 - The English placement test
 - A pre training review based on the applicants qualification preferences.

8. Admission REQUIREMENTS

8.1.1 Pre-Training Review (PTR):

Selection for enrolment in UIT courses will be approved for applicants who meet the qualification selection criteria during the PTR prior to the confirmation of enrolment at UIT. A satisfactory outcome of PTR with authorised UIT Staff or representative will ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, UIT will review applicants existing knowledge, skills, experience and qualifications. Students will be asked to complete this PTR process during the enrolment process by providing details of student's existing knowledge, skills, experience and qualifications that are relevant to the course being applied for. UIT will then review this information and respond to the student with the outcome of the review whether to proceed and ask for other admission requirements below. Relevant work experience will be acknowledged and taken into consideration for the course to be shortened due to recognition of prior learning (RPL).

8.1.2 Age Requirements:

All students must be aged 18 years or over at the time of applying for admission to UIT.

8.1.3 Academic Requirements

Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 11 qualification is required for entry into Certificate IV level courses and Year 12 for Diploma and Advanced Diploma levels.

8.1.4 English Language:

- All UIT VET courses have an entry requirement of IELTS score 5.5 (please visit www.ielts.org for details) or equivalent, or have completed at least 6 weeks of Upper- Intermediate EAP/IELTS Exam Preparation course at UIT;
- If the International student's IELTS has expired, an Australian Certificate IV qualification or an English language qualification at the upper intermediate level or above studied in Australia can be considered as a suitable entry requirements;
- If the IELTS/TOEFL tests show that the English language requirements have not been met, then the student will need to undertake a period of study in an English language course that gives an outcome at the upper intermediate level;
- In the event that a Student does not have formal evidence of English proficiency or of other vocational or higher education qualifications, they will be required to sit an English Proficiency test as set out by the Academic Manager. As a result of this test students may be enrolled directly into the course or may be required to undertake a specified period of English language study;
- International students who are citizens of the following countries are not required to provide evidence of English language proficiency provided they have at least one assessable qualification at year 12 level or above from one of the countries listed AND the language in which they undertook the qualification was English.
 - Canada (excluding Quebec)
 - Fiji
 - Ireland
 - Kenya
 - New Zealand
 - Papua New Guinea
 - Singapore
 - Solomon Islands
 - South Africa
 - United Kingdom (including Northern Ireland)
 - United States of America
 - Samoa
 - Zambia
- Similarly, applicants who have successfully completed **two** full-time years of study or equivalent at a secondary (years 10-12) or post-secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than **two years** prior to the date of application to the UIT program.

8.1.5 Literacy/Numeracy requirements

- Provide satisfactory evidence that the student has the required level of literacy and numeracy skills to complete the qualification:
- To obtain an indication of students ACSF Level, in addition to the enrolment form, students will be required to complete and LLN assessment as a component of the enrolment process. Students are required to successfully test their LLN skills by completing an appropriate level LLN assessment as indicated by UIT staff during the enrolment process.
- If students do not meet English and LLN requirements, students will be asked to take further language, literacy and numeracy training e.g. Foundation skill programs etc.

8.1.6 Computer literacy requirements:

- All students enrolling into this program must know how to use the basic computer digital literacy skills in each of the following areas prior to graduation: (1) MS Windows, (2) MS Word, and (3) Internet /e-mail skills. This is expected from UIT and if you do not possess the computer literacy requirements, you will be provided with additional support.

8.1.7 A Unique Student Identifier (USI):

- In addition, students, will need to provide UIT with their Unique Student Identifier (USI) number. A USI is a reference number made up of numbers and letters, unique to each student. This USI allows them to link their previous and future VET qualifications into a single authenticated transcript, through the National Vocational Education and Training Data Collection, and prevents them from losing their record. This allows students to see all their training results, from all their previous providers. A USI Number will stay with the student for life, and must be recorded with any nationally recognised VET course they undertake.

9 APPLICATION, SELECTION AND ENROLMENT PROCESS

The application and enrolment process involves the following steps:

9.1 Enquiry – the prospective student makes an enquiry directly to UIT or through one of UIT’s nominated education agents

9.2 Provision of Information - UIT or its nominated education agent supplies the prospective student with the following information:

- Detailed and up to date information on the course of interest, including course content, duration of study, commencement dates and qualifications awarded upon successful completion;
- The requirements for acceptance into a course including the expected level of English language proficiency and academic requirements;
- Fees and charges and refund policies;
- Campus locations and general description of facilities;
- That UIT does not accept international students under the age of 18;
- Terms and conditions of enrolment; and
- Details on any collaborations with other training providers to provide whole or part of the course.

