

# Student Selection, Admission, and Enrolment Policy

<b>Policy Name</b>	Student Selection, Admission, and Enrolment Policy
<b>Policy number</b>	CDD003
<b>Date approved</b>	4 October 2016
<b>Approving body</b>	The Academic Board
<b>Responsible officer</b>	The Head of School
<b>Implementation officer</b>	The Academic Registrar
<b>Next review date</b>	June 2018
<b>Linked policies</b>	Articulation and credit transfer policy CDD001 Delegations register SSP004 Teach-out and Transition Plan Policy CDD004 Student Review Procedures for re-crediting Fee-Help Balances CDD007
<b>Linked forms</b>	Application form for admission Application for credit transfer FEE-HELP assistance form

## Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to ensuring:

- Fair and consistent practices in relation to student:
  - Recruitment
  - Selection, and
  - Enrolment
- Students meet standards that demonstrate the potential for success in higher education studies
- Requisite assurances are provided for the continued delivery of courses to enrolled students.

## Information for prospective students

The Institute provides the following information to prospective students about the courses offered at the Institute:

- A general description of the course
- The qualification gained upon completion of the course
- The duration of the course
- The tuition fee to be paid for the course
- The tuition fee refund policy
- For international students, any requirements regarding their study visa
- For Australian students, information relating to Fee-Help
- Equivalent full time study load (EFTSL) weightings for each unit of study
- A statement of course tuition assurance
- The facilities and student services available on campus
- Eligibility for selection

## Eligibility for selection

To be eligible for selection into a course at the Institute, students must:

- Meet the Institute's admission requirements
- Comply with the Institute's application process

### Admission requirements

Course	Admission requirements
<b>Doctor of Psychology (Clinical Psychology)</b>	<ul style="list-style-type: none"> <li>• Qualify for the award of a degree from an Australian university</li> <li>• Successful completion of:               <ul style="list-style-type: none"> <li>○ A four year, or</li> <li>○ A three year plus a fourth year</li> </ul>               Australian Psychology Accreditation Council (APAC)-accredited sequence in psychology ("Psychology Qualification")             </li> <li>• Completion of the Psychology Qualification:               <ul style="list-style-type: none"> <li>○ Within the last 10 years, and</li> <li>○ With an overall score at first or above an upper second class honours (2A) or equivalent, and</li> </ul> </li> <li>• Be eligible for registration with the Psychology Board of Australia as a provisional psychologist</li> </ul>
<b>Master of Psychology (Clinical Psychology)</b>	<ul style="list-style-type: none"> <li>• Qualify for the award of a degree from an Australian university</li> <li>• Successful completion of:               <ul style="list-style-type: none"> <li>○ A four year, or</li> <li>○ A three year plus a fourth year</li> </ul>               APAC-accredited sequence in psychology ("Psychology Qualification")             </li> <li>• Completion of the Psychology Qualification:               <ul style="list-style-type: none"> <li>○ Within the last 10 years, and</li> <li>○ With an overall score at or above an upper second class honours (2A) or equivalent, and</li> </ul> </li> <li>• Be eligible for registration with the Psychology Board of Australia as a provisional psychologist</li> </ul>

<b>Master of Professional Psychology</b>	<ul style="list-style-type: none"> <li>• Successful completion of: <ul style="list-style-type: none"> <li>○ A four year, or</li> <li>○ A three year plus a fourth year APAC-accredited sequence in psychology (“Psychology Qualification”)</li> </ul> </li> <li>• Completion of the Psychology Qualification with an overall score: <ul style="list-style-type: none"> <li>○ At or above second class honours (2A) or equivalent, or</li> <li>○ In exceptional circumstances, at credit or equivalent</li> </ul> </li> </ul>
<b>Graduate Diploma in Psychology (fourth year)</b>	<ul style="list-style-type: none"> <li>• Successful completion of: <ul style="list-style-type: none"> <li>○ A three year APAC-accredited sequence in psychology (“Psychology Qualification”)</li> </ul> </li> <li>• Completion of the Psychology Qualification: <ul style="list-style-type: none"> <li>○ Within the last 10 years, and</li> <li>○ With an average grade of credit or higher across level 2 and 3 psychology units.</li> </ul> </li> </ul>
<b>Master of Counselling and Psychotherapy</b>	<ul style="list-style-type: none"> <li>• A degree, preferably with honours level achievement or its equivalent, from an Australian accredited higher education institution in one of: <ul style="list-style-type: none"> <li>○ Psychology</li> <li>○ Medicine</li> <li>○ Nursing</li> <li>○ Social work, or</li> <li>○ Counselling, or</li> </ul> </li> <li>• A similar qualification with recognised equivalence from an overseas higher education institution</li> </ul>
<b>Graduate Diploma of Counselling and Psychotherapy</b>	<ul style="list-style-type: none"> <li>• A degree from an Australian accredited higher education institution in one of: <ul style="list-style-type: none"> <li>○ Psychology</li> <li>○ Medicine</li> <li>○ Nursing</li> <li>○ Social work</li> <li>○ Theology or</li> <li>○ Counselling</li> </ul> </li> <li>• A similar qualification with recognised equivalence from an overseas higher education institution</li> </ul>
<b>Graduate Certificate of Counselling and Psychotherapy</b>	<ul style="list-style-type: none"> <li>• An unrelated degree</li> <li>• Professional references</li> <li>• Relevant work experience in the delivery of counselling or psychotherapy</li> <li>• The potential for personal development</li> </ul>

