



## **Policy: Trinity College Pathways School Admission**

<b>Policy Type:</b>	Divisional Policy
<b>Policy Number:</b>	TCDP15
<b>Date Approved:</b>	22 December 2023
<b>Previous Policy:</b>	Trinity College Pathways School Admission Policy
<b>Review Date:</b>	30 June 2026

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### **1 OBJECTIVES**

- 1.1 Trinity College is an affiliated College of the University of Melbourne. The Pathways School delivers Trinity College Foundation Studies programs.
- 1.2 This Admission Policy refers to admission of students to the Trinity College Foundation Studies programs. The College reserves the right to review and make changes to this Policy from time to time.

### **2 SCOPE**

- 2.1 This Policy sets out the principles which govern the admission of students to the Trinity College Foundation Studies program. This applies to international applicants, temporary resident (TR) applicants and some eligible permanent resident (PR) applicants. An international applicant is one who does not hold citizenship of Australia or New Zealand, Australian permanent resident status or a permanent visa.

## 3 POLICY

### ***Admission Requirements***

- 3.1 The language of instruction at Trinity College is English. All applicants must demonstrate a suitable level of English proficiency before being enrolled into the Foundation Studies program.
- 3.2 All applicants must apply by completing a Trinity College Foundation Studies application form or the Trinity College Foundation Studies online application. The application form can be found at <https://www.trinity.unimelb.edu.au/pathways-school/apply>
- 3.3 All applications must include true and certified copies of academic transcripts detailing the most recent academic results.
- 3.4 Applicants can choose to apply for the Foundation Studies program with the assistance of one of Trinity College's registered Representatives. Applicants from some countries may be required to submit their application through one of Trinity College's registered Representatives. A list of all registered Representatives and contact details can be found on the Trinity College website: <https://www.trinity.unimelb.edu.au/learning/foundation-studies/apply-enrol/agents-and-overseas-representatives>

### ***Admission Criteria- Academic***

- 3.5 To receive an offer for the Trinity College Foundation Studies program, applicants must demonstrate successful completion of at least an Australian Year 11 or equivalent.
- 3.6 Specific requirements for different countries are listed in the Trinity College Foundation Studies prospectus and on the Trinity College website: <https://www.trinity.unimelb.edu.au/learning/foundation-studies/apply-enrol/entry-requirements>

### ***Admission Criteria – English Language***

- 3.7 Trinity College does recognise certain English language subjects and grades as meeting the English language proficiency requirements for the Foundation Studies program.
- 3.8 Applicants who do not meet the above criteria will be required to meet the minimum level of proficiency in English by sitting for a TOEFL, IELTS or PTE test. Online tests are not accepted. The requirements are outlined in the Trinity College prospectus and on the Trinity College website:  
<https://www.trinity.unimelb.edu.au/learning/foundation-studies/apply-enrol/entry-requirements>
- 3.9 IELTS, TOEFL and PTE test results must be no more than two years before the intake commencement date.
- 3.10 Trinity College also offers a Trinity English Test (TET) for certain applicants. The TET can be taken once only by an applicant. Should the applicant not achieve the required score, they will then be required to provide the satisfactory IELTS, TOEFL or PTE test result as listed above.
- 3.11 For some countries, the Australian Department of Home Affairs (HA) requires students to provide a minimum IELTS score (or equivalent) as part of the student visa process. These English language requirements may be different from those required by Trinity College. It is important to note that satisfying the English language requirements for admission to the Foundation Studies program may not satisfy the requirements for a student visa.

### ***Admission Subject Pre-requisites***

- 3.12 Entry to some subjects at Trinity College Foundation Studies require applicants to have completed prior study in that particular subject and to have successfully achieved a certain score, or, to have met the entry requirements by an alternate means. In some instances, Trinity College may request that the applicant sit a pre-admission diagnostic test in a particular subject to ensure that the applicant is placed in the correct intake.

### ***Fraudulent Documentation***

- 3.13 All applicants are required to provide to Trinity College true and correct documentation.
- 3.14 An applicant who provides fraudulent or misleading documentation will have their offer of admission withdrawn.
- 3.15 An applicant who provides fraudulent information shall not be eligible to apply for any future Trinity College Foundation Studies intakes.

### **Age**

- 3.16 Applicants applying for any of the intakes for the Trinity College Foundation Studies program must be at least 16 years of age at the time of commencement.
- 3.17 Applicants who are under the age of 18 at the time of commencement of studies will be required to demonstrate acceptable living and welfare arrangements in line with the Australian Government regulations for the care and welfare of international students.
- 3.18 Trinity College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) where the student can provide:
- a) Evidence that a Trinity College approved student caregiver service has been engaged for the duration of the program (or until the student turns 18 years of age), and
  - b) Evidence that the student has will reside in accommodation that is preapproved by Trinity College as being appropriate for students who are under 18 years of age.
- 3.19 Changes to the accommodation and welfare arrangements must be approved by Trinity College prior to the change occurring, Failure to maintain the CAAW arrangements may result in the cancellation of the CAAW letter.

## **4 VERIFICATION OF QUALIFICATIONS**

- 4.1 Trinity College requires all applications to be submitted with academic transcripts that are certified as true and correct and translated into English.
- 4.2 Trinity College accepts documents certified by the following:
- International Diplomatic Mission staff member;
  - registered Representative of Trinity College;
  - bilingual notary or Justice of the Peace; or

- Verified and stamped transcript emailed directly from the applicant's previous institution.

