

## IEFT STUDENT SELECTION AND ADMISSION PROCEDURE

### PURPOSE

This document sets out the procedure 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 the Student Selection and Admission Policy and this procedure.

### DEFINITIONS

**Domestic Student** means:

- An Australian citizen;
- A citizen of New Zealand;
- A dual citizen of Australia and any other country;
- A permanent resident of Australia; and
- A resident on a permanent Humanitarian visa.

**Aboriginal and/or Torres Strait Islander Person** means 'a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander (person) and is accepted as such by the community in which he or she lives'. [S51 (25) of the High Court of Australia (1983)].

**CoE** means 'Confirmation of Enrolment'.

**Certified Documents:** for the purposes of this procedure, persons eligible to certify an applicant's documents are:

- An authorised officer from the institution that originally issued the document;
- An Australian overseas diplomatic mission;
- An authorised employee of IEFT; and
- A public notary or justice of the peace.

The authorised officer must sign and print his/her name clearly, include the date and an official stamp of seal of the authorised officer's organisation.

**IELTS** means International English Language Testing System.

**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 clearly does not meet IEFT's admission requirements for their chosen course.

## **PROCEDURE**

### **Application submission**

1. Applicants are to complete and submit the on-line application form, or email to [admin@EFT.com.au](mailto:admin@EFT.com.au)
2. Aboriginal and/or Torres Strait Islander applicants are encouraged to contact IEFT to arrange a meeting with the Dean (Emotionally Focused Therapy) if in their view a meeting will assist their application process .
3. All applicants are to provide certified copies of relevant academic qualifications, professional association membership certificates, letters of verification of current counselling and therapy practice and supervision hours, and other documentation they consider relevant (such as work history, references, or certificates of attendance for short courses).

### **Application Assessment**

1. The Dean (Emotionally Focused Therapy) will ensure applications received have been submitted on the IEFT application form and are complete.
2. Prospective students who have submitted applications with insufficient documentation will be requested to submit the required documentation.
3. The Dean (Emotionally Focused Therapy) will assess all applications against IEFT's admission requirements. This assessment may include attendance at an interview.

### **Validation of Qualifications**

Where there are doubts about a student's claimed academic qualifications, the Dean (Emotionally Focused Therapy) will contact the issuing institution for verification.

### **Letter of Offer**

1. The Dean (Emotionally Focused Therapy) will issue letters of offer to applicants who meet the admission requirements.
2. A schedule of fees for units of study will be sent with the letter of offer.
3. Students who may be eligible for advanced standing and credit transfer will be encouraged to apply using the Advanced Standing and Credit Transfer Application form.

### **Student Acceptance**

1. The student signs and returns the acceptance of offer and terms and conditions of enrolment.
2. The student pays the required fees as set out in the letter of offer.
3. The student's record is created and admission documentation is stored in the record.
4. The student is sent a Confirmation of Enrolment (CoE).

### **Appeals**

A student may appeal against a decision made under this procedure. 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  
Confirmation of Enrolment  
Terms and Conditions of Enrolment  
Advanced Standing and Credit Transfer Application Form  
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 Policy

## Version Control

<b>Document:</b>	IEFT Student Selection and Admission Procedure				
<b>Approved By:</b>	Academic Board			<b>Date:</b>	2017/03/07
<b>Version:</b>	V1.1	<b>Replaces Version:</b>	V1.0	<b>Next Review:</b>	2019