

Admissions Procedure

1. Purpose

- 1.1 This procedure outlines the process for the assessment of applications for admissions into Perth Bible College courses.

2. Scope

- 2.1 This procedure applies to all students seeking admission into Perth Bible College courses, and the faculty involved in the assessment of admissions.

3. Definitions

Appeal	A request for a decision to be reviewed by an independent area.
AQF	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.
CoE	A Confirmation of Enrolment, provided electronically and issued by Perth Bible College to an international student when they enrol in a Perth Bible College course.
Credit	The recognition that the individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.
English Language Proficiency	The ability of students to use the English language to make and communicate meaning appropriately in spoken and written forms, within the context of their studies.
DoHA	The Department of Home Affairs.
ESOS Act	The <i>Education Services for Overseas Students Act 2000</i> (Cth).
International Student	A student studying in Australia on a student visa issued by DoHA.
Letter of Offer	An offer for admission into a Perth Bible College course.
PRISMS	Provider Registration and International Students Management System.
Recognition of Prior Learning (RPL)	RPL is the assessment process that involves assessment of an individual's relevant prior learning (including formal, non-formal and informal learning) to determine the credit outcomes of an individual's application for credit).

4. Procedure

4.1 Application for Admission

Applicants may attend the college to discuss the application process with the Dean of Students. This face-to-face discussion is primarily for the benefit of the student, to provide information regarding available courses, the contents of units, requirements of the study programmes, and to become familiar with the facilities and procedures of the College.

Though requirements may be discussed and clarified during the meeting, no new requirements will be included.

- 4.1.1 Documents included in each application differ depending on whether the student is domestic or international. Each are outlined in the table below:

Domestic Students	International students
A completed Perth Bible College Application Form.	A completed Perth Bible College application form
A colour PDF copy of an identification document.	A certified PDF colour copy of the passport biodata page.
Colour PDF copies of testamurs and academic records from previously completed courses of study at other institutions.	Certified colour PDF copies of testamurs and academic records from previously completed courses of study at other institutions.
A colour PDF copy of an approved English language test or documented evidence of English language proficiency.	A certified colour PDF copy of an approved English language test or documented evidence of English language proficiency.
A clear digital photograph of the applicant facing the camera with a neutral expression against a plain background.	A clear digital photograph of the applicant facing the camera with a neutral expression against a plain background.
A 1-page written testimony.	A 1-page written testimony.
The contact details for two personal references who have known the applicant for a minimum of 12 months.	The contact details for two personal references who have known the applicant for a minimum of 12 months.
	Digital evidence of the paid application fee.

- 4.1.2 The Dean of Students will assess each application to ensure that all relevant materials have been received, and that the applicant meets the requirements of entry, as per the *Admissions Policy*.
- 4.1.3 Perth Bible College will advise the applicant when the application and specified fees have been received.
- 4.1.4 The applicant's nominated referees will then be contacted, requesting a referral, and sending the referees the College's referral form.

- 4.1.5 Once all required documents and application fees have been received, the application will be processed.

4.2 Applying for Credit or RPL and Assessment

- 4.2.1 Applicants who wish to apply for credit must do so at the time of application for admissions at Perth Bible College.
- 4.2.2 Applicants can apply for RPL by completing an *Application for Recognition of Prior Learning Form*.
- 4.2.3 The applicant will then be requested to provide certified evidence demonstrating successful completion of courses of formal study, or of individual subjects.
- 4.2.4 The application for RPL will then be assessed as per the *Credit and Recognition of Prior Learning Policy*, with the outcome being communicated to the applicant.

4.3 Offer and Acceptance

- 4.3.1 Applications are either approved or declined by the Dean of Students, in consultation with the Principal, and in line with the entry requirements outlined in the *Admissions Policy*.
- 4.3.2 All applicants will receive a formal notification of the admission outcome from Perth Bible College within 14 days of receipt of a completed application. The notification may include:
- A full *Letter of Offer*;
 - A conditional *Letter of Offer*; or
 - An unsuccessful application letter.
- 4.3.3 If a student receives a *Letter of Offer*, this will be made in reference to the teaching period, location, and attendance mode.
- 4.3.4 The student must meet all conditions and comply with all specified instructions and deadlines in the *Letter of Offer*.
- 4.3.5 Applicants accept the *Letter of Offer* by signing and returning the *Acceptance of Offer* included with the *Letter of Offer*.
- The *Letter of Offer* and *Acceptance of Offer* will include the information required within Standard 3.3, 3.4 and 3.5 of the *National Code 2018*.

