

Admissions Policy (Higher Education)

Version Number: 2.1

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Approved By: Dhyan Singh

1. Purpose

This policy outlines the framework that guides decision-making in Admissions processes to ensure all applications are determined consistently and fairly.

This policy is based on regulatory guidelines including:

- Australian Qualifications Framework (AQF)
- TEQSA Higher Education Standards Framework (HESF)
- FEE-HELP and FEE-HELP Guidelines
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

2. Scope

This policy applies to all students seeking to apply to enrol in courses at Stanley College, and all staff involved in the processing of applications for admissions.

For more information on admissions requirements for Vocational Education and Training (VET), refer to the [Admissions Policy \(VET & ELICOS\)](#) on the Stanley College website or on Novacore.

For more information on admissions requirements for the Professional Year Program (PYP) refer to the *Admissions Policy – Professional Year Programs* on Novacore.

3. Key Definitions

Please refer to *Glossary of Terms* at:

- Website: <https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/>
- Higher Education website: <https://highereducation.stanleycollege.edu.au/essential-information/policies-procedures/>

4. Policy Principles

Stanley College's Admissions process is applied fairly and consistently to all applicants who meet the Course Entry Requirements as specified on Stanley College website and marketing materials.

Stanley College Admission decisions:

- Align with the Australian Qualifications Framework (AQF) to ensure students have appropriate academic background;
- Comply with the Higher Education Standards Framework (HESF) and FEE HELP;
- Comply with the Education Services for Overseas Students (ESOS) Act and National Code;

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- Must ensure that future students meet the Department of Home Affairs Genuine Student Criterion (GS) requirements for studying in Australia. Comply with all Student Visa requirements linked to the provision of accurate information ([PIC 4020](#))
- Ensure students have appropriate English Language Proficiency to successfully undertake a course; and
- Are approved by the Academic Board for admissions purposes.

4.1 Admissions Transparency

Stanley College complies with TEQSA’s requirement for Admissions Transparency, aimed at presenting accessible, transparent and easily understood information on entry requirements so prospective students can make informed study choices. Prospective students can refer to the Stanley College website for more information, including but not limited to:

- Courses, course components, course entry requirements (academic, English Language, Alternate Entry) and career opportunities;
- Recognition of Prior Learning (RPL);
- Fees – tuition fees, material fees (if applicable) and other expenses such as administrative charges, Overseas Student Health Cover (OHSC), cost of living in Australia;
- Course duration, start dates, campus facilities and student services;
- Complaints and appeals;
- Student guides;
- Academic calendar;
- Policies and Procedures;
- Approved Education Agents.

Stanley College ensures the fair and equitable treatment of all applicants and seeks to increase Admission numbers from under-represented cohorts, including

- International students (subject to holding a Student Visa and enrolling in a CRICOS- registered course);
- Aboriginal and Torres Strait Islander peoples;
- Students from lower socioeconomic backgrounds;
- Students with a disability;
- Students from remote, rural or isolated areas;
- First-in-family learners;
- Students from non-English speaking backgrounds (including domestic students); and
- Students with significant family responsibilities and/or financial difficulties.

Stanley College may offer Alternate Entry for mature-aged applicants and those from disadvantaged or under-represented demographics, subject to meeting an Alternate Entry Assessment. Stanley College welcomes applications from Aboriginal and Torres Strait Islander (ATSI) peoples. Refer to the Alternate Entry Admission section within this policy for more information.

4.2 Admissions Refusal

Stanley College reserves the right to reject applicants who:

- Provide false information or fraudulent documents in support of their application – for international students more information on provision of false information or fraudulent documents can be referred here - [Public Interest Criterion \(PIC 4020\)](#);
- Fail to meet pre-visa screening processes;
- Fail to demonstrate that they are a [Genuine Student \(GS\)](#) as defined under the *Migration Act*;

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- Were previously excluded from studying at Stanley College due to payment default, misconduct, poor progression or failure to demonstrate that they are genuine students;
- Are unable to meet the requirements and suitability of the course and Stanley College believes that it would not be in the best interest of the applicant;
- International Students who have not completed a minimum of six months of study in the Principal Course linked to the Student Visa issued by another Education Provider.

