

INTERNATIONAL SELECTIONS AND ADMISSION

1. Policy / procedure statement

This policy / procedure governs selection and admission of international students at The Gordon Institute of TAFE (The Gordon).

- The selection and admission policy supports selection of applicants who are capable of succeeding in their chosen course, to this end:
 - Admission requirements are designed and monitored to support selection of applicants who are capable of succeeding in their course, on the basis of merit.
 - Selection decisions are fair, consistent, as objective as possible, and transparent.
- The Gordon is committed to social inclusion and provides access for cohorts who are under-represented in education. To this end, selection decisions may be tempered by equity considerations.
- Selection and admission supports institutional strategy and profile planning by ensuring that The Gordon:
 - Maintains its reputation for excellent learning and teaching by demonstrating appropriate admission standards; and
- Selection and admission complies with relevant legislative, regulatory and reporting requirements.

2. Scope

All CRICOS registered courses on The Gordon scope of registration or which The Gordon accredits, there are no exclusions to this policy and procedure.

3. Principles

3.1 Admission requirements

- In order to be eligible for selection an applicant must satisfy institution-wide entry requirements and course entry requirements.
- Satisfaction of these requirements mean an applicant is to be considered for a place; it does not guarantee an offer of a place.
- All course entry requirements are published on the International website.

3.2 The Gordon entry requirements

- The Gordon entry requirements are institution-wide and comprise:
 - The minimum age at which applicants may be admitted to courses.
 - The minimum academic requirement or equivalent, or training requirement, for admission to each level of course.
 - English language requirements for admission to course or courses.
- Institutional entry requirements are stated in the Selection and Admission Procedure, refer below.

3.3 Course entry requirements, selection tasks and selection methodology

- Course entry requirements may include:
 - A specified level of previous study, or equivalent;
 - A specified minimum level of achievement in previous study, or equivalent; and
 - Specific prerequisite courses or subjects, and specified minimum scores in these.
- Every course must have documented course entry requirements, selection tasks / folio requirements / interview requirements (if used).
- Course entry requirements and selection tasks (if any) must be designed to measure an applicant's capacity to succeed in the course.
- Course entry requirements are approved as part of the course approval process.
- Selection methodology and any selection tasks are approved by the Board of Studies.

- Amendments to course entry requirements, selection tasks (if used), or selection methodology are approved by Board of Studies.
- Course entry requirements, and selection tasks (if used) must be used to select applicants for the course wherever it is taught. All applicants must satisfy the minimum course entry requirement. Where the course is in high demand, applicants may need to satisfy a standard higher than the minimum course entry requirement.

3.4 Selection methodology

- A selection methodology will be defined for each course and the entry requirements adhered to.
- Applications will not be pooled to avoid subjective selection (subjective selection).
- The International Office is responsible for the selection and admission of international applicants.

3.5 Integrity of selection decisions

- Selection of applicants for The Gordon courses is conducted with fairness and integrity.
- All applicants must be selected according to formally approved admission standards, comprising institutional entry requirements, course entry requirements, and selection tasks / folio requirements / interview requirements (if used), in accordance with the approved selection methodology for the course.
- Staff involved in selection decisions must comply with The Gordon's policies and procedures regarding the disclosure and management of conflict of interest.

3.6 Information for applicants

- The official source of information regarding course entry requirements is on the International website.
- Information for applicants will accurately reflect the course entry requirements as listed in the International website.
- Information about selection tasks / folio requirements / interview requirements are published in course summaries on The Gordon's International website
- If an applicant is not successful in their application for a course, they may be offered a place for which they are eligible either in an alternative course or a pathway course.

