

## 1. Purpose

- 1.1 This Admission, Enrolment and Orientation Policy ensures a transparent and consistent process for selecting and enrolling students, maintaining trust in the institution's standards. It provides students with the necessary resources for a smooth transition into academic and social life at Central Australian Institute of Technology Higher-Education (CAIT Hi-Ed) while establishing clear academic and non-academic benchmarks to ensure preparedness and compliance with legal and regulatory requirements. A key aspect of the policy is ensuring students possess the language skills necessary to succeed in an English-medium academic environment, enabling them to effectively engage with lectures, discussions, assignments, and course materials.
- 1.2 For international students, meeting these language requirements is particularly crucial for thriving in both academic and social settings. This fosters an inclusive and effective learning environment by minimising communication barriers and promoting better interaction among students, faculty, and staff. By upholding these standards, CAIT Hi-Ed ensures a high-quality educational experience for all.

## 2. Scope

- 2.1 The Admission, Enrolment and Orientation Policy and Procedure covers all aspects of the admissions process, from eligibility and application to decision-making, enrolment, ongoing review, and orientation, ensuring a fair, transparent, and efficient system that aligns with institutional goals and regulatory requirements.
- 2.2 Admission policies and procedures apply to the following:
  - a. Prospective students, including first-time applicants, transfer students, international students, and those from underrepresented backgrounds, ensuring they have clear guidance on eligibility and application processes.
  - b. Admission officers, staff, and committees managing and evaluating applications to maintain compliance with institutional standards and regulations, with faculty members involved in specific course evaluations.
  - c. Chief Executive Officer who oversees the process to align with strategic goals and handle issues or appeals,
  - d. Indirectly, current students, alumni, parents, guardians, and educational advisors are affected by these policies, influencing the institution's diversity, quality, and reputation, ensuring a fair, efficient, and effective admissions system.

## 3. Policy

- 3.1 The Admission, Enrolment and Orientation Policy and Procedure of CAIT Hi-Ed is designed to ensure a transparent, fair, and consistent process for selecting and enrolling students. CAIT Hi-Ed is committed to upholding high academic and ethical standards, promoting diversity, and fostering an inclusive environment. This policy outlines clear eligibility criteria, application requirements, English proficiency requirements, and selection processes, ensuring that all applicants are evaluated equitably based on their merits and potential. CAIT Hi-Ed is dedicated to supporting students in making informed decisions regarding their educational and career pathways and strive to comply with all relevant regulatory and accreditation requirements, regularly reviewing and updating the procedures to reflect best practices and institutional goals.

## 4. Principles

- 4.1 CAIT Hi-Ed will maintain professional, accurate, and transparent marketing of its educational services, ensuring the integrity of the higher education sector.

- 4.2 Admission decisions are based on clear eligibility criteria and merit, in compliance with institutional and regulatory standards. Eligibility criteria and entry requirements will be clearly outlined in all marketing materials to ensure prospective students have access to essential information.
- 4.3 As an equal opportunity institution, CAIT Hi-Ed will treat all applicants seeking admission fairly and equitably. CAIT Hi-Ed will adhere to an open, transparent, and merit-based admission process, using clearly defined criteria to assess applicants' qualifications, experiences, and English language proficiency in relation to the requirements of the course.
- 4.4 CAIT Hi-Ed will ensure that prospective students receive comprehensive information about tuition fees, course content, assessment methods, available support services, and their rights and responsibilities before enrolment. Students will also be advised on educational and career pathways, including opportunities for credit transfer and recognition of prior learning (RPL), based on valid documentation and prior achievements.
- 4.5 Additionally, all students will be informed of the requirement to obtain a Unique Student Identifier (USI) prior to enrolment, in compliance with national standards.
- 4.6 All new students are required to attend an orientation program that introduces them to the institution's academic expectations, campus resources, and social integration opportunities.
- 4.7 Promoting the inclusion of students from diverse backgrounds, including underrepresented groups, to enrich the educational experience and foster a supportive community.
- 4.8 Safeguarding the privacy of applicants by protecting their personal information and using it solely for the purposes of admission.
- 4.9 Applying policies and procedures uniformly across all applicants to maintain the integrity and credibility of the admission process.
- 4.10 Making the admission process accessible to all potential applicants, including those with disabilities, by providing necessary accommodations and support.
- 4.11 Regularly reviewing and updating the policies and procedures to reflect changes in educational standards, institutional goals, and feedback from stakeholders.

## 5. Admission entry requirements

- a. These admission criteria are established to confirm that students admitted to CAIT Hi-Ed are academically qualified, possess the necessary English proficiency, and have the essential educational skills to successfully engage in and advance through their course.
- b. To qualify for admission to a course, or subject offered by CAIT Hi-Ed, all applicants must satisfy the following minimum entry requirements for their level of study:
  - i. Minimum age requirements,
  - ii. Minimum academic and/or professional experience requirements,
  - iii. Minimum English proficiency requirements, and
  - iv. Any additional professional or course-specific admission requirements, such as Police Check and Working with Children's Check (WWCC) and health checks.
- c. Additional admission requirements and eligibility criteria apply to international applicants studying in Australia on a student visa under the ESOS Act and the National Code of Practice for Providers of Education and Training to Overseas Students.

