



Admission Policy and Procedure

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1. Scope and Purpose

This policy applies to all members of the Russo Business School community who are involved in undergraduate higher education admissions' decisions.

This policy provides a framework for prospective students seeking to undertake higher education courses at Russo Business School. The intent of this policy is to ensure that admission decisions are conducted in a fair, equitable and transparent manner.

Russo Business School objectives are to:

- a) Ensure that students admitted to higher education courses have the background and abilities to reasonably expect a successful completion of the course of study, including proficiency in English
- b) Accommodate student diversity by providing support to under-represented groups, such as Aboriginal and Torres Strait Islander peoples
- c) Consider reasonable adjustments to support people with a disability where the disability has been disclosed during the admissions process
- d) Support pathways for students and recognition of prior learning
- e) Attract and retain students with the potential to achieve high quality outcomes
- f) Ensure that admissions decisions are fair, equitable, transparent, based on merit, and made in a timely manner
- g) Ensure that students are informed of their rights and obligations prior to enrolment and payment of fees

Implementation

Russo Business School is committed to fair and equitable treatment and will ensure that:

- a) Students are treated fairly and equitably
- b) Admissions judgements are made against stated entry criteria to ensure consistency of outcomes
- c) Reasonable adjustments are considered to support people with a disability
- d) Mechanisms are in place to identify and monitor students at risk and student progress
- e) Students are made aware of the grievance processes and how to appeal decisions
- f) Appeal processes apply the principles of natural justice
- g) Entry requirements are documented and that selection criteria are readily available to prospective students
- h) Information for prospective students on entry requirements aims to meet the good practice standards on admissions transparency
- i) Alternative pathways are available for students who do not initially meet entry requirements
- j) Learning support is available to facilitate success
- k) Student progress is monitored and utilised to review admissions requirements

Pursuant to the Russo Business School Planned Delegations Schedule, the Chief Executive Officer of Russo Business School delegates authority for processes related to admission of students to the Chief Operations Officer, the Senior Manager, Operations and to the Executive Dean.

The Admissions Officer will ensure that assessment of students' applications for enrolment into Russo Business School higher education courses are conducted in a fair, equitable and timely manner, according to the individual entry requirements for each course.

The Program Manager will encourage enrolments from people with diverse backgrounds who meet the entry requirements. The Program Manager will monitor participation from under-represented groups.

2. Definitions

Adjustment factors are often referred to previously as “bonus points”, these are additional points that may be used in combination with an applicant’s Australian Tertiary Admission Rank (ATAR) to derive a person’s course Selection Rank. Adjustments do not change an applicants’ ATAR, but change their Selection Rank for a particular course or courses. Common types of adjustment factors are:

Equity adjustment: Adjustment available on the basis of characteristics associated with disadvantage.

Location adjustment: Adjustment available on the basis of the applicant’s proximity to the institution offering the course.

Subject adjustment: Adjustment available on the basis of particular relevance subject to academic requirements of a higher education course of a secondary subject that the applicant undertook.

Maximum adjustment: The maximum total adjustments possible to an applicant’s Selection Rank from the combination of all adjustments they are eligible for.

Admission is the process for admitting an applicant into a course at Russo Business school, following a successful application and acceptance of the offer of a place in the course.

Admission pathway is any one of the options available to a prospective higher education student that will enable them to meet the entry requirements of their chosen courses.

Admission requirements are the requirements that an applicant must satisfy in order to be eligible for selection. Admission requirements comprise general entry requirements, including English language proficiency and course entry requirements.

Advanced standing is a form of credit for any previous learning (Australian Qualifications Framework definition) – see also the definitions for “credit transfer” and “recognition of prior learning”.

Applicant is a person who has already lodged an application to study a specific course. A prospective student is generally a person who is thinking about lodging and application to study a particular course.

Applicant background is the following grouping of applicants that is used to help prospective students, family and others easily find the admission information most relevant to their circumstances. The groupings do not themselves determine how an application will be assessed but direct an information seeker to the most useful information.