3.7 Offer

- Offers of admission to any course shall be made only by an officer of The Gordon International Office as expressly authorised to do so.
- The Gordon reserves the right to withdraw an offer of admission and / or cancel the enrolment of a student where such an offer:
 - Was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority, or
 - Would be contrary to Australian law.
- The Gordon reserves the right to cancel a course that is not viable, and to cancel any offers of admission to the course that have been made, except where an offer has been accepted. Where an accepted offer is cancelled, The Gordon is subject to the Provider Default provisions of the Tuition Protection Service (TPS) legislation.
- The decision to cancel a course and offers of admission to the course will be made by the relevant Program Manager in consultation with the International Admissions and Compliance Manager and in line with legislation.

3.8 Deferment

The Director of International has discretion to offer deferment in accordance with the provisions of [Standard 9 of the National Code](#).

3.9 Internal applications

- Students currently enrolled in a Gordon course, at any level, may make an internal application for another Gordon course.
- Internal applicants must satisfy the same entry requirements as other applicants for the course. The Gordon has discretion, however, to give preference to an internal applicant above an external applicant, in accordance with the selection methodology for the course.

3.10 Refusal of admission

- Admission may be refused to applicants who would otherwise be eligible for admission in the following circumstances:
 - The applicant has outstanding fees owing to The Gordon
 - The applicant has been expelled or excluded from The Gordon or from another education institution for reasons of unsatisfactory academic progress, for reasons of health or for reasons of discipline (or for any combination of these reasons)
 - In the opinion of the Director of International the applicant's conduct would provide reasonable grounds to take action to exclude the person from study. Admission of the applicant would be contrary to Australian law, including relevant provisions of the Migration Act, Migration Regulations, Simplified Student Visa Framework and Genuine Temporary Entrant criteria, refer below.
- The Gordon may refuse admission because of an applicant's inability to satisfy the inherent requirements of a course.
- If an applicant has been excluded from The Gordon or any other institution, they must disclose the fact of and reasons for their exclusion, together with details of any penalty, at the time of their application.
- If non-disclosure is discovered, assessment of the application will be halted until the applicant explains the reasons for the non-disclosure.

3.11 Readmission

- The Gordon students whose enrolment lapses may reapply for admission to their course and will be subject to the same requirements as all other applicants at the time of applying.
- Applicants who have met the entry requirements but have previously been excluded from The Gordon or any other institution must demonstrate that they have an improved likelihood of success in the course for which they are applying.

3.12 Review of decision

An applicant may seek a review of a selection decision by the process set out in the selection and admission procedure. To be considered, the review submission must meet the grounds stated there.

3.13 Requirements waiver

In exceptional circumstances, an applicant may apply for a waiver of admissions requirements. Where the Director of International considers that an applicant has exceptional circumstances that warrant extraordinary assessment, a recommendation will be made for submission to the Board of Studies for approval. The Board of Studies determination in such a situation will be final.

4 International Selection and Admission Procedure

4.1 Admissions standards

In order to be eligible for selection, applicants must satisfy:

- The relevant institutional entry requirements for the level of course to which they are applying, including:
 - The minimum age requirement
 - The minimum academic requirement or equivalent, or training requirement; and
 - The minimum English language requirement, and
- The relevant course entry requirements and any selection tasks.

If an applicant does not satisfy the institutional minimum academic entry requirement, the applicant may be able to satisfy the requirement if they can produce evidence of professional or work experience deemed to be equivalent.

4.2 Entry requirements

4.2.1 Minimum age requirement

In order to be eligible for admission, an applicant must reach at least 18 years of age as at the commencement date of the course in which they will enrol as a student if their application is successful.

4.2.2 Minimum academic entry requirements

- Applicants must satisfy the relevant academic entry requirement or equivalent, or training requirement, for the level of course to which they are applying.
- The minimum academic entry requirement for each level of course is stated below, expressed in terms of Australian Qualifications Framework (AQF) qualification levels. International qualification equivalents to these AQF levels are assessed by The Gordon International and approved for publication by the Director of International. A list of approved equivalent international qualifications is maintained by The Gordon International and available on The Gordon website.

4.3 Preparatory courses

Preparatory courses include:

- The Victorian Certificate of Education (VCE)
- The Victorian Certificate of Applied Learning (VCAL)
- Certificate Courses
- Diploma Courses, and
- Foundation studies

Applicants for preparatory courses must satisfy course entry requirements, which may include an academic requirement.

