



Admission Policy and Procedures

1. PURPOSE	3
2. SCOPE.....	3
3. DEFINITIONS.....	3
4. POLICY.....	3
4.1. ADMISSION REQUIREMENTS	4
4.2. FEE-HELP REQUIREMENTS	5
4.3. SPECIAL CONSIDERATIONS	5
4.4. CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL)	6
4.5. PAYMENT OF FEES.....	6
4.6. OFFERS TO SUCCESSFUL APPLICANTS	6
4.7. ADMISSION REFUSAL	7
4.8. ENROLMENT DEFERRAL	7
5. PROCEDURES.....	7
5.1. EXPRESSION OF INTEREST AND APPLICATION SUBMISSION.....	7
5.2. ASSESSMENT OF APPLICATION	8
5.3. ISSUING A LETTER OF OFFER AND STUDENT AGREEMENT.....	9
5.4. ACCEPTANCE OF OFFER AND PAYMENT OF FEES	10
5.5. CONFIRMATION OF ADMISSION.....	10
6. COMPLAINTS AND APPEALS	11
7. APPENDIX A – ADMISSION REQUIREMENTS	12
8. VERSION CONTROL.....	15

1. PURPOSE

The Admission Policy and Procedures outline the principles, requirements, and processes for selecting and admitting students into Barton Business School ("BBS"). They establish the framework that guides the enrolment of domestic and international students in all units and courses offered by BBS.

This policy and procedure align with the requirements of the [*Higher Education Standards Framework \(Threshold Standards\) 2021, especially Standard 1.1.*](#)

2. SCOPE

This policy and these procedures apply to all domestic and international applicants for admission into all higher education courses delivered by BBS. They are also relevant to BBS staff involved in the admission process.

3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

4. POLICY

The primary principles that underpin this policy are:

- a. BBS must only admit students over the age of eighteen (18) years upon commencement of the BBS courses.
- b. BBS is committed to a fair and equitable process for all applicants.
- c. BBS must ensure its admission policy and procedures are consistent and transparent.
- d. Admission processes must ensure that application documentation is accurate, complete, and authentic.
- e. Students applying to study at BBS must meet all entry requirements to be eligible for admission.
- f. Minimum entry requirements for admission into a BBS course must be:
 - i. established to ensure students have the best chance of successful completion of a BBS unit and course.
 - ii. clearly set out and published in the admission information materials, marketing materials, and on the BBS website.
- g. Entry requirements for a BBS course must be:
 - i. appropriate to commence and obtain the AQF level of a course.
 - ii. determined by the Academic Board ("AB").

- iii. based on the student's knowledge and skills at the time of admission.
- h. Eligible students must be admitted:
 - i. based on their ability and potential to undertake a course successfully;
 - ii. based on their academic achievements;
 - iii. only after considering all the information provided in their application for admission;
 - iv. irrespective of their gender, race, nationality, marital status, faith, or disability.
- i. BBS reserves the right to periodically review and update *Appendix A – Admission Requirements* to reflect regulatory changes, course-specific needs, and institutional priorities. Any updates will be published on the BBS website and incorporated into student recruitment materials as appropriate.
- j. Admissions decisions must be flexible and take into account diversity and equity goals as well as the needs of and support for students from a disadvantaged or underrepresented background (in accordance with the *Diversity, Equity, and Inclusion Policy* and *First Nations Peoples Policy*).
- k. The selection processes must be outlined clearly on BBS's website and in a course information material (refer to the *Marketing and Student Recruitment Policy*).
- l. The number of students admitted must be adequately supported by available academic and non-academic staff, provision of learning resources including IT resources, and health, wellbeing, and safety resources.

4.1. ADMISSION REQUIREMENTS

- a. Admission requirements are based on the standards that apply to a course at [AQF level 7 of the Australian Qualifications Framework \(AQF\)](#).
- b. Students who are admitted to BBS must have an acceptable level of English language.
- c. International students must meet the minimum English language proficiency requirements specified in *Appendix A – Admission Requirements*. This is generally demonstrated through an IELTS, PTE, TOEFL, or an equivalent test recognised by the Australian Government. Test results must be no more than two years old at the time of application. Exemptions apply as per Australian Home Affairs guidelines. The English language proficiency requirements will also be published on the BBS website and in marketing and student recruitment materials.
- d. All applicants must provide original or certified copies of the following documents (but not limited to) as evidence and verification in accordance with the accuracy, completeness, and authenticity principle of this policy:
 - i. their identity: name, place of birth, and age (with the date of birth details);
 - ii. their citizenship and residential address;
 - iii. their visa status (for international students);
 - iv. any educational qualification or achievement required for admission;
 - v. English language proficiency (for international students) testing, as specified in *Appendix A – Admission Requirements*. This may include:
 - A copy of their IELTS exam or an equivalent recognised test result.