Higher education study: Applicants whose highest level of study enrolment since leaving secondary education is a higher education course, whether at a university or non-university provider.

Vocational education and training (VET) study: Applicants whose highest level of study enrolment since leaving secondary education is a VET course.

Work and life experience (includes less recent secondary results): Applicants who left secondary education more than two years previously and have not undertaken VET or higher education study since then.

Recent secondary education: Applicants whose admission is based mostly on secondary education undertaken at school, TAFE or other VET or higher education provider (Australian or international equivalent) that was completed (or will be) in the current year or within the previous two years.

ATAR is the Australian Tertiary Admission Rank (ATAR) is a ranking from 30 (lowest) to 99.95 (highest) agreed by COAG as a nationally equivalent measure of a persons relative academic ranking within their complete age cohort in the year they graduated from senior secondary school (including those who did not complete Year 12 or completed but were not eligible for an ATAR). The ATAR is derived from the scaled scores achieved for senior secondary school subjects. The specific calculation used is different in each state and territory, but the result is designed to be nationally equivalent.

Australian Senior Certificate of Education is the certificate issued by the Curriculum, Assessment and Certification Authority in each Australian state or territory (ACACA agency) when students complete their senior secondary education. Equivalent qualifications are listed on the ACACA website

<http://www.acaca.edu.au/index.php/senior-secondary-certificates/>

Bridging course is a course designed to cover subject knowledge which assists students to gain knowledge in specialist areas that are a core component of the course. If a course requires a prerequisite in an area that students have not studied or worked with before, a bridging course will help students to bridge the gap in that knowledge and gain admission.

Census Date is the date when a student's enrolment is finalised. If a student withdraws after the census date they will have to pay Tuition fees, or if the student has a FEE-HELP loan, will incur a debt.

Course is a single course leading to an Australian higher education award.

Course Entry Requirements are the entry requirements that an applicant must satisfy to be admitted into a particular course, that are additional to the general entry requirements.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition).

Deferment is an agreement to allow an applicant to defer taking up the place he/she has been offered until a later time.

Direct application is an application made to a higher education provider rather than through a tertiary admission centre.

Domestic Student is an Australian Citizen, Australian permanent resident or a New Zealand citizen.

Early offer is where an offer of enrolment is made to a recent secondary school student prior to release of ATARs or equivalent (e.g. OP in Queensland, IB). Such offers are generally conditional on other requirements being met, such as successful completion of a Senior Secondary Certificate of Education or achievement of a specified minimum ATAR.

Education Agent means an individual/organisation that has indicated a willingness to recruit international students and market Russo Business School's courses.

Enabling Course is a course designed to provide students with skills needed for success in further study, to assist in the transition to tertiary education – for example study techniques or English language skills. Successful completion helps prepare a person to be admitted to a course that leads to a higher education award.

Experience based entry scheme is a selection method used by higher education providers to assess and select students who may not have educational qualifications sufficient for an offer of admission to a course but who have other relevant work and life skills and experience that make them a suitable candidate.

GPA is a grade point average.

IELTS – International English Language Testing System is an international standardised test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd.

International student means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations.

Letter of Offer is the offer of a place in a course to a successful applicant.

Offer round/s refer to the series of dates on which offers of higher education places are issued to applicants throughout the year, whether through a tertiary admission centre or directly by a higher education provider.

Overseas student see international student.

Prospective student is generally a person who is thinking about lodging and application to study a particular course.

Reasonable adjustment refers to a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students (Disability Standards for Education 2005).

Recognition of prior learning (RPL) is a process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification (adapted from Australian Qualifications Framework definition).

School recommendation is a recommendation from a school or other secondary education provider on the abilities of a student. Previously referred to by some as a principal's recommendation.

TAC application is an application made through a tertiary admission centre, namely QTAC, UAC, VTAC, SATAC, TISC and University of Tasmania, in relation to applications to study in that state.