- 4.3.6 The *Acceptance of Offer* will be a written agreement between the student and Perth Bible College, and will need to be received prior to, or concurrently with, the payment of fees specified.
- 4.3.7 The student is only admitted to the College once acceptance of the offer has occurred.
- 4.3.8 International students will be provided with a *Confirmation of Enrolment* once the *Acceptance of Offer* has been received and a copy of their health insurance provided to the College.
- 4.3.9 Perth Bible College will retain a record of all *Letter of Offers* and *Acceptance of Offers* for two years after the student ceases their enrolment at the College.

4.4 Refusal of Admission

- 4.4.1 Admission may be refused to applicants on any of the following grounds:
- The applicant does not meet the entry requirements of the course, as outlined in the *Admissions Policy*.
 - The applicant has provided false or misleading information as part of the admissions or enrolment process.
 - The applicant has outstanding fees owing to Perth Bible College.
 - The applicant has been expelled or excluded from Perth Bible College or from another educational institution for unsatisfactory course progress and/or disciplinary reasons.
 - In the opinion of Perth Bible College, the applicant's conduct would provide reasonable grounds to exclude the person from study at the College.
 - Admission of the applicant would be contrary to Australian law.
 - The nominated course is no longer delivered at Perth Bible College.
- 4.4.2 If applicants have previously been excluded from Perth Bible College or any other educational institution, they must disclose facts and reasons for exclusion, together with details of any penalties, at the time of application.
- 4.4.3 Unsuccessful applicants will be advised on the grounds for refusal of admission to Perth Bible College in writing.

4.5 Deferring an Offer

- 4.5.1 Students who wish to defer their studies after accepting an offer of admission may apply for deferment for up to two semesters.

- 4.5.2 Students must apply for deferment in writing to Perth Bible College, stating their intentions and supporting arguments.
- 4.5.3 Deferment will usually only be granted on the grounds of compassionate or compelling circumstances.
- 4.5.4 Students cannot defer their studies to commence another tertiary program.
- 4.5.5 Students may defer their studies after the census date, but considerable evidence will be required.
- 4.5.6 On refusal of deferment, the student will be advised by Perth Bible College in writing, outlining the reason(s) for the decision.
- 4.5.7 On approval of deferment, the student will be advised by Perth Bible College in writing.
- 4.5.8 International students who have their deferment approved will be notified that the deferment may impact their student visa and encouraged to seek advice from DoHA.
- 4.5.9 The deferment of international students will be reported by Perth Bible College under s. 19 of the *ESOS Act*.

5. Procedure Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 13/08/2021	Date of next review: 13/08/2022
Approved by		Academic Council	
Authorised Officer		Dean of Students	
Supporting documents, policies & forms of this procedure		<i>Admissions Policy</i> <i>Credit and Recognition of Prior Learning Policy</i> <i>Student Complaints and Appeals Policy</i> <i>Application for Recognition of Prior Learning Form</i> <i>Letter of Offer</i> <i>Acceptance of Offer</i>	
Related Legislation and Codes of Practice		<u><i>Higher Education Standards Framework 2015, Part A: Standard 1.1</i></u>	

	<u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> <u>National Code 2018, Standard 3</u> <u>Australian Qualifications Framework</u> <u>Education Services for Overseas Students Act 2000</u>
Audience	Public

6. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
26/03/10	Policy amendment	Section 4 added	David Smith Lindsay Ferguson Adam Niven
04/10/10	Grammatical & Updated terms	Section 7 Table	David Smith Adam Niven
12/10/10	Policy amendment	Section 2; Section 7 English Proficiency updated, 7.3 and 7.4 added	Adam Niven David Smith
31/03/10	Policy amendment	Section 6.9 & 6.10 updated to reflect required process	Adam Niven David Smith
16/11/12	Policy amendment	Section 7 updated from course review of entry requirements. 6.11 added.	Adam Niven

8/11/13	Policy amendment	Preamble added	Adam Niven/Gillian Dixon
25/06/15	Policy amendment	Section 7 added VET, updated mature age test, English proficiency	Hanlie van Rooyen
04/08/15	Policy amendment	Addition to 7.2.2	Gillian Dixon
08/12/15	Policy amendment	Personal and Spiritual Requirements	Board of Management
17/10/2016	Policy amendment	Removed VET from 7.1 & 7.2, adjusted STAT scores, updated Grad Dip title, expanded ¹ <i>Provisional Entry Admission</i>	Hanlie van Rooyen
04/05/18	Policy amendment	Addition of 7.5	Academic Council
09/08/18	Policy amendment	Minor grammar updates, removal of section 4, expansion of 7.1 to include currency of previous qualifications or entry tests, 6.0 requirement in IELTS reading and writing subsets, and addition of PBC CSPA test	Academic Council
29/01/19	Policy amendment	Added "on AQF 5 level" to 6.1 under DipMin, AdvDipMin, AQF6 under BMin, and AQF 7 under GradDipMin's English Proficiency	Hanlie van Rooyen
19/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant
13/08/2021	Admin update	Grammatical fixes and general clean up.	Chris Burton