### 5.1 Minimum age requirements.

- 5.1.1 International applicants planning to study in Australia on a student visa must be at least 18 years old when they accept their offer of admission.

5.1.2 Any other applicants under 18 at the time of accepting their offer will be considered for admission, provided they meet the conditions outlined in the Admissions Procedure Section 7.1.

## 5.2 Minimum academic requirements.

5.2.1 The minimum academic requirement for studying the Bachelor Degree at CAIT Hi-Ed typically includes:

- Completion of an Australian senior secondary qualification (VCE or equivalent) or Year 12 International Senior Secondary qualification.
- Completion or partial completion of an approved tertiary qualification.
- Additional requirements may be required depending on the specific course.

5.2.2 The minimum academic requirement for studying the Master's Degree at CAIT Hi-Ed typically includes:

- Holding a bachelor level qualification in a relevant Australian degree (or equivalent), or
- Prior vocational education and training, higher education study and work/life experience will also be taken into consideration.

5.2.3 Applicants who do not meet the formal entry requirements may be considered on a case-by-case basis.

## 5.3 Minimum English proficiency requirements.

5.3.1 Students who have not previously studied in English must demonstrate English proficiency with any one of the following evidence.

English Language Proficiency Table	
Evidence	Minimum Requirement (Bachelor of Early Childhood Education) (BECE)
IELTS (Academic)	6.5 (with no less than 6.5 in each band)
TOEFL (iBT)	Score 87+ with minimum scores of 21 in writing and 19 in reading, speaking and listening
Pearson Test of English (PTE) (Academic)	Score 56 with a minimum of 46 in each communication skills
Cambridge English	175 with no bands less than 169 in all sub-skills
Evidence	Minimum Requirement (Master of Teaching (Early Childhood) and Nested Graduate Diploma in Early Childhood Education (MTEC)
IELTS (Academic)	7.0 (with no less than 6.5 in written communication and minimum individual band score of 6.0)
TOEFL (iBT)	Score 94+ (with minimum scores of 27 in writing and 24 in reading, speaking and listening)
Pearson Test of English (PTE) (Academic)	Score 66 with minimum scores of 56 in written communication and no less than 46 in all other communication skills
Cambridge English	185 with no band less than 185
<b>Note:</b> Minimum English language requirement may differ depending on the courses.	

- 5.3.2 Applicants who do not meet English proficiency requirements may receive a conditional offer pending successful completion of an approved intensive English language course and meeting the required standard prior to commencement.
- 5.3.3 English language requirements may be waived if the applicant was employed during the last five years in a recognised English speaking country, the role should have required strong written and verbal communication skills in English, and the employment should have ended no more than five years before the application.
- 5.3.4 To prove residency or employment, applicants must provide relevant documents, such as a passport and residency or citizenship papers. In cases where employment is cited as evidence, supporting statements from employers detailing job duties, responsibilities, and the company profile should be included to help verify the applicant's proficiency in English.

## **5.4 International/Overseas applicants.**

International applicants seeking to study at CAIT Hi-Ed on a student visa must meet the following additional requirements:

- a. They must fulfil the genuine student requirements and demonstrate to CAIT Hi-Ed that they have adequately prepared for study in Australia.
- b. Applicants already studying in Australia on a student visa with another education provider, and who are within the first six months of their principal course, will only be considered for admission if they provide a letter of release from the current provider.

# **6. Application**

## **6.1 Application Process.**

6.1.1 Applicants can apply for admission from one of the methods described below.

- CAIT Hi-Ed Admission's Office.
- CAIT Hi-Ed online portal.
- Through a dedicated CAIT Hi-Ed student recruitment agent.

## **6.2 Application Assessment and outcome.**

6.2.1 CAIT Hi-Ed will assess all applications and make one of the following selection decisions:

- a. Full offer;
- b. Conditional offer;
- c. Packaged offer of qualifying course/s leading to the principal course;
- d. An offer into an alternative course; or
- e. No offer.

6.2.2 Applicants will be notified of their application outcome in writing. If their application has been declined, reasons for such will be provided. Where eligible, an alternative offer that they meet the requirements for shall be provided.

6.2.3 All successful applicants will also receive a written offer of admission which will serve as the agreement between the student and CAIT Hi-Ed. Such offer will state the conditions the applicants will have to meet, course requirements, the cost of study and any other legislative requirements.

- 6.2.4 Those receiving conditional offer will be provided with additional conditions to receive the full offer or may be withdrawn if the applicant does not meet the condition(s) by the deadline stated in the offer.