TOEFL iBT is an Internet-Based Test (iBT) that measures a candidate's ability to combine listening, reading, speaking and writing skills, making it the most comprehensive English-language proficiency test. It is considered an industry standard in English-language assessment.

Unit is a discrete unit of study, where a combination of units make up a course of study.

VET is Vocational Education and Training

AQF – Australian Qualification Framework

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

DHA – Department of Home Affairs

ELP - English Language Proficiency

ESOS - Education Services for Overseas Students

PRISMS – Provider Registration and International Student Management System

TPS – Tuition Protection Service

3. Entry Requirements

3.1 General undergraduate entry requirements

The entry requirements for undergraduate courses are normally:

- An Australian Senior Certificate of Education or equivalent (listed in the definitions section); OR
- A diploma or higher from an Australian education institution or an international equivalent as determined by referring to the Department of Education's Country Profiles; OR

- evidence of satisfactory completion of one year of an accredited tertiary award delivered in English; OR
- evidence of satisfactory completion of a foundation studies or preparatory course recognised for admission purposes by another Australian higher education provider or university; AND
- information on their most recent higher education study results post-secondary school.

3.2 Publishing admissions criteria

Admissions criteria will be published under four academic background categories that align with TEQSA's Admissions Transparency Good Practice Note to help prospective students navigate the entry requirements and provide easily accessible information on alternative pathways. The four academic background categories for domestic undergraduate students are:

- Applicants with recent secondary education
- Applicants with vocational education and training study
- Applicants with higher education
- Applicants with work and life experience

3.3 Alternative pathways

Alternative pathways are available to assist mature age students (21 years or over) or post-secondary education students who have not completed an Australian Senior Certificate of Education or equivalent, to access courses at Russo Business School. These are designed as an opportunity to provide alternative methods for demonstrating that students can successfully undertake study at the specified level. Alternative pathway entry will be assessed on a case by case basis via various means such as portfolios, referees' reports, written statements by referees, Certificate III or higher combined with professional work experience, and any other means as requested by the Program Manager.

3.4 International student undergraduate requirements

International students must, in addition to the general undergraduate entry requirements, also provide evidence of satisfactory English language proficiency demonstrated by either:

- an English pass level in an Australian Senior Certificate of Education or equivalent; OR
- attainment of a specified level of achievement in a recognised English language test, such as IELTS (or equivalent) at a score of at least 5.5 (with no individual band score less than 5.0), OR
- evidence of satisfactory completion of one year of an accredited Australian tertiary award delivered in English; OR
- evidence of satisfactory completion of a foundation studies or preparatory course recognised for admission purposes by another Australian higher education provider or university; OR
- evidence of working in an organisation where verbal and English communication is required.

3.5 Course specific requirements

Admission criteria must be appropriate for the Course and commensurate with the Course Learning Outcomes. They are to be benchmarked externally and must be designed to ensure Students have appropriate prior knowledge and skills to successfully undertake the course that they are seeking admission to.

The entry requirements for each higher education course will be specified as part of the course curriculum documentation, as approved by the Academic Board. The specific entry requirements for a higher education course may specify whether:

- An award must meet a minimum GPA or level of achievement or have particular areas of study
- Other qualifications are acceptable if the applicant does not have the requisite award
- Work experience or other professional experience is required, or may be substituted for a formal qualification
- Membership of a professional body is required
- A different English language proficiency level is required

4. Procedure for Applying for Admission

4.1 Applying for admission evidence requirements

Students must apply for admission on the approved *Admissions Application Form HE Domestic/ International*, and demonstrate that they meet the entry requirements by providing evidence such as, but not limited to:

- a) Certified copies of testamurs and academic records for previously completed courses of study at other institutions
- b) Resumes, references and other details as evidence of work experience including the scope and levels of responsibility; employer's name and contact details; and length of time in each position.
- c) Evidence submitted in a language other than English, must be accompanied by a certified official translation into English
- d) Certified copy of an English language test, where relevant
- e) Participation in an interview conducted by the Program Manager, designed to ascertain levels of ability and prior knowledge
- f) Other requirements as listed in the evidence attachment check list in the *Admissions Application Form for Domestic or International Students*
- g) All documentation required for the issuing of a Letter of Offer
- h) A completed and signed Student Agreement

For work experience evidence, students must provide the following:

- a) Employer's name and contact details
- b) Job title
- c) Position Description
- d) Period of time the position was held
- e) References from employers, including details about the tasks undertaken whilst in their employ, and the level of work responsibilities
- f) Letters from clients, supervisors, employers, contractors
- g) Portfolio of all relevant evidence supporting the application

The submission of false, fraudulent or misleading evidence to gain admission to a course will result in cancellation of the student's enrolment in a course.

4.2 Applying for Credit or Recognition of Prior Learning

Students seeking credit for previous study or learning should tick yes to "applying for credit for previous study" on the RBS Domestic or International Application Form and complete the Application for Credit or Recognition of Prior Learning Form. Refer to the [Credit Transfer, Recognition of Prior Learning and Articulation Policy and Procedure](#) for information on the documentation to be provided for assessment.

The decision to grant credit and the amount of credit to be granted will be determined by the Executive Dean or nominee based on existing articulation agreements, precedents or an assessment of the information provided.

The Admissions Team will notify the applicant of the approved credit in the Letter of Offer. Upon acceptance of the Terms and Agreements outlined in the Letter of Offer (including the credit granted), the Student will receive a Confirmation of Enrolment that references the approved application for credit or recognition of prior learning.

Students can make an Application for Credit Transfer or Recognition of Prior Learning after the commencement of their course, using the Application for Credit or Recognition of Prior Learning form. The student is to continue in their current enrolled subjects until the assessment is complete and they are notified of the outcome of their application.

4.2.1 Reduced course duration for international students

If the duration of the degree course has been changed for an accepted international student as a result of the application decision, such as granting RPL, it must be reported in accordance with section 19 of the ESOS Act. In accordance with Standard 2 of the National Code 2018:

2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

2.5.1 inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course

2.5.2 report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

4.3 International student information

International students should note that visa applications can take up to six months to be granted depending on the country of residence. An applicant who has previously been refused a student visa MUST disclose this to Russo Business School at the time of application. This disclosure will be taken into consideration during the assessment of application process.

Applications for admission from international students must be in English. Students should ensure that academic transcripts and all other supporting documentation has been certified as true copies and translated into English by a qualified translator. International students will need to pay an application fee.

Where required, check the Department of Education's Country Profile website for international qualification equivalence.

4.3.1 Overseas Student Health Cover (OSHC)

International students must obtain Overseas Student Health Cover (OSHC) for the duration of their studies. This fee is not included in the course fees. OSHC fees vary depending on the duration and type of cover. Students can obtain a quote from a number of health providers.

4.3.2 National Code requirements

The National Code 2018, Standard 2, Recruitment of an overseas student, requires that:

2.1 Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:

2.1.1 the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable

2.1.2 the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods

2.1.3 course duration and holiday breaks

2.1.4 the course qualification, award or other outcomes

2.1.5 campus locations and facilities, equipment and learning resources available to students

2.1.6 the details of any arrangements with another provider, person or business who will provide the course or part of the course

2.1.7 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies

2.1.8 the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled

2.1.9 the ESOS framework, including official Australian Government material or links to this material online

2.1.10 where relevant, the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students (in accordance with Standard 5)

2.1.11 accommodation options and indicative costs of living in Australia.

2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

2.3 The registered provider must have and implement a documented policy and process for assessing and recording recognition of prior learning (RPL), and granting and recording course credit, if it intends to assess RPL or grant course credit. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course.