- International applicants who have lived and worked in Australia need to demonstrate their English proficiency in an interview and/or by producing a written essay. They may also need to show the results of an IELTS exam or equivalent.
 - At the Dean's discretion, other avenues for enrolment might be available. These will be considered on a case-by-case basis.
- e. All applications must be made directly to BBS by application due dates, which are published on BBS's website. Applications received after the published due date may only be accepted at the discretion of the Dean.
- f. Applicants may be required to attend an interview (via video conference, Zoom, or other facilities as appropriate). If an interview is required, they will be advised ten (10) working days prior to the interview.

4.2. FEE-HELP REQUIREMENTS

BBS must comply with the [Higher Education Support Act 2003](#) (HESA) by ensuring that all student selection and admission procedures are open, fair, transparent, and based on merit. BBS must assess all applicants who seek to enrol in BBS against the same published entry requirements and follow consistent processes for admission. While BBS does not discriminate based on background, circumstances, or eligibility for funding, BBS will consider any educational disadvantages or unique challenges that applicants may have experienced to promote equitable access. This approach reinforces BBS's commitment to fairness and transparency in admission practices, complementing the principles outlined in this policy.

4.3. SPECIAL CONSIDERATIONS

- a. If an applicant does not meet the entry requirements, special consideration may be given for admission, which the Dean must approve.
- b. To allow the Dean to determine where special consideration should be granted, applicants must provide information regarding the basis for special consideration.
- c. In accordance with the *Diversity, Equity, and Inclusion Policy* and *First Nations Peoples Policy*, special consideration may be applied for the following reasons:
- i. applicants of Aboriginal and Torres Strait Islander descent;
 - ii. applicants with a disability;
 - iii. applicants from a low socioeconomic or disadvantaged background;
 - iv. applicants from remote, rural, or isolated areas;
 - v. first-in-family applicants for admission to higher education;
 - vi. applicants with learning or language difficulties.

4.4. CREDIT AND RECOGNITION OF PRIOR LEARNING (RPL)

- a. If an applicant seeks credit or recognition for prior learning, an application for course credit or Recognition of Prior Learning (RPL) can be made when applying for a BBS course or following enrolment.
- b. All credit or RPL applications must be assessed according to the *Credit and Recognition of Prior Learning Policy and Procedures*.
- c. If a prospective student makes an application for credit or RPL and an assessment of their application is completed by the time a *Letter of Offer* is to be issued, the *Letter of Offer* must contain the outcome of the prospective student's application for credit or RPL.

4.5. PAYMENT OF FEES

- a. Current tuition and non-tuition fees details/levels must be available in the *BBS Student Fees Schedule, which is published on BBS's website*.
- b. Tuition fees must be published annually in the *BBS Student Handbook*.
- c. Both domestic and international students must have access to information regarding tuition and non-tuition fees, charges, and refunds, including tuition assurance arrangements (refer to *Statement of Tuition Assurance*).
- d. BBS marketing staff must supply information about courses, admission requirements, delivery modes, fees, and other charges to prospective students.
- e. Information about fees and other charges must be available in the marketing materials and information packs provided to prospective students.
- f. For commencing international students, all relevant fees (as specified in the *Student Agreement*) for the first semester must be paid before arriving in Australia.
- g. For commencing domestic students, all relevant fees (as specified in the *Student Agreement*) for the first semester must be paid before enrolment at BBS.
- h. Students are responsible for ensuring that they read and act upon due dates for fees and correspondence related to fees in line with the relevant timelines (refer to the *Student Fees and Refund Policy and Procedures*).

4.6. OFFERS TO SUCCESSFUL APPLICANTS

- a. BBS must provide successful applicants with an offer of admission that may be unconditional (where the applicant meets all entry requirements) or conditional (where the applicant's enrolment and commencement in a course are subject to certain conditions being met).
- b. Upon acceptance of the offer, applicants receiving an unconditional offer may enrol and commence the BBS course offered to them.
- c. Applicants receiving a conditional offer may need proof of English proficiency, successful completion of prior qualifications, or other official documentation.