### **6.3 Withdrawing offers**

- 6.3.1 CAIT Hi-Ed reserves the right to withdraw an admission offer at any time if the applicant fails to:
- Fulfil any conditions of the offer before the census date,
  - Accept the offer according to the instructions outlined in the offer letter,
  - Pay the fees for the first teaching period by the date specified in the offer letter or fee invoice/statement, or
  - If the course reaches its full student quota before the offer is accepted.
- 6.3.2 If an applicant for study in Australia on a student visa is discovered to have submitted false or misleading information in their application, CAIT Hi-Ed may cancel an application, or withdraw an offer of admission.

### **6.4 Deferring Admission**

- 6.4.1 Those International student applicants applying for a study at CAIT Hi-Ed on a student visa will not be allowed to defer their offer; however, they may reapply for a new admission offer with a later start date.

### **6.5 Payment of fees**

- 6.5.1 All students must either pay or arrange for the deferment of their tuition fees by the deadline indicated in their offer letter or invoice/fee statement for their first teaching period.
- 6.5.2 Additionally, all students, including international applicants studying in Australia on a student visa, must not pay their tuition fees before accepting their offer. Fees must be paid by the due date specified in the offer letter as a condition for accepting the offer.

### **6.6 Tuition Protection Service (TPS)**

- 6.6.1 The Tuition Protection Service offers support to students who have paid their tuition fees upfront or through a HELP loan if CAIT Hi-Ed is unable to fully deliver their course. This service ensures that students can either:
- Complete their studies in a different course or with another education provider, or
  - Receive a refund for their unused tuition fees and/or a re-credit of any remaining unused HELP loan balance (including HECS-HELP and FEE-HELP).

### **6.7 Admission equity and access schemes**

- 6.7.1 CAIT Hi-Ed will offer several admission pathways, entry programs, and access schemes for domestic undergraduate applicants from underrepresented groups and those who have faced disadvantages in preparing for Higher Education study. These include:
- Adjustments to selection ranks based on location, subjects, and equity factors to address challenges that have affected high school education for applicants applying with an ATAR.
- 6.7.2 CAIT Hi-Ed will give special consideration to the recruitment, admission, participation, and successful completion of Aboriginal and Torres Strait Islander peoples, as well as applicants from non-English speaking backgrounds, individuals with disabilities, and those from geographically isolated, economically disadvantaged, or socially disadvantaged backgrounds. To achieve this, special consideration will be given throughout the recruitment, admission, participation, and completion stages.

- a. In terms of **recruitment**, CAIT Hi-Ed will implement targeted outreach programs, including partnerships with Indigenous communities, rural schools, and migrant support services, to raise awareness of educational opportunities. Specialised recruitment officers and culturally sensitive materials will be used to engage Aboriginal and Torres Strait Islander students, as well as applicants from non-English speaking backgrounds. Scholarships and financial aid programs shall also be provided to remove financial barriers for disadvantaged students.
- b. During the admission process, alternative entry pathways, such as recognition of prior learning (RPL), foundational courses, and adjusted selection ranks, will allow students who may not meet standard academic requirements to gain entry. For individuals from non-English speaking backgrounds, preparatory English courses may be offered, while applicants with disabilities can receive reasonable adjustments, such as additional support in application and testing processes.
- c. Once admitted, CAIT Hi-Ed will ensure ongoing support through a range of services. Culturally safe spaces, academic tutoring, and language support are available for students from diverse backgrounds. Students with disabilities will benefit from accessibility services, assistive technologies, and tailored academic accommodations. Additionally, scholarships and financial aid for economically disadvantaged students will ensure they can focus on their studies without financial hardship.
- d. Finally, to ensure successful completion, CAIT Hi-Ed will provide career guidance, mentoring, and work placement opportunities, prioritising support for students from disadvantaged groups. These services will help bridge the gap between education and employment, enabling students to achieve their full potential and succeed in their careers.

## 6.8 Appeals and complaints

- 6.8.1 Where a student wishes to appeal an original decision made under this policy, or has a complaint about their treatment, quality of service or the conduct of staff, the Complaints and Appeal Policy and Procedure will apply.

# 7. Admission Procedures

## 7.1 Minimum age requirements.

- 7.1.1 Applicants who will be under 18 years old at the start of their studies must declare that they have received consent from their parent or guardian when accepting their offer of admission. Those who will be under 17 years old are required to submit written consent from their parent or guardian as a condition of their enrolment. The necessary form will be provided by the relevant Admissions Office. Failure to complete and return this form by the specified deadline will result in the cancellation of their enrolment.
- 7.1.2 Applicants under 17 years old must have their study courses approved by the relevant Head of School before the Admissions Office can issue an offer. Admission will only be considered under the following conditions:
- a. The applicant is not an international student intending to study in Australia on a student visa.
  - b. The relevant Head of School is confident that the applicant's welfare and safety will be ensured.
  - c. The faculty permits the enrolment of underage students in the relevant course and/or subjects.
  - d. The applicant provides written consent from their parent or guardian as a condition of enrolment.