2.4 If the registered provider grants RPL or course credit to an overseas student, the registered provider must give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

2.5 If the registered provider grants the overseas student RPL or course credit that reduces the overseas student's course length, the provider must:

2.5.1 inform the student of the reduced course duration following granting of RPL and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course

2.5.2 report any change in course duration in PRISMS if RPL or course credit is granted after the overseas student's visa is granted.

5. Procedure for Assessing Applications for Admission

The Admissions Officer will undertake the initial assessment of the student's application for enrolment and determine if the information is complete.

5.1 Academic assessment

If an academic assessment of the application is required, the *Admissions Application Form HE Domestic/International* and supporting evidence will be forwarded to the Executive Dean for further assessment. The Executive Dean may delegate assessment to another academic staff member/s. The person assessing the admission application:

- Will ensure the application is assessed against the evidence provided
- Will take account of any special circumstances such as cultural sensitivities or listed disabilities
- Will check the equivalence of international qualifications, where relevant
- May request additional information
- Will make a recommendation on whether the student should be admitted to the course.

Applicants may be provisionally admitted and enrolled in a Russo Business School Course based on predictive results from their current education provider indicating that they are likely to meet the academic entry requirements. Predictive results will be based on the Applicant's prior academic performance and/or recommendation of education official and be approved by the Executive Dean. Applicants will be advised of the date by which they need to provide evidence that they meet the academic entry requirements in their provisional letter of offer. If students do not provide the required evidence in the required time, Russo Business School will withdraw the Offer of Admission and Cancel the Provisional Enrolment.

5.2 English language proficiency assessment

An assessment of English Language Proficiency (ELP) must be undertaken before an international student is accepted. Staff assessing English language proficiency must check submitted documentation to ascertain if an international student meets English language requirements in one or more of the following ways:

- English is their first language
- English was their language of instruction in their secondary and/or previously completed tertiary studies completed within the last five years

- A satisfactory level of performance was achieved in an English language unit at Year 12 or equivalent
- IELTS or TOEFL score sufficient for the specific course entry requirement.

Staff assessing IELTS and or TOEFL results must verify test results and check the recency of the test results.

English test results must be no more than two years old prior to the date of course commencement.

Students who do not meet the ELP requirements are to be advised of ELP courses that are offered by Russo English or other providers to assist with developing their ELP. Students are responsible for the associated fees.

In some countries the Australian Department of Home Affairs requires students to provide a minimum IELTS score (or equivalent) as part of the student visa process. These English language requirements may be different to those required by Russo Business School. Therefore satisfying the English language requirements for admission to Russo Business School may not satisfy the requirements for a student visa.

If a student who does not meet the exact general and English entry requirements presents additional evidence to support their application for admission, the Executive Dean can exercise discretion when assessing the student's application.

5.3 Genuine International Student Assessment

A 'genuine international student' is a student who intends to obtain a successful education outcome at Russo Business School and has the language and educational background, means to tuition payment, and has a reasonable chance of achieving this educational outcome.

In determining whether an international applicant is a genuine student, Russo Business School will consider a range of circumstances of the applicant, in addition to the academic and English Language proficiency. These may include:

- Applicant's Statement of Purpose;
- Relevance of the program to applicant's previous education;
- Gaps between academic activities of the applicant;
- Relevance of the program to the applicant's past or proposed future employment;
- Financial capability of the applicant
- Family situation of the applicant

Where the student is an international student visa holder, Russo Business College must be satisfied that, in addition to the English Language and academic requirements, the applicant has demonstrated financial capacity to meet program and living costs and the intention to comply with their student visa conditions.

'Intention to comply with student visa conditions' is an assessment which considers a number of circumstances of the applicant including previous visa applications, compliance with student visa conditions, or previous student visa breaches

5.4 Interviews and portfolios

Interviews or portfolios may be used in some courses to assess the applicant's suitability for the course, including any specific requirements they may have such as special needs or support to undertake the course. Common questions to be asked in the interview relate to teamwork, educational history, what students want to gain from the course and the applicant's long-term career aspirations.