4.7. ADMISSION REFUSAL

- a. Admission may be refused (including withdrawal of an offer) on the following grounds:
 - i. Entry requirements have not been met.
 - ii. Acting in a dishonest, deceitful, or fraudulent manner when applying for admission.
 - iii. Previously expelled or excluded from BBS or another higher education provider.
 - iv. The nominated course has been discontinued at BBS.
 - v. Admission is contrary to Australian law.
- b. Any rejection or refusal of admission must include clear reasons for refusal with sufficient detail to allow an applicant to understand the basis of the decision and to determine whether they wish to appeal the decision.
- c. In accordance with the principles of fairness and transparency, any decision to reject or refuse an admission application, regardless of the reason, can be appealed and must be addressed in accordance with the *Student Complaints and Appeals Policy and Procedures*.

4.8. ENROLMENT DEFERRAL

- a. Successful applicants may defer their enrolment, but the deferment period must not exceed one calendar year from their date of offer.
- b. Successful applicants who wish to defer their enrolment must apply to the Dean in writing requesting a deferred commencement of their course.
- c. The Dean must determine and communicate to successful applicants the process for evaluating deferments and the terms and conditions of any deferment.
- d. In case of refusal of an application for deferment, the Dean must inform the student in writing, outlining the reason(s) for refusal, and the student's right to appeal.

5. PROCEDURES

5.1. EXPRESSION OF INTEREST AND APPLICATION SUBMISSION

- a. Prospective students can access and be provided with admission requirements, as outlined in *Appendix A – Admission Requirements*, via BBS's website or by consulting with staff on campus or via email or phone.
- b. Prospective students wanting to apply to study a BBS course must complete an application form, obtain the required documentary evidence, and submit the application form and required documentary evidence to BBS.
- c. An applicant is a prospective student who has submitted all the necessary enrolment materials for a course to BBS and has received a written acknowledgement from BBS that these materials have been received by BBS.

5.2. ASSESSMENT OF APPLICATION

- a. An Administration Officer must review and assess all applications received to determine whether:
 - i. the application form is complete;
 - ii. all required supporting evidence/documentation has been provided;
 - iii. the application form appears to contain accurate information;
 - iv. the supporting materials appear authentic.
- b. If the application is not accurate or complete or evidentiary documents do not appear to be authentic, the Administration Officer handling the application must contact the applicant and request further information and clarification.
- c. Once all information in the application has been received, an Administration Officer must assess whether the applicant meets all entry requirements for a course in which they are seeking to enrol.
- d. An application will proceed if an applicant meets all entry requirements for a course in which they are seeking to enrol.
- e. An Administration Officer must send a successful applicant a *Letter of Offer* and *Student Agreement* (as per *Section 5.3* below).
- f. If an applicant does not meet a course-specific minimum entry requirements for admission into a course in which they are seeking to enrol, they will be assessed to see whether they are eligible for a special consideration (see special considerations notes below).
- g. If an applicant does not qualify for special consideration, they must be informed in writing that their application has been rejected or refused. The reason for the rejection or refusal must also be provided to the applicant, along with a link to the *Student Complaints and Appeals Policy and Procedures* (in case they wish to have the decision reviewed).
- h. Only the Dean can approve admission by special consideration. An Administration Officer must refer applications to the Dean to assess eligibility for special consideration.
- i. In accordance with the *Diversity, Equity, and Inclusion Policy* and *First Nations Peoples Policy*, special consideration may be granted for the reasons specified in *Section 4.3.c*.
- j. If an applicant is eligible for special consideration, any additional support provided must be in accordance with the *Student Wellbeing and Support Policy and Procedures*.
- k. Where additional support is provided to a student, particularly additional academic support, the student must undergo additional monitoring by academic staff. Early intervention must be fast-tracked and closely monitored to try to avoid the student falling into the "At-Risk" category under the *Academic Progression and Student At-Risk Policy and Procedures*.
- l. Applicants with a disability or learning or language difficulties must provide documentation from health professionals that provides support for special consideration. If special consideration is granted, health professionals must provide details of the support that the applicant will need (for those with learning or language difficulties these details can be provided by their previous educator/tutor/specialist) so the applicant can reasonably:
 - i. participate in classes and tutorials;
 - ii. complete individual and group course assignments and assessments;