- 7.1.3 Once an underage applicant accepts an offer of admission, the Admissions Office will notify the Student Support Service (SSS) division at CAIT Hi-Ed. These divisions will coordinate the welfare and safety arrangements in consultation with the relevant Course Coordinator.

## **7.2 International Education agent**

- 7.2.1 Applicants planning to study on an Australian student visa may apply through an international education agent contracted with CAIT Hi-Ed. These agents can submit direct admission applications on the applicant's behalf, provided the application includes evidence of the applicant's authorisation for the agent to act on their behalf.

## **7.3 Genuine Student Requirements (Student visa applicants)**

- 7.3.1 The genuine student assessment applies to all student visa applicants, as required by the Australian Government. This assessment ensures that the student visa program is used appropriately and not as a means to maintain permanent residency in Australia.
- 7.3.2 International students applying for study in Australia on a student visa must demonstrate that they intend to come to Australia temporarily for educational purposes and will return to their home country upon completion of their studies.
- 7.3.3 As part of the admissions process, applicants may be sent a genuine student requirement information form to complete. They may also be required to attend an interview or provide additional documents to support their claims after submitting their application for admission.

## **7.4 International students who are transferring from another provider**

- 7.4.1 An international student currently within the first six months of their principal course with another education provider must obtain a letter of release from that provider before CAIT Hi-Ed can issue a confirmation of enrolment (COE) for transferring to this university.

## **7.5 Refund of international applicants' fees**

- 7.5.1 CAIT Hi-Ed will determine based on its set of policy and procedure the conditions under which the institute will give a full or partial refund of the tuition fees to the international students who are unable to start or continue their course.
- 7.5.2 Tuition Protection Service (TPS) offers support to international students if CAIT Hi-Ed is unable to fully deliver their course of study.

## **7.6 Application for direct admission.**

- 7.6.1 To have their application reviewed, prospective students applying directly to CAIT Hi-Ed or through one of its agent must:
- Complete the appropriate admission application form, adhering to all instructions provided on the form,
  - Attach any required supporting documents,
  - Confirm that they have read and agreed to the terms and conditions set by CAIT Hi-Ed,
  - Declare that their application is accurate and complete to the best of their knowledge and that they meet the study requirements, and
  - Submit their application by the relevant deadline listed on the study web page.
- 7.6.2 The Admissions Office is responsible for publishing these online forms, application deadlines, and submission instructions on the study web page.

## 7.7 Offer of admission.

- 7.7.1 The Admission office will ensure that all written offers of admission to domestic applicants include all necessary information, such as:
- Details required for the applicant to understand the offer, including course specifics, conditions to be met, credit outcomes, enrolment requirements, key dates, and information about tuition fees, payments, refunds, and other study costs.
  - Information required under the Higher Education Standards Framework (HESF), and other relevant legislation.
- 7.7.2 Under the authority of the Chief Executive Officer (CEO), CAIT Hi-Ed will ensure that all written offers of admission to international or overseas applicants studying in Australia on a student visa include all necessary details as required by the Education Services for Overseas Students Act (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students. This includes:
- A description of the course or courses, including course details, CRICOS registration, expected start date and duration, delivery locations, modes of study, and any compulsory online or work-based training or research requirements.
  - Information about any applied credit.
  - Conditions of enrolment, including any prerequisite requirements and English language requirements.
  - Details of tuition fees, non-tuition fees, circumstances for additional fees, and information about refund processes and the Tuition Protection Service (TPS).
  - Requirements for maintaining current contact details as outlined in the relevant Policy.
  - Circumstances under which personal information may be disclosed, in compliance with the Privacy Act 1988.
  - An overview of internal and external complaints and appeals processes.
  - A statement that “This written agreement, and the right to make complaints and seek appeals of decisions and actions under various processes, does not affect the student’s rights under Australian Consumer Law if it applies.”
  - A reminder that the student is responsible for keeping a copy of the written agreement and receipts of any tuition and non-tuition fee payments.

## 7.8 Deferring Admission

- 7.8.1 Domestic applicants who receive an offer of admission may be eligible to apply for deferment, provided the relevant delegates allows for it and the application is made before the first census date. However, deferment may not be available if the relevant delegate has determined that the course will not be available in a later intake, or if the admission requirements will change by the later intake, making the applicant ineligible.
- 7.8.2 Applicants can defer an offer for up to 12 months, but if their deferral request to a later teaching period is approved, they cannot defer again. The Admission Office or their delegate handles all domestic deferment requests. For courses where deferment is not permitted, students must reapply for admission for the next available intake. International or overseas applicants wishing to defer must request in writing that CAIT Hi-Ed cancel their original offer and issue a new one for a later intake, subject to faculty requirements, availability, and their eligibility at that time.