4.3 Entry Requirements

Academic Entry Requirements align with the Australian Qualifications Framework (AQF). Academic and English Language requirements are set by the appropriate governing body and periodically benchmarked against other Providers. Academic and English Language entry requirements for each course are published on the Stanley College website. Higher Education course entry requirements are set by Stanley College Academic Board.

Staff will assess each application on its merits, including the demonstrated academic achievements, language skills and propensity to succeed at the chosen course. Where applicants do not have sufficient academic or English language background, Stanley College may recommend an alternative course that provides a pathway into the preferred course.

Where an applicant has a background that is under-represented in Higher Education, other factors such as work experience and life experience may be considered. In such cases, the decision to approve the applicant will be determined by the Dean of Higher Education.

4.4 Formal Qualifications – Verification and Comparability of Overseas Qualifications

Applicants who have completed academic studies overseas will have their qualifications checked against [Country Education Profiles \(CEP\)](#) of the Australian Government Department of Education to determine comparability to the AQF:

- [WA Overseas Qualifications Unit \(OQU\)](#);
- [South Australia: Skilled Arrival Services](#).

Applicants must submit certified copies of overseas qualifications and English translation of the document. Education Agents representing Stanley College are only authorised to certify copies of the original documents from their own country.

4.5 English Language Proficiency

English Language proficiency requirements are detailed in the Admissions procedure based on the qualification level. English Language entry requirements for each course are also published on the Stanley College website.

4.6 Recognition of Prior Learning (RPL) or Credit

Applicants may apply for Recognition of Prior Learning based on their previous studies, work experience or skills. Recognition of work experience and skills may be limited or unavailable in some courses. See the [Credit and RPL Policy and accompanying procedures](#).

Where a student's prior learning is a close match to units in their chosen course, they may be granted a Credit exempting them from doing one or more units. International students are advised to seek advice on their Student Visa if the changes result in a shortened course duration.

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4.7 Alternate Entry Admission

The Alternate Entry option is for applicants who do not directly meet the course entry requirements (general admissions entry requirements) for Admission and allows applicants from under-represented groups or those who have experienced educational disadvantage to seek entry into Stanley College courses. This applies to applicants who:

- Are mature-aged applicants who do not have recent (within the last two years) school, TAFE or University results to be considered for general admissions entry;
- Have qualifications or certificates with ungraded assessments and no other means to satisfy general admissions entry requirements;
- Do not have a Higher School Certificate (HSC) or equivalent;
- Do not meet the general admissions entry requirements but have completed non-award tertiary studies;
- Are students with work and life experience who cannot enter via general admissions entry requirements; or
- Are Aboriginal or Torres Strait Islander peoples or other under-represented backgrounds who cannot enter via general admissions entry requirements.

Admission by the Alternate Entry requires applicants to sit for the Special Tertiary Admissions Test (STAT) and achieve the required scores as specified on the Stanley College website.

Students with **work and life experience** may be admitted to a course without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications. These include formal qualifications such as:

- Higher Education or sub-degree study in a different field
- VET study – completion of competency-based Certificate IV and Diplomas
- Bridging and preparation courses
- Post-secondary professional qualifications

4.8 Students with a Disability

Stanley College welcomes applicants with disabilities and will endeavour to meet their specific needs. Applicants will be asked to provide details of their disability to enable Stanley College to ascertain if it can support their specific learning needs. Stanley College will support students with a disability in accordance with the [Disability Standards for Education 2005](#).

Whilst Stanley College will never discriminate against those with disabilities, it reserves the right to decline an application where, in the opinion of the Dean of Higher Education, the applicant's needs go beyond "*reasonable adjustment*", imposes an unjustifiable hardship on the College (as specified in legislation) or the nature of the course is likely to place the student or others at risk.

4.9 Offer, Acceptance and the Student Agreement

Applications for Admissions are processed by the Admissions team in accordance with the Admissions Procedure (Higher Education).

All applicants will receive a formal notification of the Admission outcome from the Admissions Office as either a full offer, a conditional offer (which must have its conditions met prior to being eligible to enrol) or an unsuccessful letter.

Successful applicants and those who have met their conditional offer, will be sent a written agreement in the form of a Letter of Offer. To accept the offer, applicants must sign the Letter of Offer, pay fees

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in accordance with Offer and within the timeframe specified which is within 28 days from the date of issue if a full offer is issued OR within 28 days from the date of issue or until the course commencement date, whichever occurs first if a conditional offer is issued.