Applicants may show examples of work from their portfolio during the interview. Applicants' portfolios should show an aptitude for the course and major they wish to enrol in and include any artefacts they have created. Applicants can bring a physical or digital portfolio that is most relevant to their course. Course specific details are outlined in course curriculum documentation, as approved by the Academic Board, such as the Course Outline.

The Admissions Panel will assess the applicant's suitability for the course and advise them if they need to submit further materials.

5.5 Age

International applicants must be 18 years of age by the time they commence their course with Russo Business School.

Domestic applicants would normally need to be 17 years of age to commence a course with Russo Business School, however applications outside of this would be considered by the Executive Dean on a case-by-case basis.

5.6 Admissions decisions

The Executive Dean has overarching responsibility for selection of applicants, but may seek assistance from a Course Coordinator where academic assessment is required, or to the Admissions Officer, where an academic assessment is not required. Students will be notified in a timely manner of the decision for admission. If students have been unsuccessful, they will be advised of alternative pathways for entry into the course selected, if applicable.

6. Procedure for Admitting Students

Letters of Offer will be made by the Admissions Officer (under the authority of the Executive Dean). The Executive Dean is responsible for offering deferments, where applicable.

Students will be notified of the decision for admission within 7 business days of the decision being made. The notification will outline:

- Admission outcomes of acceptance or refusal
- Include the provider's name and CRICOS code
- Reasons for refusal, if relevant
- Further documentation or information required for those applicants receiving a Letter of Offer
- Options available to successful applicants, such as applying for credit or alternative pathways for unsuccessful applicants

6.1 Admission acceptance

If an applicant has met the requirements and been accepted into the course, the Admissions Officer will prepare and send a *Letter of Offer*. The *Letter of Offer* will include:

- Course details (start date, end date, location, mode of study, work-based training/placements, duration, location etc.)
- A Tax Invoice outlining the fees payable, due dates, and payment options
- An *Acceptance Offer Form* and instructions for accepting the offer.

To accept the offer, students must complete and sign the *Acceptance Offer Form*, and return it together with payment for the fees due in advance (if required). Applicants should accept the offer as soon as possible after receiving the *Letter of Offer* to ensure that a place is available, and within the deadlines stated in the *Letter of Offer*. International students will receive a Confirmation of Enrolment (CoE) certificate, which is needed in order to apply for an Australian student visa.

Prospective students should refer to the Student Tuition Fees Refund Policy and Procedure before signing an acceptance of offer.

6.2 Student agreement

Russo Business School must enter into a written agreement with each student. The agreement must be signed or otherwise accepted by the student (parents or guardians to sign if the student is under 18 years of age), concurrently with or prior to accepting payment of tuition fees or non-tuition fees, in accordance with Standard 3 of the National Code 2018.

The Student Agreement must meet all requirements of the ESOS Act, and in addition, as per Standard 3 of the National Code 2018, the written agreement must, in plain English:

3.3.1 outline the course or courses in which the student is to be enrolled, the expected course start date, the location(s) at which the course will be delivered, the offered modes of study for the course, including compulsory online and/or work-based training, placements, and/or other community-based learning and/or collaborative research training arrangements

3.3.2 outline any prerequisites necessary to enter the course or courses, including English language requirements

3.3.3 list any conditions imposed on the student's enrolment

3.3.4 list all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences)

3.3.5 provide details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply

3.3.6 set out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988

3.3.7 outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals)

3.3.8 state that the student is responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees

3.3.9 only use links to provide supplementary material.

6.3 Admission refusal

Russo Business School reserves the right to withdraw an offer of admission, if it finds that incomplete or inaccurate information was provided by the applicant, or if circumstances change significantly such that the applicant no longer meets the entry requirements.

