

	Title: Admissions Policy	
	Version: 4.00	Date: 6/11/2017
	Policy Area: Student	Next Review: 6/11/2019
	Approval: Academic Board	Signature: 

Commented [BW1]:

Purpose and Scope

All applications are assessed on the basis of academic suitability. Vose Seminary will endeavour to make admission accessible to a diversity of students who show potential for successful certificate or degree level study. Vose Seminary is committed to providing opportunities to prospective students from a wide range of backgrounds and learning experiences. Additionally, this policy will address the levels of language proficiency that domestic and international applicants will be required to demonstrate to gain admission to an Australian College of Theology (ACT) course studied in English; ie. the language of instruction and assessment is primarily English (recognising that in some units and research original languages will be considered).

This policy applies to domestic and international applicants seeking admission to ACT courses and is for use by staff in the ACT and affiliated colleges who make decisions on those applications. Applicants may be seeking admission on the basis of completed secondary or tertiary study or their maturity.

Vose Seminary offers admission to its courses to applicants from a broad range of academic, cultural and language backgrounds. In some courses students may study an original language (ie. Greek or Hebrew), hence the use of the word "primarily" below.

Vose may receive applications from ...

(a) Domestic applicants with English-speaking background (ESB) or Non-English-speaking background (NESB) backgrounds for admission to courses studied primarily in English;

(b) International applicants with English-speaking (ESB) or Non-English-speaking (NESB) backgrounds for admission to courses studied primarily in English;

In respect of international applicants, the National Code obliges Vose to provide such applicants with information about the minimum level of English language proficiency required for an applicant to be admitted to an ACT course. The ACT must ensure that such an applicant's English language proficiency is appropriate for the course to which admission is sought by implementing documented procedures, obtaining evidence that assessment of the overseas student's proficiency in English has been carried out by a suitably qualified person and ensuring this evidence meets the requirements of the Migration Regulations.

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In the Higher Education Provider Client Assistance Tool (HEPCAT) files reported to Department of Education and Workplace Relations (DEEWR) information on the following elements is required:

320 - Location code of permanent home residence

346 - Country of birth code

347 - Year of arrival in Australia

348 - Language spoken at home code

358 - Citizen/resident indicator

Consequently the online Vose Seminary Application to Enrol Form collects this information and from it Admissions Staff can determine which applicants may need to demonstrate their English Language proficiency in order for their application for admission to be considered. Moreover, Vose will be made aware that, on admission, these students may require additional academic support during their studies.

Given the commitment of the ACT to have standards comparable to those of Australian universities (ACT Constitution, Objects 2.1), the substance of this policy is drawn from the guide of the NSW Universities Admissions Centre.

Definitions

Vose, or The **Seminary** means Vose Seminary

ACT means the Australian College of Theology

AC means the Acceptance Committee

ATAR means Australian Tertiary Admissions Rank

ESB means English-speaking background

NESB means non-English-speaking background

AQF means the Australian Qualifications Framework

Language means the language of instruction for a unit, unless otherwise indicated, noting that some units involve study in other languages

Domestic applicant means an applicant who is an Australian citizen or permanent resident

International applicant means an applicant who is NOT an Australian citizen or permanent resident

Study Period means the period January – June or July – December in which a student may be enrolled for study in a Vose course, or another period designated for specific units.

National Code means the “National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students”, Australian Government (2007)

IELTS means International English Language Testing System – Academic version only

DET means the Commonwealth Department of Education and Training

ESOS means Education Services for Overseas Students

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Access and Equity

The Seminary is committed to equal opportunity principles and ensures that all education and training is responsive to, and supportive of, the diverse needs of all students. The benefits of participating in training and study at Vose Seminary are available to all qualified applicants as per [Vose Seminary's Access and Equity Policy](#)

Related Documents

This policy corresponds to the Vose Admissions and Enrolment Process.