## 7.9 Accepting offers of Admission

- 7.9.1 To finalise their acceptance of an offer, applicants must complete several steps. They need to either accept the offer online or sign and return it, agree to meet any conditions specified in the offer before the first subject census date, provide CAIT Hi-Ed with their unique student identifier (USI) before the census date (for domestic students or international students studying in Australia), and pay or arrange for the deferment of their fees by the deadline stated in their offer letter or invoice for the first teaching period.
- 7.9.2 Students should refer to the relevant CAIT Hi-Ed Enrolment and Orientation Policy and Procedure (Section 5.5) for details on paying or deferring tuition fees through a HELP loan and for information on submitting their USI.
- 7.9.3 Offers for a course typically have a default acceptance deadline of 14 calendar days from the offer date, or by the first day of the relevant teaching period if less than 14 days remain. In exceptional cases where offers are made during the first week of the teaching period, the deadline is two calendar days from the offer date. For courses with enrolment limits or competitive entry requirements, the deadline may be shortened to seven calendar days or until the first day of the teaching period if fewer than seven days remain.
- 7.9.4 Applicants must adhere to the acceptance deadline and follow the offer instructions promptly, or CAIT Hi-Ed may cancel the offer. The Admission Office will ensure that the acceptance process requires applicants to agree to all conditions of study and meets all relevant legislative requirements.

## 7.10 Admission restriction.

- 7.10.1 Applicants who meet the minimum entry requirements for a course may still have their admission declined under certain conditions. If an application is declined, the applicant will be informed of the reasons.
  - a. Admission may be refused for several reasons, including if it falls under other provisions of the Admissions Policy and procedures, such as course quotas or genuine student requirements. Additionally, courses may be restricted for applicants who already possess a qualification or professional registration in the same field as the course they are applying for.
  - b. Furthermore, if the applicant is a current academic staff member of CAIT Hi-Ed or affiliate institutions, and a conflict of interest is identified, their admission may be declined.

## 8. Enrolment Procedure.

### 8.1 Set up Student Account

- 8.1.1 After the student has accepted the offer, students will receive access to the student portal, which students will use to manage enrolment, course selection, and access CAIT Hi-Ed resources.
- 8.1.2 Student will also need to activate their CAIT Hi-Ed email account, as all official communications, including enrolment details, will be sent to this address.

### 8.2 Subject Selection

- 8.2.1 Students will select the subjects they wish to study for the upcoming semester or academic year, based on the course's structure and requirements.
- 8.2.2 Students will identify both the mandatory (core) and optional (elective) courses.
- 8.2.3 If the students are unsure about their course selection, they will have the option to consult student service for assistance.

### 8.3 Complete Enrolment Forms and Sign Student Agreement

- 8.3.1 CAIT Hi-Ed will provide application for enrolment forms to the students through student portal.
- 8.3.2 Students will be required to complete any mandatory enrolment forms, including personal information, emergency contacts, and confirmation of your course of study.
- 8.3.3 Students will also indicate whether they will study full-time or part-time. Note: International students can study only full time.
- 8.3.4 Students will also be sent Student Agreement which the students are required to sign and submit to CAIT Hi-Ed within five (5) working days. The signing of the Student Agreement indicates that the student has accepted all the terms and conditions.

### 8.4 Process Credit Transfer/Recognition of Prior Learning

- 8.4.1 When reviewing a student's enrolment application, CAIT Hi-Ed will first check whether they have indicated an interest in applying for credit transfer or Recognition of Prior Learning. If they have expressed interest but have not provided the necessary supporting documentation, CAIT Hi-Ed will contact them to request the relevant certificates or transcripts. If they have expressed interest in RPL, CAIT Hi-Ed will send the student a RPL kit.
- 8.4.2 Once the applicant submits the required certificate, CAIT Hi-Ed will then verify its authenticity by contacting the issuing Institute. After confirming the certificate is genuine, CAIT Hi-Ed will update the student's details in the Student Management System to reflect the credit transfer or RPL.
- 8.4.3 The student will also be informed of the reduction in both the course duration and fees, based on the time allocated in the timetable for the subject they have received credit for. Fee adjustments will be calculated according to the institution's Fees and Refunds Policy.

### 8.5 Finalise Enrolment

- 8.5.1 On receipt of the Student Agreement, CAIT Hi-Ed will issue an invoice for tuition fees for the semester.
- 8.5.2 Students will pay their tuition fees by the specified deadline using one of the available payment methods (e.g., credit card, bank transfer). International students may be required to pay upfront, while domestic students could have options for financial aid or government loans. **Australian Students** will be able to apply for **HECS-HELP** or **FEE-HELP** if eligible, allowing them to defer your tuition fees.
- 8.5.3 Following receipt of the first payment, CAIT Hi-Ed will issue a Confirmation of Enrolment (CoE) to the student. Those who are granted Credit Transfer or RPL, their CoE will reflect the reduced course duration. Additionally, CAIT Hi-Ed will be responsible for reporting the change in course duration in the Provider Registration and International Student Management System (PRISMS).

