

Admissions Policy

1. PURPOSE/OBJECTIVE

This document sets out the principles and policy which govern the admission of international students to all programs.

An international applicant is one who does not hold citizenship of Australia or New Zealand, Australian permanent resident status or a permanent visa.

The language of instruction at NIC is English. International students must demonstrate a suitable level of English proficiency before being admitted to a program.

2. APPLICATION

This policy applies to all applications for admission to NIC.

3. POLICY STATEMENT

Admission applications will be in writing via NIC's Application Form.

A letter of offer will be made to applicants who meet the specified criteria published by NIC.

Application Form

An Application form can be found on the NIC website www.nic.nsw.edu.au or on the back of the NIC brochure or ordered through the marketing/admissions department.

The completed application form needs to be posted to NIC office and forwarded to admissions@nic.edu.au

Application forms must display the signature of an applicant – Agent Representatives must not sign on behalf of an applicant.

Receipt of the NIC Online Application form, where an applicant has applied through the NIC / Navitas website, will also be accepted.

Admissions Criteria

Academic –

In order to gain entry into the NIC Diploma programs, applicants must demonstrate successful completion of Australian Year 12 senior secondary school certificate or its international equivalent.

In order to gain entry into the NIC Certificate IV in Tertiary Preparation Program (Cert IV TPP), applicants must demonstrate successful completion of Australian Year 11 senior secondary school certificate or its international equivalent.

A guide to NIC entry requirements for different countries is provided on the NIC website and in the NIC Brochure.

Age –

NIC does not apply a minimum age restriction to students seeking admission to programs. Students who are admitted to NIC programs and will be under the age of 18 at the time of commencement of studies will be required to demonstrate acceptable living and welfare

arrangements, as required under the Education Services for Overseas Students Act 2000 before commencing their program of study. Please refer to the Care Arrangements for Under 18s Policy for further detail.

English Language –

Students must demonstrate a suitable level of English language proficiency before being admitted to the program, through provision of evidence of achieving an IELTS score of 6.0 (with no sub score less than 5.5 unless students are entering on a provisional program) for admission to an NIC Diploma. Students with an IELTS 5.5 (with no band less than 5.0) or equivalent will be admitted into the NIC Certificate IV Tertiary Preparation Program (with exception to the pathway to Medicine, which will require IELTS 6.0 (with no band less than 5.0) Other acceptable forms of evidence of English proficiency can be accessed through the NIC website or the NIC Brochure. A valid Academic International English Language Testing System (IELTS) certificate (or its recognised equivalent) that is no more than two years old (at the time of application) must be provided (for more information about English Language testing please visit www.ielts.org).

It is acknowledged that the Department of Immigration and Border Protection (DIBP) may, from time to time in accordance with visa assessment level guidelines, place additional English language proficiency requirements on students from particular nations or require students to undertake additional English language instruction onshore before commencing the NIC program.

Special Needs/Educational Disadvantaged Applicants –

NIC may give special consideration for admission to programs to applicants who have suffered educational disadvantage. Applications will be assessed on prior academic achievements, any relevant work experience and personal interview. English Language proficiency requirements apply.

Verification of Qualifications

All applications are required to be accompanied by true and certified copies of documents verifying academic qualifications and results. Relevant international qualifications are checked against:

- the Australian Education International (AEI)-NOOSR, which provides a guide to the educational level of an overseas qualification in terms of a qualification on the Australian Qualifications Framework and is the official National Qualifications Information Centre for Australia.
- The UK NARIC International Comparisons database will also be referenced, in cases where the AEI NOOSR Country Education Profiles do not have appropriate qualifications assessment outcomes.

Documents NIC requires

Applicants will need to provide certified copies of the following documents in their original language and in an English translation from an approved translator (if the originals are not in English):

- degree, diploma or certificate.
- transcripts, including the back of the transcript.
- previous post-secondary qualification(s).
- if relevant, evidence of a name change – a marriage or deed poll certificate.
- proof of citizenship/residency

Admission on the basis of Mature aged Entry

- NIC provides an opportunity for mature-aged students over 21 years to participate in higher education. Students are requested to submit a personal statement and evidence of relevant work experience and other acceptable qualifications to be submitted at the time of application.

Certified copies –

To have documents certified (or notarised), applicants will need to take the original document and a copy to an authorised person for signing. In Australia, an authorised person includes a Justice of the Peace or an Agent Representative. In other countries, applicants should check with Australian Embassy, High Commission or Consulate.