4.4 Certificate I, Certificate II, Certificate III and Certificate IV courses

Academic entry requirements for certificate I, certificate II, certificate III or certificate IV courses vary by course. Academic entry requirements for certificate courses can be found on the international website.

4.5 Diploma and Advanced Diploma

Applicants must satisfy course entry requirements for Diploma and Advanced Diploma courses. Academic entry requirements for Diploma and Advanced Diploma courses can be found on the international website.

4.6 Associate Degree and Bachelor Degree Courses

- To be eligible for selection for associate degree and bachelor degree courses, applicants must satisfy the minimum academic requirement in the form of completion of VCE or other equivalent Australian Senior Secondary Certificate of Education (or international equivalent) or results of previous tertiary study, as specified in the table below.
- If an applicant does not possess any of the academic qualifications specified below, the applicant may satisfy one of the following equivalent requirements:

Qualification type	Minimum academic requirement
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Australian Year 12 (Victoria)	The Victorian Certificate of Education (VCE), including all work requirements for eight units at levels 3 and 4; or The Victorian Certificate of Applied Learning at Senior Level. See also the English language entry requirements for school-leaver applicants, click on link .
Australian Year 12 (other states)	An Australian Senior Secondary Certificate of Education deemed equivalent to the VCE. See also the English language entry requirements for school-leaver applicants, click on link .
New Zealand Year 12	The National Certificate of Educational Achievement.
International Baccalaureate Diploma	The International Baccalaureate Diploma.
Foundation Studies	A Foundation Studies course offered by a registered TAFE, university or private provider that is accredited as a TAFE Certificate IV or accredited as compliant with the Australian National Standards for Foundation Studies.
International secondary schooling	A qualification recognised by The Gordon as equivalent to an Australian Senior Certificate of Education. Recognised qualifications are specified on the <i>Year 12 Overseas Equivalent</i> page on The Gordon International website.
Australian tertiary studies	The satisfactory completion of at least six months' consecutive study or equivalent, taken at any Australian University (including Open Universities Australia), either on an award or non-award basis.
Open Universities Australia studies	The satisfactory completion of two Open Universities Australia units. Scored or graded results are required.
International tertiary studies	Satisfactory completion of at least six months' consecutive study in a course deemed equivalent to an Australian Qualifications Framework level qualification of at least level 5.
TAFE	The satisfactory completion of at least one year of an AQF accredited award at Certificate IV or above.

4.7 Graduate Certificate, Vocational Graduate Certificate, Graduate Diploma and Vocational Graduate Diploma Courses

Applicants for graduate certificate, vocational graduate certificate, graduate diploma and vocational graduate diploma courses must hold:

- A bachelor degree; or
- An appropriate level of advanced professional experience relevant to the discipline area.

4.8 English Language Requirements

- Applicants must satisfy English language entry requirements. English language requirements may be satisfied through a variety of means, including:
 - The study of an English language subject in an Australian Senior Secondary Certificate of Education;
 - A specified level of achievement in a recognised English language test;
 - Successful completion of an English language course approved by The Gordon;
 - A specified period of study at a tertiary institution where English is the language of instruction;
 - A specified period of study in a country that is considered English speaking for the purpose of admission. A list of these countries can be found on the International website.
- The English language entry requirements for applicant cohorts are specified below.
- Language proficiency entry requirements for courses and courses taught in a language other than English will be specified as course entry requirements.
- Any requests for variations or exceptions to the English language entry requirements should be made by the Director of International or their nominee. Such requests would require written justification.
- Minimum English language requirements are a component of the minimum institutional entry requirements. Where a course requires a higher level of English language proficiency than the minimum English language entry requirement, this will be a course entry requirement, as course entry requirements are additional to institutional entry requirements. As for other course entry requirements, the level required of applicants to be eligible for selection to the course must be approved by the Board of Studies and clearly identified in published course information.
- Where applicants satisfy more than one English language entry requirement, only the most relevant will be considered in the selection decision.
- While the English language test scores specified on the Entry Requirements website are acceptable for meeting The Gordon's English language entry requirements, the requirements of the Australian Department of Home Affairs (DHA) may differ for the purpose of obtaining a valid student visa. It is recommended that international applicants contact an Australian Embassy or High Commission in order to ascertain English requirements for obtaining a student visa.