Russo Business School may refuse admission, even if the applicant has met the entry requirements, if it is discovered that the applicant has:

- An unsatisfactory academic history that has not been resolved
- Outstanding fees with Russo Business School
- Been excluded from another educational institute or from Russo Business School
- Displayed conduct (including criminal activity or ethical misconduct) that would provide reasonable grounds to exclude the applicant from studying at Russo Business School

Russo Business School may also revise or rescind an offer if admissions entry criteria change for entry to a course prior to the applicant accepting the offer.

Applicants who have met the entry requirements, but have been excluded from any other educational institution, will need to demonstrate that circumstances have changed such that they are likely to succeed in the course.

The Admissions Officer will prepare and send a letter to the applicant advising the grounds for refusal of admission to Russo Business School and advise of alternative pathway options.

6.4 Re-admission

Applicants whose enrolment has lapsed, may re-apply under the same entry requirements as all other applicants.

Applicants who have met the entry requirements, but have been excluded from any other educational institution, will need to demonstrate that circumstances have changed such that they are likely to succeed in the course. Applicants who have been previously excluded from Russo Business School can apply for re-admission 1 calendar year after the date of exclusion.

7. Procedure for Deferring, Suspending or Cancelling Enrolment

7.1 Deferments

Deferment may be permitted for a specific period of time. Applicants who seek deferment to fulfil military or national service obligations may apply for a longer deferment. Such requests will be considered on a case-by-case basis. Fees may apply.

7.1.1 Applying for a deferral

New students may apply to defer their studies after receiving a letter of offer. Applications for deferment and refund of tuition fees must be made in writing to Student Administration stating the reasons and relevant details. The *Application for Deferment Form* must be completed, together with any other relevant forms such as for withdrawals and other circumstances. All sections of the form must be completed in full and should be accompanied by all relevant documentation.

Requests for deferment are not automatically granted and will not be approved to allow commencement of another tertiary course. If deferment is granted, tuition fees may be transferred to the revised commencement date or refunded. Refer to the Refund Policy and Procedure for details. Deferment applications are not accepted after the course start date. In such circumstances, refer to the Withdrawal section below.

7.1.2 Domestic students

Domestic students must apply for deferment in writing and provide supporting evidence and documentation. Deferment may be permitted for up to two semesters after a *Letter of Offer* has been made. The following process will apply:

- All applications for deferment must be approved by the Executive Dean
- Applicants who have an approved deferment will have their offer of a place held open for the period of the approval
- Should an applicant choose not to take up their offer of a place at the end of their deferment period, their offer will lapse and they will need to re-apply through Russo Business School admission process

7.1.3 International students

International students may apply to defer their studies if they are unable to commence their course or continue to attend classes for a specified period of time, due to compassionate or compelling circumstances. Compassionate or compelling circumstances could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student is unfit to attend classes
- Death or illness of close family members such as parents or grandparents (in such circumstance, a doctor's or death certificate should be provided where possible)
- Major political turmoil or natural disaster occurring in the international student's home country requiring emergency travel

- A traumatic experience which could include either involvement in a serious accident, or becoming the victim of a serious crime (these cases should be supported by police or psychologist reports)
- Delay in the processing of a student visa

International students must apply for deferment in writing and provide supporting evidence and documentation. The following will apply:

- All applications for deferment must be approved by the Executive Dean
- International students applying for deferment will be reminded that a successful application may affect their student visa. They will be advised to contact the Department of Home Affairs (DHA) regarding any impact the deferment may have on their student visa before formally lodging their application to defer their studies.
- The maximum period allowed for deferment of study is two study periods.

Students should be aware that deferring, suspending or cancelling enrolment on any grounds may affect their visa. A registered provider is required to notify the Department of Education and Training through PRISMS if they are deferring or suspending an international student's enrolment period, regardless of whether the duration has been affected. Refer to the section on Reduced Course Duration for International Students.

