

IEFT STUDENT SELECTION AND ADMISSION POLICY

PURPOSE

This document sets out the policy for admission of prospective applicants to IEFT's accredited higher education courses.

SCOPE

All applications for admission to IEFT's higher education courses will be managed according to this policy.

DEFINITIONS

Late Enrolment means the completion of any of the admission requirements after the closing date for applications (usually one week prior to the Orientation program).

Terms and Conditions of Enrolment means IEFT's written agreement with the student in accordance with the requirements of Section 1.1.2 and 1.1.3 of the Higher Education Standards Framework. This agreement must be signed by the student concurrently with or prior to IEFT accepting course fees from the student.

RESPONSIBILITIES AND AUTHORITIES

The Dean (Emotionally Focused Therapy) is responsible for:

- assessing all applications for admission;
- interviewing prospective students whenever possible.

The Dean (Emotionally Focused Therapy) has the authority to:

- admit applicants who submit acceptable documentary evidence that they meet IEFT's admission requirements for their chosen course;
- reject those applicants whose previous academic study and/or level of English proficiency clearly does not meet IEFT's admission requirements for their chosen course.

POLICY

1. IEFT welcomes all students who qualify for admission to its higher education courses. There is no discrimination against applicants on the basis of their ethnicity, culture, race, colour, age, gender identity, religion, disability, national origin, sexual orientation, intersex status, marital or relationship status, parental status, pregnancy, or political beliefs.
2. In particular, IEFT welcomes Aboriginal and Torres Strait Islander students, and is committed to creating opportunities for their academic success.
3. IEFT's admission requirements are proposed by the Dean (Emotionally Focused Therapy) and approved by the Academic Board.
4. Applicants for entry to IEFT's postgraduate courses in Emotionally Focused Counselling and Therapy are required to demonstrate that they meet IEFT's admission requirements, including: proof of relevant undergraduate or other postgraduate study, eligibility and membership of appropriate professional bodies, and letters of verification of current counselling and therapy experience and supervision of practice.
5. All applications for entry to IEFT courses are processed according to clear and transparent procedures based on clearly defined admission requirements. Admission requirements will be regularly reviewed and benchmarked against national and international standards.
6. Application procedures and forms are made available to prospective students on the IEFT website. Applications are to be made on the prescribed application form and lodged in the manner prescribed on the form.

7. All applicants are treated courteously, and their applications are processed promptly, equitably and efficiently.
8. Based on the information provided, and subject to applicants meeting IEFT's admission requirements, a written offer of acceptance into the course (letter of offer) will be made to applicants.
9. The letter of offer will make reference to IEFT's advanced standing and credit transfer arrangements, and specify that the maximum credit granted is 50% of the course.
10. Submission of the acceptance of offer form shall be taken to constitute acceptance by the applicant of all IEFT's published policies, procedures and regulations.
11. In order to participate in classes and other educational activities, and to receive a final grade for submitted assessments, students must be formally enrolled and in attendance by the commencement of the third week of the semester (or equivalent).

Cancellation of enrolment

A student's enrolment will be cancelled if statements made or documents provided by the student in the admission application are shown to be false.

Appeals

Prospective or current students may appeal a decision made within the framework of this policy. Appeals must be made as outlined in the *Grievance Complaints and Appeals Policy and Procedure*.

FORMS

Application Form
 Letter of Offer
 Acceptance of Offer Form
 Terms and Conditions of Enrolment
 Formal Complaints and Appeals Lodgement Form

RELATED

Admission Requirements
 Code of Conduct
 Grievance Complaints and Appeals Policy
 Grievance Complaints and Appeals Procedure
 Student Selection and Admission Procedure

Version Control

Document:	Student Selection and Admission Policy				
Approved by:	Academic Board		Date:	2017/03/07	
Version:	V1.1	Replaces Version:	V1.0	Next Review:	2019