- iii. independently complete examinations.
- m. Applicants from a low socioeconomic background or remote or isolated areas, as well as applicants who are first-in-family students in higher education or have suffered some other disadvantage that impacts their ability to access education, must provide documentation from their previous educator, tutor, or teacher to support their request for special consideration. If special consideration is granted, the applicant's previous educator, tutor, or teacher must provide information about the support that the applicant will require so they can reasonably:
 - i. participate in classes and tutorials;
 - ii. complete individual and group course assignments and assessments;
 - iii. independently complete examinations.
- n. Applicants who identify as Aboriginal or Torres Strait Islander descent must be considered under the *First Nations Peoples Policy*.
- o. To be eligible for special consideration, prospective students who identify as being of Aboriginal and Torres Strait Islander descent must satisfy the following:
 - i. be of Aboriginal and Torres Strait Islander descent;
 - ii. identify themselves as being of Aboriginal and Torres Strait Islander descent when making an application for admission to BBS;
 - iii. be accepted as an Aboriginal and Torres Strait Islander in the community where they live (or have lived);
 - iv. be able to confirm their Aboriginal and Torres Strait Islander heritage.
- p. Once prospective students of Aboriginal and Torres Strait Islander descent have provided the relevant information and documentation to assess their heritage, they must attend an interview with the Dean at the BBS campus.
- q. An interview with the Dean relating to special consideration will aim to assess what additional support may be required to provide the student with the best opportunity to succeed in their academic endeavours. Additional support can include but is not limited to English Language Support, Additional Academic and Tutorial Support, Counselling and Mental Health Services, Cultural and Pastoral Support, and IT and Systems Support.
- r. Once the Dean has approved a prospective student for admission via special consideration, written approval (via email) must be provided to an Administrative Officer.
- s. If an applicant has been assessed as not meeting a course entry requirements or not qualifying for special consideration, they must be informed in writing that their application has been rejected. The applicant must also be provided with a link to the *Student Complaints and Appeals Policy and Procedures*.

5.3. ISSUING A LETTER OF OFFER AND STUDENT AGREEMENT

- a. An Administration Officer must send an applicant a *Letter of Offer* and *Student Agreement* for a course in which they are seeking to enrol when:
 - i. the applicant meets the minimum entry requirements for admission to a course, or

- ii. written approval has been given by the Dean for admission to a course when the applicant is seeking special consideration.
- b. The *Student Agreement* is the contract between BBS and the student and must include all required information and conditions under relevant regulatory requirements, including the ESOS Act.
- c. The *Student Agreement* must provide the student with a thorough understanding of their rights and obligations under the contract.

5.4. ACCEPTANCE OF OFFER AND PAYMENT OF FEES

- a. The student accepts the offer by signing the *Letter of Offer* and *Student Agreement* and returning these to BBS.
- b. Subject to all conditions being met, after a student signs the *Letter of Offer* and *Student Agreement* and returns both to BBS, they will be admitted into a course in accordance with their application.
- c. A deposit may be required to hold a place for domestic students.
- d. For international students, a deposit must be paid prior to confirmation of admission.
- e. Students must be informed of all fees required to process their admission.
- f. Students must be given a *Student Fees Schedule* and access to the *Student Fees and Refund Policy and Procedures*.
- g. For international students, under the ESOS Act, BBS cannot charge more than 50 percent of the total tuition fees for a course prior to commencement. Nonetheless, the student (or the person paying the fees on behalf of the student) may pay more than 50 percent of the tuition fees if they so choose.
- h. The minimum deposit required to confirm admission for international students must be stated in the *Letter of Offer* and *Student Agreement*.
- i. If the student (or the person paying the fees on behalf of the student) chooses to pay more than 50 percent of the total tuition fees for a course prior to commencement, they must confirm this in writing by ticking a box in the *Student Agreement* to acknowledge they have chosen to do so.
- j. Once BBS has received the deposit, the student must be sent a receipt for their deposit and a letter confirming their admission.

5.5. CONFIRMATION OF ADMISSION

- a. Confirmation of admission of domestic and international students must be identical except for:
 - i. a difference in student confirmation letters, and
 - ii. the use of the PRISMS system for international students.

- b. All students must be provided with confirmation of admission and orientation details (or an orientation pack with more information on what they need to commence their studies with BBS).
- c. Domestic students must be sent a Confirmation of Course Enrolment (CCE), which is the formal acceptance of the student into a course.
- d. International students will have their details input into the PRISMS system, which will generate a Confirmation of Enrolment (CoE) and be sent electronically to the international student. The student will use the CoE to apply for their visa.
- e. Once an international student has provided proof that their student visa has been approved, admission is complete. If the student's visa application is rejected, the CoE must be cancelled in PRISMS.

6. COMPLAINTS AND APPEALS

Complaints and appeals concerning any decision taken in relation to this policy and these procedures must be made in accordance with the *Student Complaints and Appeals Policy and Procedures*.

7. APPENDIX A – ADMISSION REQUIREMENTS

To be considered for admission to a course at BBS, applicants must satisfy BBS's minimum admission requirements, as well as any course-specific admission requirements. Meeting the minimum prerequisites for admission does not guarantee admission to a course. The entry requirements for BAcc includes assessment of the applicant's academic qualifications and English language proficiency, as well as professional experience (where relevant).