4.9 Minimum VCE English Study Score Pre-requisites for school-leaver applicants to undergraduate courses

- To be eligible for entry to The Gordon undergraduate courses, applicants for whom the most recent, relevant qualification is the Victorian Certificate of Education or the Victorian Certificate of Applied Learning must achieve the following:
- For entry to bachelor degrees, a minimum of 25 in VCE English as a Second Language or a minimum of 20 in any other VCE English study;
- Applicants for whom the most recent, relevant qualification is:
 - Interstate year 12;
 - New Zealand year 12;
 - The International Baccalaureate; or
 - International year 12Will need to demonstrate achievement equivalent to the relevant minimum VCE English study score.
- The minimum VCE English study score prerequisites do not apply to applicants for undergraduate courses seeking to enter on the basis of:
 - Foundation Studies;
 - Previous tertiary studies;
 - Overseas tertiary studies; or
 - Current or previous TAFE studies.

4.10 English Language requirements for international applicants from non-English speaking countries for the purpose of admission

- International applicants for whom English is not a first language and who will be studying on a student visa must satisfy the English language test scores specified in the course entry requirements or satisfy one of the equivalent English language requirements listed below.

- English language test scores will be accepted as valid if the test was taken within 24 months prior to the proposed date of commencement of study at The Gordon.
- Applicants who satisfy one of the following English language requirements are deemed to have attained the equivalent of one of the English language test scores published on the course entry requirement website.

4.11 The Gordon English Language Centre (exceptions apply to Nursing and Education students)

- For entry to Certificate III courses, satisfactory completion of Upper Intermediate.
- For entry to Certificate IV courses, satisfactory completion of Upper Intermediate.
- For entry to Diploma courses, satisfactory completion of Upper Intermediate.
- For entry to Advanced Diploma courses, satisfactory completion of Upper Intermediate.
- For entry to Bachelor courses, satisfactory completion of Advanced.

4.12 Secondary Studies

- Students who have, within the past 12 months, successfully completed the final two years of secondary studies in an Australian secondary school with English as the language of teaching and assessment, and have gained a score in an approved final-year English subject equivalent to the Victorian Certificate of Education study scores outlined above.
- Satisfactory completion of secondary studies in a country where English is the language of teaching and assessment, including a satisfactory pass in an approved final-year English subject.

4.13 Foundation Studies

Successful completion of an approved Foundation Studies course or equivalent.

4.14 Tertiary Studies

- Successful completion, where English is the language of teaching and assessment, of either:
 - At least the equivalent of one year of a university degree within the past two years; or
 - At least the equivalent of a two year tertiary course of at least AQF Level 5 within the past five years.

4.15 Course Entry Requirements

- Course entry requirements may include:
 - A specified level of previous study, or equivalent;
 - A specified minimum level of achievement in previous study, or equivalent; and
 - Specific prerequisite courses or subjects, and specified minimum scores in these.
- Course entry requirements will, wherever possible, be set and reviewed in light of evidence that applicants meeting these requirements are likely to succeed in the course. (Registration for employment is outside the scope of this procedure, but supporting programs should be a determining factor when considering exit or placement requirements)
- If a course sets an interview or selection tasks, these must be used to assess an applicant in relation to the course entry requirements and/or the applicant's capacity to succeed in the course.
- The course entry requirements represent the minimum standard an applicant must satisfy to be eligible for selection. Satisfying course entry requirements means that the applicant has met the basic entry requirements. However, this does not guarantee entry, but rather confirms that the applicant is eligible for selection. Where the course is in high demand, quotas may be imposed or the course may be closed to further applications.