Application Process

- a. Upon receipt of a completed Application Form and Pre training review form - International Student, the UIT admissions staff or authorised delegate will decide on eligibility;
- b. Each enrolment application is to be assessed to ensure that the student’s qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought. This is completed through meeting the Admission requirements for the relevant course;
- c. Each course has its own admission requirements. Please refer to the course brochure and Training and Assessment Strategy for each particular qualification;
- d. The admissions officer or authorised delegate will assess the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the qualification in which the applicant wishes to enrol;
- e. If the applicant's educational qualifications do not meet UIT’s course admission requirements, other factors may be considered at the discretion of the institute. Verified evidence of these other factors must be included with the application;
- f. Having arrived at an admission decision regarding the applicant’s educational qualifications, the English language skills (language and literacy) will be assessed. If the student has a satisfactory IELTS score or equivalent (listed under admission requirements), the applicant will be offered a place in the chosen course;

- g. For onshore applicants, if the applicant has not attended an IELTS program or if the IELTS has expired, and they are unsure of their proficiency, they will be required to contact UIT staff, who may (at the CEO's discretion), allow enrolment to proceed. Each case will be examined on an individual basis;
- h. For offshore applicants, if an applicant cannot produce a satisfactory IELTS score or equivalent and if there are doubts about the English language skills to cope in an academic environment, the applicant will be advised to enrol in an ELICOS course, for an appropriate duration until the student achieves an equivalent IELTS score required by the course;
- i. If the application is successful, a Letter of Offer and Acceptance Agreement-International Student will be sent to the applicant/ their agent/ representative (including details of tuition fees, commencement dates, OSHC and Visa information);
- j. Applicants wishing to accept the offer must pay the fee requested in the Letter of Offer and Acceptance Agreement, complete, sign and date the Letter of Offer and Acceptance Agreement and return it to UIT;
- k. Once the completed acceptance agreement and the fee is received (and cleared by the bank) an electronic Confirmation of Enrolment (eCOE) will be generated and sent to the student/ the student's agent/ representative;
- l. Applicants must then apply for a student visa at their Australian Student Visa issuing centre and make travel arrangements to arrive in Australia in time to commence their course; and
- m. All completed applications are to be filed into the respective student's folder.

10 TRANSFERRING STUDENT

If the student is a transferring student, or if UIT has reasons to believe so, then a check should be carried out on PRISMS to ascertain status and ensure that this does NOT conflict with information UIT has received to date. If there is a conflict, which cannot be resolved through discussions with the student and/or agent then the enrolment should be refused and the applicant can then apply for a refund. A note should be put on PRISMS.

11 ORIENTATION & TRANSITION SUPPORT

All on-site students go through an Orientation Program during their first week at UIT. The Orientation program involves familiarisation with studying at UIT.

Contents of Orientation program include:

- A tour of UIT
- Details of the course, training plan, timetable, teachers contact
- Details of other Student Services and Support available in Student Handbook
- Information on other support available e.g. Legal, emergency and health services available
- Contacts for assistance with payment, welfare and academic issues
- Details of RPL and national recognition

UIT also requires all VET students to undertake a LLN test as part of their enrolment process. The results of this test will be provided to trainers and assessors in order to structure and/or manage an appropriate learning program.

Students are provided with:

- Link to the student Handbook
- A copy of Student Enrolment Checklist
- A copy of timetable and training plan
- A copy of RPL and National Recognition application forms.

12 RESPONSIBILITIES

- It is the responsibility of the Marketing Officer to ensure that all marketing information provided to prospective students is accurate and complete as per the guidelines of this policy;
- It is the responsibility of the Marketing Officer to monitor agents to ensure they are acting in accordance with the Admission and Enrolment policy of the college;
- It is the responsibility of the Admissions Officer to authorise the issuing of letters of offer on being satisfied that all entry requirements are met;
- It is the responsibility of the Academic Manager to confirm any applications for RPL or national recognition and take the necessary administrative action;
- It is the responsibility of the Academic Manager to conduct any RPL assessments and to approve any RPL granted;
- It is the responsibility of any officer acting as an Admissions Officer to ensure that the guidelines for entry requirements and issuing of Letters of Offer are strictly followed;
- It is the responsibility of the Admissions Officer to provide a list of all students offered a place at UIT to the following Executive Management Group meeting; and
- It is the responsibility of the Admissions Officer to ensure that all selection information is maintained including evidence of any pre-selection assessments and evaluations and the English proficiency/LLN test for the period specified by the national VET regulator.

13. CANCELATION/WITHDRAWAL OFFER

- The eCoE is issued on the basis that the funds transfer has taken place. If the transfer is found not to have happened after relevant enquiries have been made, the offer will be withdrawn;
- If subsequent enquiries or information shows that the documents used as evidence are not genuine then the offer will be cancelled and withdrawn; and
- In either case the eCoE will be cancelled and the student and/or agent notified.