### 8.6 Organise Student ID and Unique Identifier

- 8.6.1 Students will apply for their student ID card, which they will need to access campus facilities like the library and exam rooms. This can be done during orientation or online.
- 8.6.2 Students will need to ensure that they obtain a **Unique Student Identifier (USI)** in accordance with national regulations.

### 8.7 Enrolments under different circumstances

- 8.7.1 Late enrolment – commencing students
  - a. Late enrolment will be allowed under specific circumstances where a student's delay will be justified and will not significantly hinder their academic progress. These circumstances will

include medical or personal emergencies, visa or immigration delays for international students, administrative or technical issues caused by the institution, financial hardship or funding delays, and compassionate situations such as natural disasters or family crises. Additionally, late enrolment will be permitted for students receiving a late offer of admission or those transferring courses. In all cases, the feasibility of the student catching up and maintaining course integrity will be carefully considered.

- b. To apply for late enrolment, students must submit a formal written request with supporting documentation explaining the delay. The institution will review the application to determine whether the student can reasonably catch up on missed coursework without compromising the academic experience of others. Final approval will rest with relevant authorities, such as the Course Coordinator, Head of School, or Registrar, and enrolment must be completed within a specified grace period, typically within two weeks of the course start date.
- c. Approved students may need to follow a catch-up plan that could include additional tutorials, assignments, or resources. The institution will provide clear communication regarding late enrolment policies and deadlines and ensure access to academic and administrative support to help students transition successfully. All late enrolment requests and approvals will be documented to ensure transparency and compliance with institutional policies.

#### 8.7.2 Re-enrolment

- a. Re-enrolment will be allowed under circumstances where a student has previously withdrawn or been discontinued but wishes to resume their studies. This will typically include situations such as taking a leave of absence due to medical or personal emergencies, resolving academic or financial issues that led to the withdrawal, or completing any disciplinary requirements imposed by the institution. Re-enrolment will also be considered for students who previously failed to meet academic progress requirements but have since addressed the underlying issues. In all cases, the institution will assess whether the student is prepared to meet academic and administrative expectations moving forward.
- b. Re-enrolment in either Bachelor or Master Degree shall be allowed within the timeframe of two years (24 months) after withdrawing or discontinuing studies without needing to reapply for admission. However, if any students want to return after 2 years, they will need to reapply for admission.

#### 8.7.3 Extension of enrolment in relation to assessment

- a. An extension of enrolment based on assessment will be allowed when a student faces legitimate circumstances that prevent them from completing assessments within the prescribed timeframe. These circumstances will include medical emergencies, documented personal issues, unexpected technical difficulties during assessment submission, or other compassionate reasons such as family crises. Additionally, extensions will be considered if the student encounters academic or research challenges that require more time to meet the learning outcomes. In all cases, the institution will require evidence of the circumstances and will ensure the student has a clear plan to complete the assessments during the extended period.

#### 8.7.4 Concurrent course enrolment

- a. Concurrent course enrolment will be allowed under circumstances where a student demonstrates the capacity to manage multiple courses simultaneously without compromising academic performance. This will typically include situations where the courses are complementary, such as pursuing a double degree or adding a short-term certificate to enhance skills. Additionally, students may be permitted concurrent enrolment if it aligns with their academic or career goals, such as meeting prerequisites for a future

course. Approval will be granted based on the student's academic record, workload capacity, and the feasibility of completing both courses successfully within the required timeframes. Approval for such will rest with relevant authorities, such as the Course Coordinator, Head of School, or Registrar at CAIT Hi-Ed.

#### 8.7.5 Cross-institutional enrolment

- a. Course institutional enrolment will be allowed when a student meets the institution's admission requirements and the course aligns with their academic or career goals. This will include circumstances where the student has demonstrated the necessary qualifications, skills, and prerequisites for the course. Institutional enrolment will also be permitted if the student has transferred from another institution and meets the credit transfer or recognition of prior learning criteria. Additionally, enrolment will be considered for students who are resuming studies after a break or changing courses within the institution, provided they meet the course's entry conditions. However, if any of CAIT Hi-Ed students intend to enrol at another Australian Higher Education Institution, it may be permitted only when the subject/s is/are not being offered at CAIT Hi-Ed.

#### 8.7.6 Non-award enrolment

- a. Non-award enrolment will be allowed under circumstances where a student wishes to undertake specific courses for personal or professional development without pursuing a full degree or qualification. This will include students who are interested in gaining knowledge in a particular subject area, fulfilling prerequisites for future studies, or upgrading skills for career advancement. Non-award enrolment will also be permitted for students from other institutions seeking cross-institutional study or those who wish to experience university-level courses without committing to a full course. The enrolment will be granted based on course availability and the student's ability to meet any necessary prerequisites.