4.16. Approval of course entry requirements

- Course entry requirements may be amended as required. Such amendments must be approved by the Board of Studies.

- Any amendments to course entry requirements must be reflected in the International website and on the website as soon as practicable.

4.17 Publication of course entry requirements

- Every course must have documented course entry requirements and selection tasks/folio requirements/interview requirements (if required).
- The official source of course entry requirements is the International *website* at. Individual course entry requirements can be found on the *International Courses page*. Publication of course entry requirements elsewhere, such as on course websites or in marketing materials, must accurately reflect the Course Guide and should refer to the International website as the official source of information.

4.18 Selection tasks

- Courses entry requirements may include set selection tasks/folio requirements/interviews designed to assess an applicant's capacity to satisfy the course entry requirements or demonstrate that the applicant is capable of success in the course.
- Course selection tasks must be documented and approved by the Enterprise Manager.
- The use of selection tasks/folio requirements/interviews for international students should be minimised and not used unless there are specific.

4.19 Selection process

- The Gordon International Office has been granted Selection Officer status and has delegated authority to assess the qualifications and the equivalency of such qualifications and make offers to international students. Where additional entry requirements need to be assessed (such as folios and questionnaires), the International Office will refer the application to the relevant course area for assessment prior to finalising the application.
- Selection officers will identify applicants who meet The Gordon's entry requirements, including minimum age, minimum academic requirement, and English language requirements. Of these applicants, selection officers will identify applicants who meet the course entry requirements.
- Course entry requirements will be applied consistently to all applicants for a course.
- The applicant's entire application will be considered. The selection officer may give greater weight to the applicant's most recent and/or relevant previous qualification, study, or experience.
- Course entry requirements must be used to select applicants for the course wherever it is taught.
- In order to be considered for a place, applicants must submit their application on time, in the correct manner, and complete with all required documentation.
- The Gordon, via the International Office, reserves the right to request additional information from an applicant relevant to their application. Failure to supply the information requested may adversely affect the success of the application.
- The Gordon reserves the right to request an applicant to authorise The Gordon to obtain further information about the applicant from relevant external bodies, such as DHA. Failure to supply such authority may adversely affect the success of the application.

4.20 Integrity of selection decisions

If any staff member involved in a selection decision has, may have, or may be perceived to have a conflict of interest, they must disclose this conflict to the International Office, its Director or delegate.

4.21 Information for applicants

- Course entry requirements and any selection tasks/folio requirements/interview requirements that an applicant must undertake to be eligible for selection are published on the *International website*.
- The International website is the official source of course entry requirements. All subsequent publication of course entry requirements must be consistent with the course entry requirements documented in the International website.

- Published course entry requirements will inform applicants about how these requirements are used and what weighting they have in selection.
- Applicants are responsible for locating official, up-to-date information regarding selection and admission.

4.22 Applications from prospective international students

All prospective undergraduate onshore international students apply to The Gordon International directly or through a Gordon registered representative.

4.23 Transferring international students in Australia

International applicants currently studying in Australia may be required to provide The Gordon with a release letter from their current provider if they have not yet completed at least six months' study in their previous principal course, unless exceptional circumstances exist as defined by the ESOS Act 2000 or future similar legislation. If a release letter is required, the release letter must be provided to The Gordon International before the applicant may be accepted by The Gordon. Transferring international applicants are advised to refer to [Standard 7 of the National Code](#) for further information about transfer of provider.