7.2 Suspending enrolment

Students may apply to the Executive Dean for interruption of studies leave to suspend studies for an approved period of time by completing an *Interruption of Studies Form*, before the census date. The Executive Dean will make a decision on the interruption of studies leave application and notify the student within 5 business days of receiving the application. If approved, the student will be permitted to enrol again in the approved study period. Refer to the [Interruption of Studies Leave Policy and Procedure](#).

7.2.1 Extension of course duration for international students

If the duration of the course has been extended for an international student due to an approved Interruption of Studies Leave, Russo Business school will report in accordance with Section 8.16 and Section 9 of the National Code 2018.

Students who have had the duration of their enrolment extended must contact the Department of Home Affairs to seek advice on the potential impact on their student visa, including the potential need to obtain a new visa.

7.3 Cancellation of Enrolment

If a student decides to withdraw completely from a course, they must complete a *Course Withdrawal Form*. This will result in the student's enrolment in the course being cancelled. Russo Business School will update the student's information on PRISMS. Students should refer to the relevant Refund Policy and Procedure to determine if a refund may be applicable

Russo Business School has the right to cancel a student's enrolment in the following circumstances:

- admission to Russo Business School has been gained by misrepresentation, falsification of documents, or other fraudulent means [refer Section 4 above];
- the normal requirements for admission or enrolment have not been fulfilled [refer Section 5 above];
- the required tuition fees have not been paid by the specified date [refer to the [Student Tuition Fees Policy](#)];
- the student has previously engaged in any form of academic misconduct associated with

the academic program of Russo Business School [refer to the [Academic Honesty and Misconduct Policy and Procedure](#)];

- the student has not met the minimum academic progression requirements following the implementation of intervention strategies [refer to the [Assessment, Moderation and Progress Policy and Procedure](#)];
- the student is identified as having abandoned their studies [refer to the Transfer between Registered Providers Policy and Procedure];
- the student has behaved in an inappropriate manner towards any member[s] of the Russo Business School community [refer to the [Student Code of Conduct Policy](#)];
- enrolment by the student would cause any member of Russo Business School, including staff and students, or its agents, to act unlawfully
- the Department of Home Affairs (DHA) has cancelled the student's Visa;
- For any other reason as determined by the Executive Dean or Chief Operating Officer.

Russo Business School will notify the student of the intention to cancel the enrolment, and the reasons for doing so, in writing and allow the students 20 working days to appeal the decision through the Russo Business School [Student Complaints and Appeals Policy and Procedure](#). The cancellation of enrolment will not take effect until after the appeals process is complete, unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

For international students, Russo Business School will inform the student of the need to seek advice from the Department of Home Affairs on the potential impact on his or her visa. Russo Business School will also report the change in the student's enrolment in accordance with section 19 of the ESOS Act.

8. Appeals and Complaints

Applicants and students may appeal a decision made by Russo Business School in regard to their admission or enrolment within 20 business days of receiving the decision notice, if they believe that the decision has not considered all the facts or was unfairly made. Details on how to appeal a decision or make a complaint are outlined in the [Student Complaints and Appeals Policy and Procedure](#).

Related legislation and standards to be read in conjunction with

[Australian Qualifications Framework \(2nd ed, January 2013\)](#)
[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)
[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)
[Higher Education Standards Framework \(Threshold Standards\) 2021](#)
[Higher Education Support Act 2003 \(HESA\)](#)
[National Code of Practice for Providers of Education and Training 2018](#)
[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act 2011\)](#)

Related documents to be read in conjunction with

Recognition of Prior Learning and Articulation Policy
Student Complaints & Appeals Policy
Student Fees Policy
Student Fees Refund Policy and procedures

Delegation

Delegated Authority	Delegation
Governance	
Board of Directors	Refer to the Terms of Reference
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
Executives	
Chief Executive Officer	Relevant to Accountability Statement
Chief Operating Officer	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
Management	
Dean, Academic Operations	Relevant to Accountability Statement
Admissions Department	Relevant to Accountability Statement
Student Services	Relevant to Accountability Statement

Version control

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