The Agent Representative must mark each page with their company stamp, date, name and signature. A Justice of the Peace certification is not necessary if documents are certified by the Agent Representative.

Certified copies must be:

- copies of the original document (not copies of copies) marked with the words "certified true copy of the original", and
- signed on each page and include the name and address of the person who signed them. NIC must be able to contact this person if needed.
- Faxed/scanned Agent Representative certified copies are acceptable – we do not require the Agent Representative to send the actual certified copy by post

Direct applicants who have documents certified by a Justice of the Peace are not required to post the actual certified copies to NIC. NIC reserves the right to ask applicants to supply the original documents, or contact a university or institution and ask them to send documents to NIC.

Approved translators –

Approved translators within Australia must be from the [National Accreditation Authority for Translators and Interpreters](#) (NAATI). Outside Australia, the translator must be approved by the authorities in the country where the translation is made.

Recognition of Prior Learning

Advanced Standing and Recognition of Prior Learning refer to the granting of credit towards a program of study at NIC.

The NIC Recognition of Prior Learning policy establishes the grounds on which credit would be considered and the process for doing so.

Refer to NIC Recognition Prior Learning (RPL) Policy (<http://www.nic.nsw.edu.au/policies>).

Offers of Admission

Offers of admission articulate the program, campus, duration, fees, refund policies and enrolment terms and conditions.

Deferment

An applicant may seek to defer commencement of studies until a subsequent semester.

Readmission after exclusion

NIC will refuse admission to applicants who have been suspended from another higher education provider for non-academic reasons for the period of time that the suspension remains in force.

Applications for readmission from students who have been excluded from NIC or any other higher education provider on academic grounds, and are seeking readmission, will be considered by the Academic Manager. In such cases where a student has been excluded by NIC, the student may reapply after a period of twelve months provided they submit a letter detailing their reasons for seeking re enrolment.

Factors taken into consideration will include period of time which has elapsed since the exclusion and factors such as academic and/or vocational performance since the exclusion,

maturity and motivation. For further details regarding readmission after exclusion, refer to the NIC Course Progress Policy.

Appeals

Applicants who have been unsuccessful in seeking admission to NIC, and who are dissatisfied with the outcome of their admission application, may appeal this decision through the NIC Student non-Academic Grievance policy.

Feedback

NIC will, on request, provide feedback on application to the applicant, applicant's Agent Representative, and/or applicant's parents or guardians under the Freedom of Information Act, 1982 (FOI). FOI form can be found in POLICIES, PROCEDURES AND FORMS section on the NIC website. Feedback will only be provided to an applicant's parents or guardians if written permission to do so is obtained from the applicant. A dated copy of all correspondence will be kept in the applicant's file. Detailed notes of any subsequent discussion with the school, faculty, applicant, Agent Representative or parents will be filed. Comments may be summarised, but will not be quoted verbatim. Care will be taken to report on the applicant's suitability for the NIC course. Under no circumstances will statements be made implying the probable course of action of another College or university. All correspondence will be sent through the Admissions Office and signed by the Admissions Coordinator.

Review of an admissions decision

An admissions decision will not normally be reviewed unless it appears, after investigation, that a serious procedural error has occurred.

Change of an admissions decision

Where a reassessment results in the applicant fulfilling the conditions of their offer, NIC will discuss with the applicant how best to proceed. Factors to be considered will include the availability of accommodation and the timing of the reassessment relative to the start of the semester. If the confirmation of a place is no longer practicable, it may be appropriate for a deferred offer to be confirmed at this stage.

4. DEFINITIONS

N/A

5. RELATED DOCUMENTS

- Application Form
- Letter of Offer and Acceptance Agreement
- Non-commencement Form
- RPL/Exemption Form
- Freedom of Information Act, 1982 (FOI)
- FOI Form

AMENDMENT HISTORY

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| Department: | Admissions | |
| Approval Authority: | SMT | |
| Approval Date: | 18 August 2014 | |
| Date for Next Review: | August 2017 | |
| Revision Date | Version | Summary of changes |
| 22/05/2011 | 1 | Policy developed and implemented. |
| 24/05/2012 | 2 | Document updated with information about NIC admissions procedures. |
| 13/09/2012 | 3 | Policy updated to reflect current UPD formatting. |
| 26/03/2014 | 4 | Replaced all DIAC references with DIBP |
| 18/08/2014 | 5 | Policy reviewed and updated. |