4.24 Offer

- Verbal offers of admission will not be made or accepted as they are not formal offers and are not binding on either party.
- The Gordon reserves the right to withdraw an offer and/or cancel the enrolment of an applicant where such an offer was made on the basis of incomplete, inaccurate or fraudulent information supplied by the applicant.
- Offers of admission will specify the course, fees, campus and mode of study for which the offer is made.
- Offers can be conditional on the provision of proof of completion of prerequisite qualifications or upon other factors detailed in the letter of offer. If conditions are not met, no full offer will be made and the applicant cannot enrol. Once any outstanding conditions of offer have been met, the tuition fee deposit and Overseas Student Health Cover (OSHC) paid and the formal acceptance documents have been received, The Gordon Institute of TAFE can issue a Confirmation of Enrolment (CoE)
- For international student visa holders, the minimum study load for an enrolment to be considered full-time is at least 540 nominal hours in a year (or pro rata for programs with a duration less than one year). International students are required to complete their course within the duration specified on their CoE. The Gordon may only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration as specified on the student's CoE as the result of: a) compassionate or compelling circumstances outside the student's control (such as illness evidenced by a medical certificate; or where The Gordon has been unable to offer a pre-requisite unit) or b) The Gordon implementing its intervention strategy for students who are at risk of not meeting satisfactory course progress; or an approved deferment, suspension of leave of absence has been approved.
- A decision to cancel (discontinue) a course should be made before offers are made to applicants. If this is not possible, however, The Gordon may cancel the course once offers have been made, and cancel those offers of admission. The Gordon may NOT cancel an offer once the applicant has accepted the offer or otherwise be subject to default under the provisions of the Tuition Protection Service (TPS) legislation.

4.25 Admissions

4.25.1 Quotas

- Course quotas may be established in high demand courses where there are placement requirements. Quotas will be managed on a first come, first served basis.
- When setting quotas, many factors may be considered, including but not limited to:

- Profile
- Limitations of teaching and learning spaces
- Limitations of teaching and academic staff
- Availability of external or work integrated learning placements, such as clinical or teaching placements.

4.25.2 Deferment

- Subject to *Standard 9 of the National Code* an international student may defer the commencement of his/her course where there are compelling circumstances to do so. If an international applicant has already accepted their offer prior to a request for deferment, the University must report the deferral via PRISMS. All request for deferment must go through The Gordon International Office.
- An applicant may only defer once prior to enrolment. Subsequent applications for deferment will be assessed by the Director of International or their delegate on a case-by-case basis and with the provisions of Standard 9 of the National Code in mind.
- If an applicant has been offered a place in a packaged course, the entire package will be deferred.
- The period of deferment is normally until the commencement of the following semester. If an applicant declines to enrol at this point, the offer will lapse and the applicant must submit a new application.

4.25.3 Internal applications

- Students who are currently enrolled in a Gordon course may apply for another Gordon course.
- Students apply directly through The Gordon International Office.
- Internal applicants must meet The Gordon entry requirements and the course entry requirements.
- Application to a course may be competitive and there is no guarantee that an internal application will be successful.

4.25.4. Refusal of admission

- The Gordon reserves the right to refuse admission on specified grounds.
- If an applicant meets The Gordon entry requirements and course entry requirements and is eligible for selection, but has fails to meet the requirements of the Simplified Student Visa Framework (SSVF) and the Genuine Temporary Entrant (GTE) criteria, The Gordon may refuse admission.

All international applicants will be assessed under the provisions of the SSVF. International applicants will be advised on application if they need to provide a Statement of Purpose for assessment under the provisions of the SSVF. The Statement of Purpose is designed to ensure that The Gordon has all of the required information to assess the application under SSVF guidelines and that the student meets the Genuine Temporary Entrant (GTE) requirement prior to an offer being made.

Under the SSVF, The Gordon is required to ensure that students who apply for admission are both genuine temporary entrants to Australia and genuine students and that they have access to sufficient funds to support themselves and any accompanying dependents during their studies.

By applying to The Gordon, students need to declare that they are both a genuine student and a genuine temporary entrant under the SSVF arrangements. An offer into a program at The Gordon is subject to these requirements.

The Gordon has the right to refuse an application if applicants fail to meet the Genuine Temporary Entrant requirements of the SSVF program. This includes, but is not limited to, concerns that applicants are either a non-genuine temporary entrant, a non-genuine student or

that they do not have the financial capacity to support themselves or their dependants during their studies.

