

Admissions Policy and Procedure

Policy Category	Academic		
Document Owner	EL SIS Principal Executive Officer		
Responsible Officer	Director of Studies		
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References and Legislation	Education Services for Overseas Students Act 2000 (Cth); The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) The Privacy Act 1988 (Cth)		
Related Documents	Monitoring Student Course Progress, Attendance, and Course Duration Policies and Procedures Complaints and Appeals Policies and Procedures Student Code of Conduct		
Version	Change description	Approved	Effective Date
4.0	Reviewed and updated 3/11/2020	Principal Executive Officer 5/11/2020	5/11/2020

1. Purpose

The purpose of this Policy and Procedure is to assist English Language School in Sydney (EL SIS) staff with admissions and recruitment of new students.

2. Scope

This Policy applies to students wishing to be accepted into a program of study offered by EL SIS. This policy articulates the EL SIS practices as they apply to international students in compliance with the [ESOS Act 2000](#) and the [National Code 2007](#).

3. Policy

3.1. Under Standard 2 of the National Code 2007, registered providers must recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. Registered providers ensure students' qualifications, experience, and English language proficiency are appropriate for the course for which enrolment is sought.

3.2. Before accepting a student, or an intending student for enrolment in a program, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the requirements for acceptance into a course. This must include the minimum level of English language proficiency, educational qualifications, work experience if required, and whether credit may be available.

3.3 The registered provider must have documented procedures in place and implement these procedures to assess whether the student's qualifications, experience, and English language proficiency are appropriate for the program for which enrolment is sought.

4. ELSIS Entry Requirements

EL SIS has a strict policy whereby the minimum age requirement for all courses is 18.

4.1 General Intensive English Course (GIE)

- There is no entry requirement for the ELSIS General Intensive English Course. When students enter the College, they are given a Placement Test, after which they are allocated a class according to their level of English proficiency.
- Study must occur on campus with 20 hours of face to face instruction per week.

4.2 English for Academic Purposes Course (EAP)

- Students looking to enter EAP 1 must have a General English level of solid Intermediate or above. Alternate entry requirements include:
 - Academic IELTS 5.0
 - TOEFL overall 35 to 45
 - PTE overall 35 to 42
 - CAE certificate with an overall grade B
- Students looking to enter EAP 2 must have a General English level of solid Upper-Intermediate or above. Alternate entry requirements include:
 - Academic IELTS 5.5
 - TOEFL overall 46 to 59
 - PTE overall 43 to 50
 - CAE certificate with an overall grade A
- Study must occur on campus with 20 hours of face to face instruction per week.
- Certificates must be no older than two (2) years.
- In all cases, the College reserves the right to request applicants to complete additional English language courses.

4.3. International English Language Testing System Preparation Course (IELTS)

- Students looking to enter the ELSIS IELTS Preparation course must have a General English level of Intermediate or above. Those students who have previously taken the IELTS test, TOEFL, Pearson Test of English (Academic), and can provide documentary evidence of attaining a satisfactory level may also enter the IELTS Preparation Course.
Entry requirements include:
 - An ELSIS Placement Test with an intermediate level assessment and above
 - A minimum General English Intermediate Certificate with an overall grade B and above
 - Academic IELTS 4.5
 - General IELTS 5.0
 - TOEFL overall 35 to 45 and above
 - PTE overall 35 to 42 and above
 - PET certificate with an overall grade B and above

- FCE certificate with an overall grade C and above
 - CAE certificate with an overall grade C and above
- Study must occur on campus with 20 hours of face to face instruction per week.
- All evidence of English must be no older than two years at the time of enrolment. In all cases, the College reserves the right to request applicants to complete additional English language courses.

4.4. Preliminary English Test (PET)

- Students looking to enter the ELSIS Preliminary English Test course (PET) must have an Intermediate level of English.

Alternative entry requirements include:

- An ELSIS Placement Test with an intermediate level assessment.
- A minimum General English Intermediate Certificate with an overall grade B and above
- Academic IELTS 4.5
- General IELTS 5.0
- TOEFL overall 35 to 45
- PTE overall 35 to 42

4.5. First Certificate in English Preparation Course. (FCE)

- Students looking to enter the ELSIS FCE Preparation Course must have a General English level of Upper Intermediate or above.
- Alternate entry requirements include:
 - An ELSIS Placement Test with an upper-intermediate level assessment and above
 - PET certificate with an overall grade B and above
 - Academic IELTS 5.0
 - General IELTS 5.5
 - TOEFL overall 35 to 45
 - PTE overall 35 to 42
- Study must occur on campus with 20 hours of face to face instruction per week.
- Certificates must be no older than two (2) years.
- In all cases, the College reserves the right to request applicants to complete additional English language courses.