### **Articulation, credit transfer and recognition of prior learning**

Within the context of maintaining academic standards at the highest levels the Institute is committed to providing pathways to assist students, who have previously successfully completed some studies elsewhere and who otherwise qualify for admission, to enter an appropriate course at the Institute with any advanced standing warranted by their previous studies.

Students seeking a credit transfer and/or recognition of prior learning should apply for that transfer or recognition when they apply for admission to the Institute course.

## Enrolment

A student is eligible to enrol in an Institute course when they receive and accept a formal offer of enrolment into that course.

To enrol, the student must:

- Comply with the enrolment process
- Accept they are subject to the, policies and procedures of the Institute
- Pay applicable course fees

Enrolment means the student is:

- Entitled to:
  - Attend classes and other scheduled teaching and learning activities
  - An assessment of their learning and performance

## Tuition fees

Tuition fees are calculated using the EFTSL value of each subject a student enrolls in. The Institute must determine the EFTSL value of the units of study offered.

The fee for a unit of study applies to all students enrolled and studying for a given calendar year.

The fees are subject to revision in the year prior to offering the units of study and once set apply for the year of offer.

The Institute must determine the fee for each unit of study prior to 1 September of the year prior to which it intends to enrol students in that unit.

### Fee refunds

The Institute sets a census date for each unit of study it provides in an enrolment year.

A student can withdraw from a unit of study and obtain a refund of tuition fees if they withdraw before the census date for the unit.

The census date must be no earlier than 20% of the way through the study period for a unit of study.

The Institute must ensure that annual or full-year units of study have only one census date.

### FEE-HELP

The Institute is an approved FEE-HELP provider.

FEE-Help is a loan scheme that assists eligible higher education students enrolled in a fee paying place to pay their tuition fees. To be eligible for FEE-HELP you must be enrolled in an eligible course and meet the citizenship and residency requirements.

Students may request FEE-HELP if they are enrolled in an eligible unit of study by the census date for that unit.

When a student enrolls in a new course of study, the Institute must provide to the student:

- A Request for FEE-HELP assistance form (“FEE-HELP form”) and
- A FEE-HELP information booklet

Students seeking FEE-HELP must return the completed FEE-HELP form to the Institute on or prior to the census date.

The Academic Registrar must:

- Check that the student has completed the FEE-HELP form correctly
- Send the completed FEE-HELP form to the Financial Accountant for an assessment of entitlement

The Financial Accountant must:

- Check the information provided in the completed Fee-Help form against the entitlement requirements as prescribed by the Department of Education

### **Commonwealth Assistance Notices**

The Institute must issue a Commonwealth Assistance Notice to each student enrolled in a course of study and who has previously received FEE-HELP assistance.

The notice must be issued within 28 days of the census date.

## **Tuition Assurance Scheme**

In accordance with the provisions of the Higher Education Support Act 2003 (HESA) and the associated Higher Education Provider Guidelines, the Institute provides a tuition assurance scheme for students enrolled in the higher education courses it offers where the student:

- Is an Australian citizen, or
- Holds an Australian permanent humanitarian visa
- Is a permanent visa holder undertaking [bridging study for overseas-trained professionals](#), and will be resident in Australia for the duration of the study

### **Statement of Tuition Assurance**

The Cairnmillar Institute ABN: 27 005 085 423 ACN: 005 085 423 (the first provider) must meet tuition assurance requirements for persons, other than overseas students, who are enrolled in the higher education courses we offer. This is to protect students in the event we cease to provide a course of study in which a student is enrolled.

These requirements are covered under the Higher Education Support Act 2003 (the Act) and chapter 2 of the Higher Education Provider Guidelines 2012 (the Guidelines), with which we must comply. The meaning of ‘ceasing to provide a course of study’ is set out in the Guidelines which are available from: <http://www.comlaw.gov.au/Series/F2012L02136>.

In the event we cease to provide a course of study in which a student is enrolled, the student is entitled to a choice of: (a) an offer of a place in a similar course of study with a second provider without any requirement to pay the second provider any student contribution or tuition fee for any replacement units (this is known as the ‘Course Assurance Option’) OR (b) a refund of the student’s up-front payments and/or re-crediting

of any FEE-HELP balance for any unit of study that the student commences but does not complete because we cease to provide the course of study of which the unit forms part (this is known as the 'Tuition Fee Repayment Option').

We have met the tuition assurance requirements, as specified in the Guidelines through current membership of the Australian Council for Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (the Scheme).