Countries using the English language in education deemed comparable to Australia

The ACT deems the level of English language used in education in countries appearing on the current list of English Language Proficiency requirements of the Australian Universities Admissions Centre to be acceptable for consideration for admission to an ACT course at Vose Seminary. The key fields on the Vose Seminary online application form for determining if the applicant is required to prove English Language proficiency in order to be considered for admission are the following:

- nationality
- country of passport (including copy of passport which has included in it location of permanent home residence)
- language spoken at home
- previous courses of study and duration of each course
- IELTS score including breakdown of writing, reading, listening and speaking
- 250 word statement declaring reasons behind wanting to study at Vose
- field requiring information about previous experience in Christian ministry
- field requiring information about what future ministry goals the student is planning to train for

Members of the Acceptance Committee at Vose are authorized to process applications for admission for Domestic, International and Overseas students applying to study at Vose Seminary.

Consequently, given the above data, they have the authority to determine whether an applicant is required to prove their English Language proficiency under this policy. The ACT lists the following approved countries from which an assessable qualification taken in English can be used as a demonstration of English language proficiency:

- American Samoa
- Australia
- Botswana
- Canada
- Fiji
- Ghana
- Guyana
- Ireland
- Jamaica
- Kenya
- Lesotho
- Liberia
- New Zealand

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- Nigeria
- Papua New Guinea
- Singapore
- Solomon Islands
- South Africa
- Tonga
- Trinidad and Tobago
- United Kingdom (including Northern Ireland)
- United States of America
- Zambia
- Zimbabwe

Entry Requirements

Domestic School Leavers:

For Undergraduate Higher Education courses offered through the ACT relying on 300/400 level units, the ATAR score required is 65. For all other requirements pertaining to the required ATAR Score, please refer to the Current ACT Undergraduate Handbook available on their website.

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Alternative entry (Domestic applicants only):

Vose welcomes applications from persons of at least 19 years of age who do not qualify for admission on the basis of formal educational attainment. Vose recognises that preparation for higher education is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences and informal study.

Domestic students may be considered for alternative entry based on an assessment of employment experience, personal competencies, and other qualifications. Each student's situation will be considered on its merits on the basis of evidence of achievement and of their interest in and capacity to work in the field of study being considered for admission.

To be considered for alternative entry, students must be 19 years of age by 1 January (for February entry) or by 1 June (for July entry) in the year of commencement of the course.

Overseas or International Applicants

Potential international students seeking to enrol in a course at Vose Seminary must be over 18 years old and meet the following IELTS English language competency scores:

- 1) For Vocational Education and Training (VET) students: minimum overall score of 6.5.
- 2) For Higher Education students: as per the ACT [Admissions Policy – English Language Proficiency](#).

Vose will require proof of English language proficiency completed no longer than 2 years prior to the commencement of the proposed first study period. Normally proof of English language proficiency will be provided by the submission of the original results of an IELTS test – Academic Version.

The Principal has the authority, in rare circumstances, to waive or vary the requirement for proof of English language proficiency as part of the admission process. On such occasions the Principal will record the action on the relevant Vose Seminary file. Such actions are not to be taken as precedent.

Overseas or International Students unsure about their IELTS proficiencies should refer to Attachment A: Table of English Language Proficiency for admission to ACT courses, appended to [the ACT's](#)

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Admissions Policy for a comprehensive breakdown of minimum scores across all IELTS fields broken down by level of study to be undertaken. This document can be found at <https://www.actheology.edu.au/documents/>

Commented [BW3]: On the ACT's Admission Policy – English Language Proficiency / Attachment A: Table of English Language Proficiency for admission to ACT courses – this is already mentioned above (no. 2) ?

Pre-enrolment Information

The Seminary shall have available clear information to prospective applicants about:

- 1) The nature and purposes of programmes;
- 2) Legal status of programmes, qualifications and Statements of Attainment;
- 3) Course prerequisites;
- 4) General descriptions of the purposes of modules;
- 5) Course information (content and outcomes);
- 6) Information on options and extra credit;
- 7) Usual outlay of time and effort to satisfactorily complete courses (including timeframe);
- 8) Code of Practice;
- 9) Rules and regulations (see below);
- 10) Recognition of Prior Learning procedures;
- 11) Student selection, enrolment and any orientation procedures;
- 12) Fees, including refund policy and exemptions (where applicable);
- 13) Provision for language, literacy and numeracy assessment;
- 14) Student support, including any external support arranged for students;
- 15) Flexibility in learning and assessment procedures;
- 16) Welfare and guidance services (see below);
- 17) Disciplinary procedures (see below);
- 18) Grievance procedures;
- 19) Staff responsibilities for access and equity (see below);
- 20) Contact details of the Seminary;
- 21) International students – information on the Perth environment, living costs and details of teaching and assessment methods used.

