



Administration

Admission Policy & Procedure

Purpose

The Admissions Policy has been created as the framework that finds the criteria for admission into the institution's courses, the processes for determining, reviewing, and updating these criteria, and the mechanisms for publicizing the criteria. The Policy sets out the standards by which the criteria for admission will be determined and maintained. It establishes a process for regular evaluation of these standards, and review of existing admission criteria to ensure requisite standards are consistently met.

Background

This policy makes clear Mayfield Education's responsibility to its prospective students, as well as to the higher education sector, is to apply clear, fair, and appropriate criteria for admission into courses.

Audience

The Admissions Policy applies to all prospective students; applicants to Mayfield Education and related parties (for example, parents and guardians); as well as to all academic and non-academic staff at Mayfield Education responsible for, or involved with application and admissions decision-making.

Definitions

Acceptance: the formal reply made by an eligible student to whom Mayfield Education has offered a place in a certain course, demonstrating the applicant's intention to go through with enrolment and undertaking of the selected course. The acceptance of an offer should be made in good faith.

Admission: the process by which an applicant receives a letter formally offering him/her a place into a certain course at the Institute.

Admitted: a student is said to be admitted to a certain course, from the time they accept the offer of admission to the time they complete the course or withdraw from the course.

Admission Decision: the internal process, governed by Mayfield Education, during which the decision regarding eligibility and making of offers will be formally undertaken and completed.

Deferment: an action of putting off the course or program at a later time.

Eligibility for Admission: the decision made by Mayfield Education that a prospective student meets the requirements requisite to make an offer for enrolment for a position in a certain course.

Minimum Entry Requirements: the minimum standards which must be met by the applicant. If these criteria are not met, the applicant must be deemed ineligible for admission, unless exceptional circumstances apply.

Offer: a formal invitation made in writing by Mayfield Education to a student eligible for admission. The offer demonstrates Mayfield Education's willingness to provide a place in the selected course upon acceptance and must be made in good faith.

Selection Criteria: the measures according to which Mayfield Education will make a decision according to the eligibility of admission for each applicant. These criteria are in accord with AQF standards.

Policy

Mayfield Education's Responsibilities

Mayfield Education holds a number of responsibilities which govern the implementation of this Policy, including:

- To only select and admit students for whom Mayfield Education has sufficient infrastructure (including IT and Library), teaching resources, staffing, and welfare capacities to teach;
- To only select and admit students capable of completing the courses for which they have applied (according to minimum standards requirements);
- To ensure the veracity of all application documentation;
- To preserve the integrity and confidentiality of applicant information and data;
- To be fair, consistent, and responsible in the selection and admission decision-making process;
- To promote diversity and equity in admissions decision-making;
- To ensure the availability of review and explanation of admissions decisions in the case of complaint.
- To ensure decisions are also to be made according to Mayfield Education's selection criteria, and, where possible, aim at promoting diversity and equity.

General admission requirements

Any applicant must satisfy all entrance requirements as published on Mayfield Education's website for the relevant course in order to be eligible for admission. However, an applicant satisfying all these requirements is not guaranteed of admission.

As should be recognized by all potential applicants, Mayfield Education will not accept any applications sent later than the specified deadlines. Late applications will only be accepted under special and authorized circumstances. The outcome of the applications shall be communicated to all applicants in writing.

Mayfield Education will ensure that throughout the process of selection and enrolment, applicants are treated fairly, courteously, and expeditiously. While all applicants have equal opportunities for admission into the Institute, under special circumstances, Mayfield Education may decline to offer a student a place despite being qualified. Such circumstances occur if the applicant.

- Has been expelled or cancelled from another institute or higher learning institute;
- Is indebted to the Mayfield Education.

When the number of applicants exceeds the places available or is expected to exceed, applicants will be offered admission into the next intake for the course. The Recognition of Prior Learning (RPL) or Credit Transfer may be offered to relevant candidates at the time of application. All Credit Transfer (CT) and Recognition of Prior Learning (RPL) applications will be as per the Credit Transfer (CT) and Recognition of Prior Learning (RPL) Policy for Higher Education students.

All students must be a minimum of 18 years of age upon commencement of the program to be eligible to be considered for entry into its Programs.

Information for Selection

Mayfield Education will apply the course admission requirements equitably and unfailingly to all applicants. The applicant may have to provide Mayfield Education with additional information in cases where the provided information is insufficient to make a selection. Failure of the applicant to submit

additional or supporting information might negatively affect the probability of the institution making an offer to the applicant.

In the case of inaccurate or incomplete information, Mayfield Education has reserved the right to cancel the admission of the applicant. Mayfield Education expects all applicants to submit truthful and complete information during the process of application to avoid the cancellation of their applications. The Education Manager has reserved the right to cancel the enrolment of a student who supplies fraudulent or incomplete information that may result in:

- Special advantage to the applicant over the other applicants;
- Wrong assessment of the claims of the applicants against the criteria used in admission.
- In case a student is admitted on the basis of falsified information and the student completes the course partially or graduated.

Procedures

1. **Receiving Enrolment Application:** The Student Services Officer receives the online application and ensures all the relevant enrolment documents are supplied by the applicant.
2. **Determining Offers:** Student Services forwards the application to the Course Coordinator to ensure the applicant meets the entry requirement as specified on the website and conducts an interview with the applicant to ascertain the course suitability. Based on the interview outcome, the Course Coordinator formalizes the interview outcome and communicates the outcome to the Student Services Officer.
3. **Outcome notification to the applicants:** The application outcome is communicated to the applicants in writing via the student management system. An offer letter is sent by the Student Services Officer to the successful applicant. Unsuccessfully applicants will receive a letter stating the reason for the unsuccessful application and a recommended applicable or suitable alternative program if available.

All unsuccessful applicants can appeal the outcome of the application as per the Appeals, Complaints and Grievance Policy & Procedure as published on the website.

4. **Acceptance:** All successful applications are done in a timely manner allowing the applicants sufficient time to make an informed decision. Offers, once made, cannot be retracted. Mayfield Education has an obligation to ensure enrolment will be brought about in a timely manner, in which students will have all the required information.

Mayfield Education will reserve the right to accept or reject an application without assigning any reason whatsoever.

Deferment

An applicant may decide to defer enrolment for a specific period after a successful application. The deferment period will be only granted until the next intake. The Course Coordinator will determine and communicate to the applicants the procedure, terms, and conditions of deferment. After the deferral period ends, the applicant will have a place in the course or program for which they received admission initially. In case the course or the program is no longer offered at Mayfield Education or has been changed or the institution is not in a position to offer the original course or program, Mayfield Education will provide an applicable refund as per the Refund Policy and recommend an alternative program if available internally or refer another provider for a similar course.

Review

This policy will be reviewed bi-annually. If Mayfield Education makes any substantial changes to its admission standards/requirements, this policy should be updated accordingly.