#### 8.7.7 Lapse of candidature and enrolment

- a. A student's candidature and enrolment will be considered to have lapsed if they fail to enrol or re-enrol by the designated deadlines without securing prior deferment or formal approval for a leave of absence, or if they do not return from a leave of absence by the specified date or obtain an extension. Additionally, if a student has been absent from enrolment for a trimester or more, excluding optional trimesters, their candidature and enrolment will lapse. Once lapsed, the student will no longer hold the status or entitlements of an active enrolment. To resume their studies, the student must reapply for admission through the standard process, with no assurance of re-admission.

### 8.8 Appeals

- 8.8.1 A student may appeal a decision made under this policy and procedure by following the processes out lined in the Grievance Appeals Policy and Procedure.

## 9. Orientation Procedures

### 9.1 Pre-Orientation Communication

- 9.1.1 After enrolment, students receive orientation details, including dates, times, and session descriptions, through email and the student portal.
- 9.1.2 Students are informed of which sessions are mandatory, such as academic briefings and safety protocols, and encouraged to attend social events.

### 9.2 Orientation Sessions

- 9.2.1 Students attend sessions that cover academic policies, course registration, study expectations, and available resources such as libraries and academic advising.

9.2.2 Students are introduced to the institution's learning management system (LMS) and online tools needed for their studies.

9.2.3 Mandatory sessions on health services, campus security, and emergency procedures are included.

### 9.3 International Student Orientation

9.3.1 International students are provided with visa compliance information and introduced to the international student office.

9.3.2 Special sessions are held to help international students adjust to cultural and social aspects of life at the institution.

### 9.4 Social Integration and Campus Life

9.4.1 Students are encouraged to participate in social activities, such as welcome events, student clubs, and campus tours.

9.4.2 Information on student counselling, health services, and extracurricular activities is provided.

### 9.5 Feedback and Follow-up

9.5.1 After the orientation program, students are invited to provide feedback through surveys, and follow-up sessions are scheduled to address ongoing concerns.

9.5.2 Student services remain available throughout the academic term for assistance.

## 10. Roles and Responsibilities

Role	Responsibilities
<b>Chief Executive Officer (CEO)</b>	<ul style="list-style-type: none"> <li>Oversees the strategic implementation of admission, enrolment, and orientation processes.</li> <li>Approves final decisions on complex admissions appeals and disputes.</li> <li>Ensures institutional compliance with the ESOS Act, HESF, and National Code requirements.</li> </ul>
<b>Admissions Office</b>	<ul style="list-style-type: none"> <li>Manages end-to-end application processes (domestic and international).</li> <li>Verifies applicant documentation, academic eligibility, and English proficiency.</li> <li>Issues full, conditional, and alternative offers of admission.</li> <li>Manages late offers, deferral requests, re-enrolments, and admission withdrawal cases.</li> <li>Coordinates with other departments to ensure all offer details comply with regulatory and institutional requirements.</li> <li>Manages COE issuance and PRISMS updates.</li> </ul>
<b>Student Services</b>	<ul style="list-style-type: none"> <li>Supports students through subject selection, enrolment processes, and student account setup.</li> <li>Provides guidance on HELP loans, USI requirements, and tuition payments.</li> <li>Processes requests for RPL and Credit Transfer in collaboration with academic teams.</li> <li>Refers students to academic or welfare support services where required.</li> <li>Assists international students with visa compliance, orientation, and cultural adjustment.</li> <li>Supports international applicants through education agents and Genuine Student assessments.</li> </ul>
<b>Orientation Team</b>	<ul style="list-style-type: none"> <li>Plans and delivers comprehensive orientation programs for all students.</li> <li>Coordinates with academic and student support units to deliver orientation content.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensures international students receive targeted support on visa, cultural, and social integration.</li> <li>Collects and reviews feedback on orientation and addresses follow-up issues.</li> </ul>
<b>Academic Course Coordinators / Heads of School</b>	<ul style="list-style-type: none"> <li>Evaluate non-standard applications (e.g., underage applicants, RPL cases).</li> <li>Approve curriculum-related entry pathways or subject selections.</li> <li>Engage in interviews or assessments related to genuine student requirements for international students.</li> <li>Provide academic input for admission and re-enrolment decisions.</li> </ul>
<b>Registrar (or Delegated Authority)</b>	<ul style="list-style-type: none"> <li>Authorises late enrolments and re-enrolments.</li> <li>Ensures compliance with enrolment deadlines and academic integrity of course entry.</li> <li>Oversees formal communication regarding lapsed candidature or restrictions.</li> </ul>
<b>Finance Department</b>	<ul style="list-style-type: none"> <li>Issues invoices and manages tuition fee payments, including deferrals and refunds.</li> <li>Supports TPS-related functions in case of course non-delivery.</li> <li>Coordinates with Admissions Office to align fee conditions in offers of admission.</li> </ul>
<b>Student Support Services (SSS)</b>	<ul style="list-style-type: none"> <li>Coordinates welfare and safety support, especially for underage or vulnerable students.</li> <li>Provides access to academic support, counselling, and inclusion services.</li> <li>Ensures accessibility and equity support for students with disabilities or those from disadvantaged backgrounds.</li> </ul>
<b>Marketing and Communications Team</b>	<ul style="list-style-type: none"> <li>Ensures all published course, fee, and admission-related materials are accurate and compliant.</li> <li>Supports outreach and recruitment for equity and diversity access schemes.</li> <li>Collaborates with Admissions and Academic teams on domestic and international campaigns.</li> </ul>