ENTRY REQUIREMENTS FOR INTERNATIONAL APPLICANTS

To be eligible for entry to a course, international applicants must:

- be at least 18 years of age at the time of course commencement; and
- meet the minimum English language requirements (all international applicants must obtain an overall score of 6.0 bands in IELTS Test (Academic) with no less than 5.5 bands in all four parts of IELTS test or equivalent). Test results must be no more than two years old at the time of application.; and
- satisfy the criteria in one of the categories listed below.

Applicants with recent secondary education (within the last two years)

BBS will consider international applicants who hold a formal qualification considered equivalent to an Australian Year 12 qualification. Please refer to [Equivalent Overseas Qualifications Information Sheet](#) for further information which is available on the [BBS website](#).

Applicants with higher education study

BBS will consider international applicants who have successfully completed at least one year of a higher education course at an Australian higher education provider (at [Australian Qualification Framework level 7](#)) within the last 10 years. Credit may be granted where applicants have completed unit(s) at a similar level at an Australian higher education provider.

Applicants with VET study

BBS will consider international applicants who have successfully completed any Vocational Education and Training (VET) course within the last five years since leaving school. The VET course

must be at least Certificate IV level or higher from an Australian Registered Training Organisation (or equivalent) or a higher education provider.

Applicants with work and life experience

BBS aims to maintain a clear and standardised admissions process that allows us to assess all international applicants fairly. Applications will be welcomed on the basis of qualifications achieved through recent secondary education, VET study, or study at a higher education institution. At present, BBS is unable to consider international applicants who do not have formal qualifications for entry, but who seek admission to courses on the basis of their educational and skills development through work and life experience and informal study.

ENTRY REQUIREMENTS FOR DOMESTIC APPLICANTS

All domestic applicants must:

- be at least 18 years of age at the time of course commencement; and
- satisfy the criteria in one of the categories listed below.

Applicants with recent secondary education (within the last two years)

BBS will consider domestic applicants who hold a formal qualification considered equivalent to an Australian Year 12 qualification with an ATAR rank of 60 equivalent.

Applicants with higher education study

BBS will consider domestic applicants who have successfully completed at least one year of a higher education course at an Australian higher education provider (at [Australian Qualification Framework level 7](#)) within the last 10 years. Credit may be granted where applicants have completed unit(s) at a similar level at an Australian higher education provider.

Applicants with VET study

BBS will consider domestic applicants who have successfully completed any Vocational Education and Training (VET) course within the last five years since leaving school may be eligible for admission. The VET course must be at least Certificate IV level or higher from an Australian Registered Training Organisation (or equivalent) or a higher education provider.

Applicants with work and life experience

BBS will consider domestic applicants who have appropriate work and life experience. BBS will review applications on a case-by-case basis from domestic applicants who do not have formal qualifications for entry but who seek admission to courses on the basis of their educational and skills development through experience and informal study. Applicants who wish to be considered in this category must provide extensive evidence in support of their application.

In an event where applicants are not able to provide necessary documentation, applicants may be required to sit Special Tertiary Admissions Test (STAT). This test is administered by the Australian Council for Educational Research (ACER). This will need to be approved by the Dean on the case-by-case basis. You can view a full list of upcoming STAT sittings on the [ACER website](#).

8. VERSION CONTROL

Document title	Admission Policy and Procedures	
Approved By	Academic Board	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> • First Nations Peoples Policy • Academic Progression and Student At Risk Policy and Procedures • Diversity, Equity, and Inclusion Policy • Enrolment Policy and Procedures • Student Orientation Policy and Procedures • Marketing and Student Recruitment Policy • Student Complaints and Appeals Policy and Procedures • Student Fees and Refund Policy and Procedures • Student Handbook • Student Letter of Offer and Student Offer Acceptance Form • Student Agreement Template • Student Wellbeing and Support Policy and Procedures 	
Related Legislation and References	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 • Higher Education Support Act 2003 • Higher Education Provider Guidelines 2023 	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> • The first draft tabled in the LTC meeting. 	
1.0	<ul style="list-style-type: none"> • The AB approved this document subject to minor changes in sections 4.1, 4.2, 5.1.a, and 5.1.b. 	27/01/2023
1.1	<ul style="list-style-type: none"> • The AB approved this document with addition of FEE-HELP requirements in Section 4.2 and other minor editorial changes 	06/12/2024
2.0	<ul style="list-style-type: none"> • The AB approved this document with changes to sections 4, 4.1, 5.1 and Appendix A 	07/02/2025