4.3 If the applicant is unable to meet the above conditions, Trinity College reserves the right to reject the application.

4.4 Trinity College will verify IELTS, TOEFL and PTE test results via the relevant verification online system.

## 5 RECOGNITION OF PRIOR LEARNING

5.1 Trinity College does not offer or accept recognition of prior learning to gain credits within the Foundation Studies program.

## 6 APPLICATION AND ACCEPTANCE DEADLINES

6.1 Cut off dates for **submitting an application** are five weeks from commencement. Applicants are encouraged to apply as early as possible. Trinity College reserves the right to close applications for an intake at any time.

6.2 Cut-off dates **for acceptance** of a Letter of Offer are published on the Trinity College website each year. Please note that Trinity College reserves the right to close acceptances for an intake at its discretion.

## 7 LETTER OF OFFER

7.1 A Letter of Offer includes information about the program, intake, duration, fees, refund policies, accommodation welfare requirements and enrolment terms and conditions. It may also include information about any academic and/or English requirements to be met prior to enrolment.

### **Withdrawal of Admission Offer**

- 7.2 Trinity College reserves the right to withdraw an offer and cancel the enrolment of any applicant where the offer was made on the basis of incomplete or fraudulent documentation supplied by the applicant or a certifying authority.
- 7.3 Trinity College may also revise or retract an offer if admission entry requirements change for a particular intake.
- 7.4 Trinity College may also withdraw a Letter of Offer if the program is fully subscribed.

### **Deferral**

- 7.5 Applicants who have received an offer for a particular intake and who have not yet commenced study in that intake may be eligible to change to another intake by sending the request to the Admissions Office or their registered Representative. If the applicant meets all the requirements for admission to the new intake, the request to defer to the new intake may be approved.

## **8 REGISTERED REPRESENTATIVES**

- 8.1 Trinity College will not accept applications for students from Representatives who are not registered with Trinity College and/or the University of Melbourne. In such cases, Trinity College will require the applicant to apply directly or through one of the Representatives registered with Trinity College.

### **Change of Representative**

- 8.2 If an applicant changes their registered Representative, the applicant must complete a Trinity College *Change of Agent Form*. The new registered Representative will also be required to provide all application documents including a completed SSVF Form.

## **9 APPEALS**

- 9.1 Applicants who are unsuccessful in gaining an offer of entry to the Foundation Studies Program can appeal the decision by contacting the Admissions Office, the relevant Foundation Studies Regional Manager, or the Associate Dean (Student Journey), with supporting documentation.

## **10 ROLES AND RESPONSIBILITIES**

<b>Role / Decision / Action</b>	<b>Responsibility</b>	<b>Conditions and limitations</b>
Submission of application	Student / Student's Parents / Representative	
Assessment of application	Admissions Office	

Issuance of response	Admissions Office	
Assessment of CAAW criteria/Coordination of caregiver and accommodation dates and bookings	Accommodation Office	
Processing acceptances and issuing CoE	Registrations office	

## 11 DEFINITIONS

*Intake* – The Foundation Studies program has six intakes that commence throughout each year. (, January Comprehensive, February Standard, , July Comprehensive, July Fast Track, August Standard, and October Fast Track.)

*IELTS* – International English Language Testing System *TOEFL* – The Test of English as a Foreign Language *PTE* – Pearson Test of English

*HA* – Department of Home Affairs (a central policy agency including immigration and border-related functions, multicultural affairs, federal law enforcement and emergency management).

*Registered Representative* – An education agent that is registered and regularly trained by Trinity College to represent Trinity College Foundation Studies and recruit students.

*TR / PR* – Temporary Residents / Permanent Residents

*SSVF* – Simplified Student Visa Framework (<https://www.homeaffairs.gov.au/busi/Educ/simplified-student-visa>)

## 12 RELATED DOCUMENTS AND GOVERNMENT DEPARTMENTS

Department of Education and Training (Cth) Department of Home Affairs (Cth)

Education Services for Overseas Students Act 2000 (ESOS Act)

National Code of Practice for Providers of Education and Training to Overseas Students (the National Code)

Education Services for Overseas Students (Foundation Program Standards) Instrument 2021

Overseas Students Ombudsman Criminal Code Act 1995 (Cth) Crimes Act 1958 (Vic)

Commission for Children and Young People Act (2012)

TCPS Academic Progress and Completions Policy and Procedure TCPS Complaint Policy and Procedure

TCPS Attendance Policy

TCPS Procedures for Monitoring Student Attendance TCPS Enrolment Policy and Procedure

TCPS Younger Students Policy TCPS Refund Policy

TCPS Change of Agent Procedure

## 13 POLICY OWNER

13.1 The Associate Dean (Student Journey) is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

## 14 REVIEW

14.1 This Policy is to be reviewed by 30 June 2026

## 15 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
TCDP15	TCPS Executive	21 May 2021	10 June 2021	Moved to new template. Update to the following sections. English language requirements, evidence requirements and definitions.
TCDP 15	TCPS Executive	19 January 2022	19 January 2022	Changes to reflect changes to Trinity College Pathways School structure and CAAW requirements.
TCDP15	TCPS Executive	22 December 2023	01 January 2024	Remove references to TCAEP, English language requirements Timeframes for application and acceptance.