

Section 4: Fairness Requirements

Student Selection

The following procedures are to be followed in making decisions about the selection of students for admission to the Holmes Bachelor of Business with an accompanying offer of FEE-HELP. It is a principle of these procedures that student selection is made on merit and that all students are treated equally.

Citizenship requirements

- ❖ Students seeking FEE-HELP must be Australian citizens or holders of an Australian permanent humanitarian visa;

General Admission Requirements

To satisfy the general entrance requirements for admission to the course, students must meet at least one of the following entry requirements:

- ❖ Completion of the Higher School Certificate (HSC) or its equivalent with a minimum ENTER score of 68;
- ❖ Satisfactory completion (equivalent to ENTER score of 68) of an approved Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program offered by an accredited institution of higher education;
- ❖ Satisfactory completion of one year of full-time study at an approved institute of tertiary education;
- ❖ Having obtained the age of 21 (Mature Age Entry) and possessing an employment background deemed suitable by the Dean of Studies such as to give the applicant reasonable prospects for completing the course of study;
- ❖ Having reached a standard of education deemed suitable by the Dean of Studies as to be the equivalent of an ENTER score of 68.

Review Procedures

Students wishing to have their FEE-HELP balance re-credited due to special circumstances, which have resulted in the application for removal of debt being made after the census date, must apply to the Institute in writing stating the nature of those circumstances and in particular how the circumstances are: -

- beyond the person's control;
- did not make their full impact on the person until on, or after, the census date; and
- make it impracticable for the person to complete the requirements for the unit during the period in which the person undertook, or was to undertake, the unit.

The Registrar will consider the student's application within 14 days and will notify the student of his/her decision within 28 days of having received the application along with any independent supporting documentation. Each application for re-credit of FEE-HELP under special circumstances will be considered individually on its merits.

A decision to not re-credit a person's FEE-HELP balance is reviewable. Persons wishing to apply for a review of a decision must apply for the review in writing stating the reasons why he or she is applying for the review. This application must take place within 28 days of the original decision being made.

The decision will be reviewed by the National Operations Manager of Holmes Institute, who is the current designated Review Officer. He will firstly acknowledge receipt of the application in writing, at the same time informing the student that the original decision will be taken to be confirmed if the student does not hear otherwise within 45 days. The written notice of receipt of the application for review will include advice to the student of his/her right to appeal the decision at the Administrative Appeals Tribunal after the 45 days have elapsed.

Following consideration of the application for review, the Review Officer will inform the applicant in writing of the outcome of his/her application for review and give reasons for the decision. The Review Officer may confirm the decision, vary the decision or set the decision aside and substitute a new decision. The written notice will also advise the student of their right of appeal to the Administrative Appeals Tribunal (AAT) and will direct the student to the government website <http://www.aat.gov.au/>, where they will be able to determine the most convenient location of the AAT and the approximate costs of making an application at that particular point in time.