## 11. Authority and Compliance

<b>File Number</b>	HEP01
<b>Status</b>	Current
<b>Approval Authority</b>	Academic Board.
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>Education Services for Overseas Students Act 2000 (ESOS Act);</li> <li>Australian Qualifications Framework (AQF);</li> <li>Higher Education Standards Framework (2021); and</li> <li>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018)</li> <li>Privacy Act 1988</li> <li>Higher Education Support Act 2003 (HESA).</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>CAIT Hi-Ed Admission form</li> <li>CAIT Hi-Ed Discontinuation and Refund form</li> <li>CAIT Hi-Ed Conditional Offer Letter Template</li> </ul>



	<ul style="list-style-type: none"> <li>• CAIT Hi-Ed Full Offer Letter Template (Domestic &amp; International)</li> <li>• CAIT Hi-Ed Packaged Offer Letter Template</li> <li>• CAIT Hi-Ed Student Agreement Template</li> <li>• CAIT Hi-Ed International Student Genuine Student Assessment Form</li> <li>• CAIT Hi-Ed Enrolment Form (including student declaration, course selection, emergency contact)</li> <li>• CAIT Hi-Ed Late Enrolment Request Form</li> <li>• CAIT Hi-Ed Re-Enrolment Application Form</li> <li>• CAIT Hi-Ed Deferment Request Form</li> <li>• CAIT Hi-Ed Withdrawal of Admission/Offer Form</li> <li>• CAIT Hi-Ed Underage Student Consent Form</li> <li>• CAIT Hi-Ed Confirmation of Enrolment (CoE) Issuance Checklist</li> <li>• CAIT Hi-Ed Orientation Program Schedule Template</li> <li>• CAIT Hi-Ed Orientation Feedback Survey Template</li> <li>• CAIT Hi-Ed Admission Decision Outcome Template (including rejection &amp; alternative offer)</li> <li>• CAIT Hi-Ed USI Declaration Form</li> <li>• CAIT Hi-Ed Lapse of Candidature Notification Letter Template</li> <li>• CAIT Hi-Ed Admission Appeals Form</li> <li>• CAIT Hi-Ed Orientation Materials</li> </ul>
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• CAIT Hi-Ed Complaints and Appeal Policy and Procedure</li> <li>• CAIT Hi-Ed Enrolment and Orientation Policy and Procedure</li> <li>• CAIT Hi-Ed Grievance and Appeals Policy and Procedure</li> <li>• CAIT Hi-Ed Fees and Refund Policy and Procedure</li> </ul>
<b>Higher Education Standards Framework (Threshold Standards) 2021</b>	<ul style="list-style-type: none"> <li>• Standard 1.1; ss 1 – 3</li> <li>• Standard 2.2; ss 1 – 3</li> <li>• Standard 2.4; ss 1 – 5</li> <li>• Standard 3.2; ss 3</li> <li>• Standard 3.3; ss 1</li> <li>• Standard 4, ss 1 - 2</li> <li>• Standard 5.2; ss 1</li> <li>• Standard 5.3; ss 1</li> <li>• Standard 6.1; ss 3</li> <li>• Standard 7.2; ss 1 – 4</li> </ul>
<b>Education Services for Overseas Students (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018</b>	<ul style="list-style-type: none"> <li>• Standard 2, ss 1 -3</li> <li>• Standard 3, ss 1, 3 &amp; 4</li> <li>• Standard 5, ss 1</li> <li>• Standard 6, ss 1 -2</li> <li>• Standard 7, ss 1</li> <li>• Standard 8, ss 1</li> </ul>
<b>Responsible Officer</b>	Academic Dean.
<b>Responsible Executive</b>	CEO.

<b>Enquiries Contact</b>	Academic Dean.
<b>Effective Date</b>	
<b>Expiry Date</b>	Not applicable
<b>Next Review</b>	3 Years from the effective date

## 12. Review Schedule

This policy will be reviewed by the Academic Board every three years.

Version History			
Version No	Approved by	Approval Date	Revision Notes
1.0	Academic Board	7/3/2025	

## Appendix 1: Admission Procedure Flow Chart



## Appendix 2: Enrolment Procedure Flow Chart