14. EQUIVALENCIES

- Where an applicant offers a qualification issued from a school overseas the table below gives the equivalencies that are acceptable. If a qualification is not listed below then the Admissions Officer must make suitable enquires to ascertain equivalency and the evidence should be recorded in the applicants file; and
- International student high school equivalencies will be measured according to the following chart issued by the Department of Education.

Country	Qualification(s)	Recommended Minimum Entry Requirements
Bangladesh	Higher School Certificate (HSC)	First Division (60%) or overall grade point average of 3.0.
Brunei Darussalam	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
Canada	Ontario Secondary School Diploma	Successful completion of 6 OACs with an average of 55%.
China	Provincial High School Diploma	Average grade pass of 55%.
Ethiopia	Senior Middle School Certificate of Graduation	Successful completion with an average score of 70% or above AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended.
	Ethiopian School Leaving Certificate (ESLCE)	Successful completion with a minimum of 60%.
Fiji	Fiji Form 7 OR	Average of 60% in the best four subjects (one of which must include English).
Germany	University of the South Pacific Foundation Year	Pass.
Ghana	Senior High School (Abitur) or Reifezeugnis or equivalent	Completion with a pass grade.
	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
Hong Kong (SAR)	Hong Kong 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
India	All India Senior School Certificate Examination (CBSE) OR Higher School Certificate OR Pre-University Certificate (10+2) OR equivalent Indian Senior Secondary School qualification	Recommended Completion with a First Division Pass (60% average).
Indonesia	SMA 3/SMU 3	Successful completion with an average of 6.5 in 5 academic subjects AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended. International Baccalaureate Full Diploma with a minimum of 24 points.
International	International Baccalaureate	Full Diploma with a minimum of 24 points.
Iran	Higher Education Entrance Examination	Passes at a level required to gain admission to a recognised Iranian university.
Japan	Upper Secondary School Certificate of Graduation	Successful completion with an average of 60% AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended.
Jordan	General Secondary Education Certificate Examination (Tawjihi)	Successful completion with an average of 70%.
Korea, Republic of	Senior High School Diploma	Successful completion with an average of 3.0 (5 point scale) AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended.
Malaysia	STPM OR GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *

Mauritius	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
Nepal	Tribhuvan University Proficiency Certificate	Minimum of 60% in four academically relevant subjects.
New Zealand	National Certificate of Educational Achievement (NCEA)	42 credits at NCEA Level 3 or above with at least 25 of these credits from the government approved list, plus some Level 2 credits indicating reading and writing skills and Level 1 credits indicating numeracy skills.
Nigeria	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
Norway	Senior High School (Vitnemal den Vidergaende Skole)	Overall grade average of 3.0 (6.0 point scale).
Pakistan	Higher Secondary School (Intermediate) Certificate	Minimum grade average of 60% (First Division).
PNG		Successful completion of a preliminary year at University of Papua New Guinea or the Papua New Guinea University of Technology in addition to the completion of High School Studies.
Philippines	High School Diploma/Certificate of Graduation	Successful completion with a minimum average of 70% AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended.
Russian Federation	Certificate of Secondary (Complete) General Education	Successful completion with a minimum grade average of 3.0 (5 point scale).
Singapore	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
South Africa	Senior Certificate	Successful completion with Matriculation Exemption with a minimum grade D pass.
Sri Lanka	Further Education & Training Certificate	Completion with Satisfactory Competence (Rating Code 4).
Sweden	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
	Upper Secondary School Certificate (Afgangsbetyg)	Successful completion with a minimum grade average of 3.0 (5 point scale).
Taiwan	Senior High School Diploma	Successful completion with a minimum 'C' grade average (60%) AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended.
Tanzania	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *
Thailand	Certificate of Secondary Education (Mayatom 6)	Grade point average of 2.2 AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended.
Turkey	State High School Diploma (Devlet Lise Diplomasi)	Successful completion with a minimum overall 'C' grade average.
United Kingdom	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *

USA	High School Diploma and SATV and SATM (SAT 1)	Successful completion of Diploma plus a minimum score of 1100 in SAT with no less than 426 in verbal or maths components.
Vietnam	Diploma of General Education (Bang Tu tai)	Minimum grade point average of 6.5 AND a 5 week Introductory Academic Program (IAP) for students who have met the IELTS requirement is recommended.
Zambia	GCE 'A' Levels	Equivalent of 4 points in a minimum of 2 relevant 'A' Level academic subjects. *

Note: All documents that are presented when applying for enrolment at the institute must be translated and certified into English.

15. ASSOCIATED DOCUMENTS

- ST07 Student Application Form - International
- AD07 Student Agreement – International
- ACA012 Enrolment Policy and Procedure
- ADM022 PRISMS Administration Policy and Procedure
- ST30 Offer letter & COE Summary Record Form