Contact details for ACPET (TAS Administrator) are [www.acpet.edu.au](http://www.acpet.edu.au)  
Email: [astas@acpet.edu.au](mailto:astas@acpet.edu.au) Phone Number: 1800 657 644 go to [www.cairnmillar.edu.au/higher-education/statement-of-tuition-assurance](http://www.cairnmillar.edu.au/higher-education/statement-of-tuition-assurance) for further details.

This tuition assurance arrangement applies in relation to the following courses of study offered by the Institute:

- Graduate Certificate of Counselling and Psychotherapy
- Graduate Diploma of Counselling and Psychotherapy
- Graduate Diploma of Psychology
- Master of Professional Psychology
- Master of Professional Psychology Practice
- Master of Counselling and Psychotherapy
- Master of Psychology (Clinical Psychology)
- Doctor of Psychology (Clinical Psychology)

### **Procedure if the tuition assurance scheme is triggered**

The tuition assurance arrangement is triggered if the Institute ceases to provide a course of study.

The Institute is a member of The Australian Council for Private Education and Training and the Australian Student Tuition Assurance Scheme (ASTAS).

If the Institute ceases to provide a course of study, within twenty business days after it knows, or should know by reasonable enquiries that the Institute has ceased to provide the course or study, ACPET must send a student enrolled in the course of study written notice of a tuition assurance offer (Offer). The Offer must advise the student:

- They have two options available in relation to the course of study:
  - The course assurance option
  - The student contribution/tuition fee repayment option

### **Acceptance of the course assurance option**

If a student accepts an offer of a place in a similar course of study with a second provider nominated by ACPET, then ACPET must offer to make all necessary arrangements to ensure the student is able to enrol in that similar course of study with that second provider.

A student is not obliged to enrol in a course of study with a second provider offered by ACPET. However, if the student enrolls with any other provider there is no obligation on that provider to offer:

- Full credit transfer for the units of study completed with the Institute
- Any replacement units free of charge

## Acceptance of the student contribution/tuition fee repayment option

If a student chooses the student contribution/tuition fee repayment option, ACPET must pay to the student the total of any up-front payments already paid by the student for any units of study the student has commenced but not completed.

Students selecting this option may also get FEE-HELP balance/s re-credited for uncompleted units [See CDD007].

## Dissemination of information

Prior to 1 September each year, the Institute must:

- Provide to the Department of Education and Training
- Make available to all students enrolled or seeking to enrol with the Institute a schedule of:
  - Tuition fees
  - EFTSL values
  - Census dates

for all the units of study the Institute proposes to provide during the following year.

## References

Legislative and compliance framework relevant to the development of this policy:

<b>Relevant authority for this policy</b>	Higher Education Support Act 2003 (HESA) Higher Education Provider Guidelines 2012 <a href="http://studyassist.gov.au/sites/studyassist/help-payingmyfees/fee-help/pages/fee-help-">http://studyassist.gov.au/sites/studyassist/help-payingmyfees/fee-help/pages/fee-help-</a>
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## Definitions

<b>ACPET</b>	Australian Council for Private Education and Training
<b>APAC</b>	Australian Psychology Accreditation Council
<b>Ceasing to provide a course of study</b>	The meaning of 'ceasing to provide a course of study' is set out in paragraphs 2.1.25- 2.1.35 of the Higher Education Provider Guidelines 2012 available online at: <a href="http://www.comlaw.gov.au/Series/F2012L02136">http://www.comlaw.gov.au/Series/F2012L02136</a>
<b>Census date</b>	The census date for a unit is: <ul style="list-style-type: none"><li>• the last date a student can withdraw from a unit without incurring a financial liability for that unit</li><li>• the date by which a student must finalise their enrolment, billing and payment arrangements for a unit</li></ul>
<b>Equivalent full time student load (EFTSL)</b>	EFTSL: <ul style="list-style-type: none"><li>• Is a measure of a student's study load that a student would have when studying full time for one year</li><li>• Provides a universal measurement of study load and is used to determine eligibility for payments and allowances</li></ul>
<b>FEE HELP</b>	Fee-Help is a loan scheme that assists eligible fee paying students to pay all or part of their tuition fees. A student is eligible for Fee-Help if they: <ul style="list-style-type: none"><li>• Are studying at an approved Fee-Help provider (approved</li></ul>



	<p>provider) or through Open Universities Australia (OUA)</p> <ul style="list-style-type: none"><li>• Meet the citizenship and residency requirements:<ul style="list-style-type: none"><li>○ They are:<ul style="list-style-type: none"><li>▪ An Australian citizen or</li><li>▪ Permanent humanitarian visa holder (resident in Australia for the duration of your unit), OR</li></ul></li><li>○ They are a permanent visa holder who is undertaking <a href="#"><u>bridging study for overseas-trained professionals</u></a>, and will be resident in Australia for the duration of the study</li></ul></li><li>• Are enrolled in an eligible unit of study by the census date for that unit</li><li>• Have not exceeded the Fee-Help limit and</li><li>• Meet the tax file number (TFN) requirements</li></ul>
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