Service Standards and Procedure for Enrolment and Payment of Fees

- 1) All prospective students inquiring orally or by email to Vose Seminary will be directed to complete the Online Application to Enrol form, found at <http://www.vose.edu.au/apply-now/>.
- 2) The data in this form gets automatically emailed to the office@vose.edu.au address, whereupon;
- 3) Within 24 hours the Receptionist will acknowledge by email receipt of the application and advise the applicant that they will be advised within 3 business days of the status of their application.
- 4) Applications will be processed by batch during peak periods every 72 hours or whenever there are 5 or more applications, whichever comes first.
- 5) The Registrar will convene ad hoc meetings of the Acceptance Committee (AC) over this time which needs 3 of a possible 8 qualified staff and faculty to meet. Qualified staff include: Principal, Academic Dean, Dean of Students, Course Pathway Advisors, Director Vose Training, Director Online Learning, Registrar, Vose Training Compliance Officer,
- 6) The Acceptance Committee will decide if the application should be accepted and an offer should be made directly, or if a Pre-Enrolment interview needs to be arranged. The AC will also ensure that the prospective student has applied for the correct course according to the AQF by completing the AC Application Checklist.
- 7) Applications being accepted immediately will normally be processed by the Registrar within 24 hours from the AC meeting, and a Letter of Offer invitation will be sent to the

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- student. ~~The letter of offer will include on it~~ advising the date and time set for the student to receive Course Pathway Advice, either in person on campus, or by phone, Skype or FaceTime. Students who are flagged in the AC meeting as having possible LLN / A and E factors to consider will be booked in by the Registrar for a Pre-Enrolment meeting with a suitable faculty member. See point 14 below for further information.
- 8) International Students will be issued with a Written Agreement at the same time as their letter of offer. Once the student has signed and returned their signed Written Agreement, units will be selected, prior to the Welcome Letter being issued. Refer to *Vose Refund Policy for Overseas Students* for more details.
- 9) At the Course pathway advice meeting, the student will select their units.
- 10) ~~Before concluding the Course Pathway Advisor will hand student over to the Registrar who will ascertain how the student plans to pay their fees. If the student elects to pay up front (within 7 days of the invoice date) they will receive a 3% discount.~~
- 11) Should the student wish to select Direct Debit, the ~~Administrator or Registrar~~ will assist them to set up set up Direct Debit form using the form on the website found by clicking on <http://www.vose.edu.au/enrol/> then selecting "Direct Debit Request Form", and will send the DD for signing with the student's Welcome Letter.
- 12) Should the student elect to use FEE HELP to pay their fees, the ~~Administrator~~ Registrar will advise the student that their Welcome Letter will include FEE HELP Application Online Instructions.
- 13) ~~The Registrar will ensure that the student understands the Tuition Fee Schedule, including the Administration, Census and Withdrawal dates.~~
- 14) Any potential issues that may have been flagged as a result of information supplied by the student on the Application to Enrol form will trigger a Pre-Enrolment Interview which can be arranged via phone, Skype, FaceTime or in person. The list of questions about a student's capacity to complete the course of study they have applied for, addressed in a pre-enrolment interview, may include but are not limited to:
- Motives for study
 - Entry or pre-requisite requirements
 - English language proficiency
- Psychological, , emotional, spiritual or physical well-being
- 15) At the conclusion of this meeting, the person conducting the interview will make a written recommendation to the Acceptance Committee who will then make a decision on whether the application is accepted or not.
- 16) Should the application be accepted, the Registrar will undertake actions outlined in points 7-11 above.

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Student Enrolment

Applicants must:

- Meet entry requirements that are specified as pre-requisite for the programme for which they are applying;
- Complete the relevant online Application to Enrol form;
- Agree to abide by the rules and regulations of the Seminary;
- Pay any enrolment fees, set up Direct Debit or complete FEE HELP application as applicable;
- Declare that the information provided in the Application is true and correct;

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New Student Admission (Domestic – ESB)

An appointed staff member will review the application. If it is found that the student has met the requirements and that all references are credible and satisfactory recommendations, the student shall be admitted to the programme.