The Gordon is also required to assess applicants from sanctioned regimes. Australian sanction laws have implemented United Nations Security Council (UNSC) and Australian autonomous sanctions regimes. International students from sanctioned regimes must be assessed in accordance with Australia’s sanction laws to ensure compliance with such legislation. Such assessment includes, but is not limited to, identifying sanctioned entities, identifying a relationship with a sanctioned entity and identifying funds that come from a sanctioned entity, The Department of Foreign Affairs and Trade (DFAT) publishes a list of sanctioned regimes on its website.

Academic results and previous exclusion may be taken into account as relevant factors in the primary decision of the selection officer as to whether the applicant is capable of succeeding in their chosen course. A previous exclusion on the grounds of academic progress, however, does not disqualify the applicant from the course and such applications should not be summarily dismissed and must be treated fairly, and all relevant factors taken into account.

4.25.5 Pre-training review process

International applicants are not required to undergo the Pre-Training Review process as they are considered to have met the requirements through other admissions and English Language requirements.

4.25.6 Review of decision

- If an unsuccessful applicant seeks reasons for their failure to obtain a place in the course applied for, reasons should be provided. It is advantageous if information can be provided that would enable the applicant to improve their application should they wish to apply for a future intake.
- An applicant may seek a review of a selection decision on the following grounds:
 - The applicant satisfied all relevant entry requirements and
 - The application was lodged on time, in the correct manner, and all of the relevant documentation was provided to The Gordon, and
 - The selection and admission policy or procedure were improperly applied.
- An application for review should be submitted within 15 working days of being notified of the selection decision to the Associate Director International.
- The Director of International or their delegate will arrange an investigation within two working days and on the basis of this investigation, advise the applicant in writing of the outcome of the review within a further 15 days. This decision is final.
- An application for review may be dismissed as without substance where the applicant did not meet the published admission requirements of the course to which admission was sought.
- An application may be dismissed where the applicant fails to produce evidence substantiating the grounds of review.

4.25.7 Requirements waiver

In exceptional circumstances, an applicant may apply for a waiver of admissions requirements. Such exceptional circumstances may include, but are not limited to, English Language requirements where an applicant does not meet the published requirements, but where their knowledge, experience or other considerations warrant individual assessment, or where the applicant has significant work experience in a particular field that may be deemed equivalent to the academic entry requirements. Where the International Office considers that an applicant has exceptional circumstances that warrant extraordinary assessment, a recommendation will be made to the Director of International for submission to the Board of Studies for approval. The Board of Studies determination in such a situation will be final.

5. Responsibilities / Governance

Position	Responsibility
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Board of Studies	For ensuring that this policy meets the requirements of the Standards for Registered Training Organisations and is consistent with The Gordon's obligations in regard to the principles of access and equity.
Program Managers	For establishing entry requirements, selection criteria which are consistent with the requirements of relevant regulatory standards (eg ASQA, VRQA, the specific Training Product and this policy).
Disability Liaison Officers and Student Counsellors	For providing advice to, and advocacy for students to support the principles of access and equity for disadvantaged students.
International Office	For the recruitment, assessment and admission, compliance and specialised support of international students.

6. Key Aligned Internal Documents

International Student Welcome Handbook INT RD 03.01

Offer and Acceptance for International Students INT FO 03.01

Homestay Application for International Students INT FO 03.02

Airport Pickup / Application Arrival Notification for International Students INT FO 03.03

Tuition Payment Plan – Application and Policy (International Students Only) INT FO 03.04

7. Review and approval

	Position	Area
Author / Reviewer:	International Admissions and Compliance Manager	International
Custodian:	Director of International	Education
Endorsed (if applicable):	Nil	
Ratified (if applicable):	Board of Studies	
Review Schedule:	This policy will be reviewed every 3 years (or earlier as required)	
Last reviewed / updated:	2 December 2019	