

<p>Purpose</p>	<p>This policy is in place to ensure that BPP Institute has appropriate admissions criteria and that BPP Institute recruits students in an ethical and responsible manner including ensuring that each prospective student’s qualifications and English language proficiency is appropriate for the course they have applied for.</p> <p>This policy also ensures that if the application is accepted, BPP Institute will enter into a Written Agreement with the student which makes clear all the obligations of BPP Institute and the student including services to be provided, fees payable and information about refunds.</p>
<p>Scope</p>	<p>This policy relates to all student applications and staff that are responsible for the assessment of overseas student applications, and the issuing of Written Agreements.</p>
<p>Policy Principles</p>	<p>1. Assessment of Student Application</p> <p>1.1. BPP Institute is committed to having a robust application assessment process with appropriate admissions criteria. BPP Institute will not enrol students with incomplete applications or who do not have study rights in Australia. BPP Institute will not accept any payment from an applicant prior to having received a signed Written Agreement.</p> <p>1.2. BPP Institute welcomes applications for admission from prospective students of all backgrounds, including Aboriginal and Torres Strait Islander peoples, and is dedicated to providing equal educational opportunities to all students regardless of race, disability, gender or sexuality or educational disadvantage. A range of student support and transition support services are available at BPP Institute to assist all students strive for educational and personal success.</p> <p>1.1</p> <p>2. Admissions Criteria</p> <p>2.1. Admission criteria for each course of study will:</p> <ul style="list-style-type: none"> a. be appropriate for the qualification standard level of the course of study and required learning outcomes; b. ensure that students have adequate prior knowledge and skills to undertake the course of study successfully. <p>2.2. The admissions criteria for each course were established by BPP Institute’s Academic Board following a comparative analysis of admissions criteria at other institutions offering similar courses.</p>

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3. Younger Students

- 3.1. BPP Institute will not accept enrolment of international students who are under the age of 18 at the time of the commencement of their studies in the case of onshore students, and at the time of their arrival in Australia in the case of offshore students.

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4. Qualifications

- 4.1. The Academic Board sets the admissions requirements for all BPP Institute higher education courses.
- 4.2. The applicant's academic qualifications will be assessed against the admissions criteria for the course of study (Schedules 1 and 2). The academic qualification requirements set out in Schedule 1 and 2 will be benchmarked to ensure parity with other providers offering similar courses.
- 4.3. The application will be approved by the Director of Admissions under delegated authority from the Academic Board in accordance with the Admissions Procedure.
- 4.4. Where a student has studied at a level higher than the minimum requirement, the performance in that course will be considered in determining the admission status of the student. The most recent year of prior studies in Australia together with all other evidence will also be used to determine the suitability of the applicant for admission to BPP Institute.

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5. 'Genuine Student' Assessment Guidelines for Course Entry

- 5.1. The Director of Admissions under delegated authority from the Academic Board and in accordance with the admissions procedures, will apply a number of checks and tests to determine if the student genuinely intends to study at BPP Institute. These checks and tests may include:
- a. Recent and past study performance.
 - b. Study gaps.
 - c. Current and past visa status including compliance with visa requirements and obligations.

6. Professional Experience

Unless specifically stated, BPP Institute does not accept prior professional experience in meeting the admissions criteria of the course of study applied for.

1.5**7. Advanced Standing**

The Advanced Standing Policy and Procedure will be applied for any student applications where course credit is requested.

8. English Language Proficiency

8.1. The applicant's English language skills will be assessed against the English Language admission criteria (Schedules 3 and 4). English skills need to be of a level that will enable the student to communicate effectively, participate in BPP Institute classes and achieve expected learning outcomes. English language requirements set out in Schedule 3 and 4 will be benchmarked to ensure parity with other providers offering similar courses.

- The Director of Admissions has discretion to allow entry to postgraduate students who have one IELTS band at 5.5 (or equivalent level in other English tests), taking into account the language of instruction of previous studies, the student's achievement in their studies, interviews or other evidence. These students will be put in touch with the English Support Tutor from the time of enrolment and will automatically be put on intervention support lists to ensure they are monitored and supported.

9. Offer and Acceptance of a Place

9.1. Each student that satisfies the admission criteria will be offered a place via a Written Agreement. The Written Agreement between BPP Institute and the overseas student sets out the services to be provided, fees payable and information in relation to refunds of the application and course fees (refer to the Fees, Charges and Refunds Policy).

9.2. The BPP Institute student Written Agreement will:

- Identify the course(s) in which the overseas student is to be enrolled;
- Identify any conditions on the overseas student's enrolment such as any prerequisite course or attainment of a certain level of English language proficiency;
- Provide an itemised list of tuition or course fees to be made payable by the student and the payment structure/schedule;
- Set out the length of each study period for the course for the location, and the tuition fees for each study period for the course for the location;

	<ul style="list-style-type: none">e. Not require more than 50% of the student's total tuition fee for a course before the student has begun the course unless the course has a duration of 25 weeks or less;f. Provide information in relation to refunds of tuition and non-tuition fees including:<ul style="list-style-type: none">• the refund requirements that apply if the student defaults in relation to a course at a location,• amounts that may or may not be repaid to the student (including any tuition or non-tuition fees collected by education agents on behalf of the registered provider) and• processes for claiming a refund;g. Set out the circumstances under which personal information about the overseas student may be shared between BPP Institute and the Australian Government and designated authorities. This information includes personal contact details, course enrolment details and changes, and any circumstance of suspected breach by the overseas student of a student visa condition;h. Advise the overseas student of their responsibility to notify BPP Institute of a change of address while enrolled in their course(s);i. Provide a plain English explanation of what happens in the event of a course not being delivered;j. Provide a statement that 'This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws';k. Advise students, that in the event of a course not being delivered by BPP Institute, BPP Institute will refund the course fees or under the Tuition Protection Service (TPS) will arrange a refund or transfer as per the TPS Framework. <p>9.3. The BPP Institute Written Agreement must be signed or otherwise accepted by the student prior to, or at the same time as, any money for tuition fees are paid.</p> <p>9.4. The Confirmation of Enrolment will not be prepared and issued until the Written Agreement has been accepted by the student and relevant fees paid to BPP Institute.</p>
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	<p>10. Reporting The director of Admissions will provide a report to the Academic Board that includes an analysis of all students admitted to the College.</p>
Related Documents	Admissions Procedure Advanced Standing Policy Advanced Standing Procedure Education Agents Policy Education Agents Procedure Fees, Charges and Refunds Policy Fees, Charges and Refunds Procedure Marketing Information and Practices Policy Marketing Information and Practices Procedure Student Complaints and Appeals Policy Student Complaints and Appeals Procedure Student Support, Wellbeing and Safety Policy Student Support, Wellbeing and Safety Procedure Transfer Between Registered Providers Policy Transfer Between Registered Providers Procedure Written Agreement
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Director of Admissions
Approved by	Academic Board
Definitions	See BPP Institute`s Glossary of Terms and Acronyms

ADMISSIONS POLICY

Reference: POL-002
Status: Active
Classification: Academic
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Version History

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
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