In situations of selective candidature, interviews may be required. In such cases students will be required to agree to the conditions set out to them.

New Student Admission (Domestic – NESB)

An appointed staff member will review the application. For students who have lived in Australia for fewer than 4 years, and who are originally from a non-English speaking country, Vose will request an interview with the student to determine their level of English proficiency. If it is determined that the student has met the requirements and that all references are credible and satisfactory recommendations, the student shall be admitted to the programme.

In situations of selective candidature, further interviews may be required. In such cases students will be required to agree to the conditions set out to them. Further to both Admission Types described above:

- 1) Credentials listed by the student in the application may require verification;
- 2) Where applicable the Seminary reserves the right to check students' referees through other referees;
- 3) The student has the right to be informed whether their Application for enrolment has been accepted or declined within twenty-one (21) days of submitting the completed application;
- 4) The Seminary reserves the right to request references on its own initiative, and to defer a decision until all references are received at the Seminary.

New Student Admission (International)

International students under 18 years of age cannot be accepted.

For Higher Education courses, Vose Seminary adheres to the ACT policy regarding international students which can be located here: [Admissions Policy – English Language Proficiency](#). Applications for enrolment from prospective international students will include the following additional steps:

- 1) Students obtain a "Prospective International Student" e-mail outlining important information pertaining to Vose and the courses that it runs. This will include a course overview, links to the website where the Student Handbook, Fees Schedule and Overview of the ESOS Framework are housed.
- 2) If a student wishes to proceed with the enrolment, the student will complete the necessary application and enrolment documentation, and pay the application fee.
- 3) Information provided will be reviewed by the Registrar, Academic Dean and Course Co-ordinator to determine suitability for entry into the course. Credentials listed by the student in the application may require verification. Where applicable the Seminary reserves the right to check students' referees through other referees.
- 4) The student has the right to be informed whether their application for enrolment has been accepted or declined within twenty-one (21) days of submitting the completed application.
- 5) Successful applicants will receive a formal 'Offer of Admission' letter;
- 6) If the applicant wants to accept the Offer of Admission, they are asked to sign and return an Acceptance of Offer of Admission document which details conditions governing the enrolment of the student and the schedule of payments for tuition fees;

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- 7) Upon receipt of the completed Acceptance of Offer of Admission document and the current Application Fee, Vose Seminary will issue and forward a 'Confirmation of Enrolment' certificate to the international applicant;
- 8) the Confirmation of Enrolment certificate is required by prospective international students to apply for a Student Visa through the Department of Immigration and Border Protection.

All applicants who are successfully admitted entry into a course offered by Vose Seminary and who are granted a Student Visa will be required to participate in an Orientation Program hosted by the Seminary.

Appendix: Document History and Version Control Record

Document Title:	Admissions Policy
Source Documents:	
Associated Internal Documents:	Access and Equity Policy, Refund Policy for Overseas Students
Associated External Documents	ACT Policy about Requirements for Admission to a Course [Int. Students] ACT Admission Policy – English Language Proficiency
Authorised Officer:	
Approved by:	Academic Board
Date of Approval:	
Assigned Review Period:	2 years
Date of Next Review:	November 2019

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Version Number	Version Date	Authorised Officer	Amendment Details
1.00	30/05/2003	College Board	'Admissions' included in the General Policy Handbook
2.00	30/05/2006	College Board	Policy Revised
D2.01	27/06/2013	JV	Policy separated from the General Policy Handbook Draft amendments yellow highlighted Document modified to include history and version controls
D2.02	9/5/2013	JV	Policy modified to streamlined with Access and Equity Policy
D2.03	19/9/2013	Academic Board	Revised and updated policy. Documented by JV
3.00	14/1/2014	Academic Board	Revised policy to include specific entry and enrolment requirements for international students (B Smith).
4.00	7/8/2017	Academic Board to approved at meeting on 7/11/2017	Policy amended to include changes to admissions procedure arising from new online form. (CVose)

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