International Students will be issued with a Confirmation of Enrolment (CoE) subject to meeting the GST/GS requirements, to enable them to obtain a Student Visa. The CoE details will be recorded in PRISMS – students’ details will be maintained in PRISMS for the duration of their studies in Australia. Expired offers are subject to reassessment against the updated GST/GS (Genuine Student requirements) and admissions requirements at the time of the request to active the offer again and to be issued with a Confirmation of Enrolment (CoE)

Stanley College may vary or cancel any decision made on the basis of incorrect, incomplete or fraudulent information provided by the applicant or by referees in support of an application.

Stanley College reserves the right to amend Entry Requirements where the applicant fails to accept the Offer within the specified timeframe and submits another application at a later Study Period.

International Students who have a packaged offer with another Provider and have not yet completed a minimum of **six months study in the Principal Course**, will not be eligible to apply for entry into Stanley College. Transfer to Stanley College can only be approved once the student has completed six months of study in their Principal Course or has written evidence of approval to transfer (Release Letter) from their previous Provider.

4.10 Education Agents

Stanley College engages Education Agents to recruit students on its behalf. All Education Agents must be approved, trained and assessed before they can recruit students on behalf of Stanley College. (See the *Education Agent Policy* and corresponding procedure).

Stanley College will immediately terminate the Education Agent Agreement where it becomes aware of, or has reason to believe that the Education Agent is engaging in, false or misleading recruitment practices as specified in [Public Interest Criterion 4020](#) of the Migration Act.

4.11 Review of Decisions and Appeals

Applicants may seek a review of a selection decision if they are dissatisfied with the Admissions outcome. Refer to the [Student Complaints and Appeals Policy and Procedure](#).

This policy and associated complaints and appeals procedures do not remove the rights of the student to take action under Australia’s consumer protection laws (including the *ESOS Act*) or to pursue other legal remedies.

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5. Roles and Responsibilities

- **Vice President Business Development:** is responsible for oversight of all admissions processes.
- **The Admissions Manager:** is responsible for the monitoring and oversight of the admissions enquiry, application, offer, English language assessment and enrolment processes.
- **Admissions Officers:** are responsible for processing admissions for HE and ELICOS students.
- **The Marketing Manager:** is responsible for ensuring the accuracy of the website and that recruitment of Domestic Students.
- **The Quality & Compliance Manager and Dean HE:** are responsible for ensuring the accuracy and currency of information relating to course entry requirements in accordance with the AQF and appropriate academic and English Language guidelines approved by their respective governance bodies.

6. Policy Information

Policy Area	HE
Authorised Officer	Vice President Business Development
Supporting documents, procedures, work guidelines and forms	Aboriginal and Torres Strait Islander Peoples Education Policy and Procedure Admissions Procedure (Higher Education) Application for Admissions Form (Higher Education) Course Admission Information Set Credit and RPL Policy and Procedure Diversity and Equity Policy and Procedure Education Agent Policy and Procedure GST/GS Assessment Form Language Assessment English Language Proficiency Policy and Procedure Letter of Offer and Student Agreement PRISMS Provider User Guide Refund Policy and Procedure Student Fees Policy and Procedure Student Complaints and Appeals Policy and Procedure
Audience	Public

7. Compliance Monitoring Summary

Not yet determined.

8. Link to Standards

8.1 National Code of Practice 2018

Standard (Number)	Standard (Descriptor)	Standards (Individual)
Standard 1	Marketing information and practices	1.1, 1.2, 1.3, 1.4, 1.5
Standard 2	Recruitment of an overseas student	2.1, 2.2, 2.3, 2.4, 2.5
Standard 3	Formalisation of enrolment and written agreements	3.1, 3.2, 3.3, 3.4, 3.5, 3.6

8.2 Higher Education Standards Framework (Threshold Standards) 2021

Domain	Section	Standards
1. Student Participation and Attainment	1.1 Admission	1, 2 (a-c), 3

8.3 Education Services for Overseas Students Act 2000 (ESOS Act)

Part	Division	Sub-Division	Section	Standard
Part 3 – Obligations on registered providers	Division 1 – General Obligations	N/A	21 – Record Keeping	1, 2