4.6 Certificate in Advanced English Course. (CAE)

- Students looking to enter the ELSIS FCE Preparation Course must have a General English level of solid upper-intermediate to advanced.
- Alternate entry requirements include:
- An ELSIS Placement Test with a solid upper-intermediate level assessment and above
 - An FCE certificate with an overall B grade and above
 - Academic IELTS 5.5

- General IELTS 6.0 overall
- TOEFL overall 46 to 59
- PTE overall 43 to 50

4.7. Business English Course (BE)

- Students looking to enter the ELSIS BE Course must have a General English level of solid Intermediate or above.
- Alternate entry requirements include:
 - An ELSIS Placement Test with an intermediate level assessment and above
 - A minimum General English Intermediate Certificate with an overall grade B and above
 - Academic IELTS 5.0
 - General IELTS 5.5
 - TOEFL overall 35 to 45
 - PTE overall 35 to 42
 - PET certificate with an overall grade A
 - FCE certificate with an overall grade B
- Study must occur on campus with 20 hours of face to face instruction per week.
- Certificates must be no older than two (2) years.
- In all cases, the College reserves the right to request applicants to complete additional English language courses.

5. Risk management

Rules are established, monitored, and updated in line with Ministerial Directive 69, visa outcomes, and the risk index to ensure students are appropriately assessed to ensure they are a Genuine Temporary Entrant (GTE) and a Genuine Student (GS).

6. Transfer between registered providers

EL SIS will not enrol a transferring student before the student has completed six months of their principal course of study unless:

- the original registered provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered; or
- the original registered provider has provided a written letter of release; or
- the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change

6.1. Procedures

- 6.1.1 Applications must be submitted via the online application form
- 6.1.2 Applications are assessed to ensure the student meets all entry criteria and are provided with an outcome:
- Full offer letter (the student is able to move to acceptance)
 - Conditional offer letter (the student is required to provide further documentation)
 - Rejection (the student does not meet the requirements for admissions to ELSIS)
- 6.1.3 All qualifications and supporting documentation must be certified or original copies.
- 6.1.4 Documents not in English must be accompanied by a certified translation.
- 6.1.5 All initial applications are processed by ELSIS admissions team. Course extensions are processed by ELSIS Student Services staff. The Associate Director, Admissions has the final responsibility for all College admissions.
- 6.1.6 Should further evidence be required after course commencement; the student will be contacted by Student Services requesting documentation.

7. Staff Interaction and Document Checks

- 7.1. A Letter of Offer must be authorised by and signed by the Principal Executive Officer (PEO) or their authorised officer.
- 7.2. The College may withdraw or cancel an offer if the student provides incomplete, incorrect or false and misleading information.
- 7.3. In all cases, the intending student has the right to appeal such a decision by accessing the college Appeals and Complaints Policy and Procedure.
- 7.4. An intending student may request a review of the admissions decision using the School's Appeals and Complaints Policy and Procedure.
- 7.5. Student Services (enrolment) staff at the School will check the completeness of documents on enrolment day and assess the equivalency and authenticity of the qualifications provided.
- 7.6. In the case of internal course changes and extensions, Student Services consult with the Director of Studies to determine if a student meets the new course requirements.
- 7.7. The School accepts 7.7 NAATI translators or other authorised translators as translators of these documents.
- 7.8. Letters of Offer must be on school letterhead and must be approved and signed by the Principal Executive Officer (PEO) or their authorised officer. If there are special conditions attached to the offer, these will be stated on the Letter of Offer.
- 7.9. Payment methods of fees include bank transfer to the School's nominated bank account.
- 7.10. Other payment methods may be agreed to by the School from time to time.

8. Changes in Entry Requirements

EL SIS may alter or enhance the entry requirements into one or more of the courses offered by the school. Any changes to the entry requirements must be approved by the Director of Studies and will be published by the school, along with a start date, and will be available on the EL SIS website. www.elsis.edu.au

9. Appeals and Reviews

Unsuccessful applicants who consider that the school has failed to properly assess their application may seek a review of the school's decision by completing an Admission Decision Appeal Form and submitting it to Student Services in hard or soft copy. A decision will be made by the Director of Studies or the Associate Director of studies within four (4) weeks of the appeal being received. The decision will be final in the case of a negative appeal outcome. This form must be completed and sent to Student Services no later than two (2) weeks after the decision is sent to the applicant informing them of their non-acceptance into the course.