



POLICY NUMBER:	6.1	VERSION NUMBER:	8.0
DATE LAST REVIEWED:	March 2026	NEXT REVIEW DATE:	March 2027
RELATED POLICIES:	Course Duration and Progress Policy - International Deferring, Suspending or Cancelling Enrolment Policy - International English Proficiency Policy - Higher Education Fees Policy - International Refund Policy - International	RESPONSIBILITY: Board of Directors	
RELATED PROCEDURES:	Admissions Procedure - HE		

ADMISSION AND ENROLMENT POLICY - INTERNATIONAL

1.0 Purpose

This policy applies to all international students enrolled within a course or subject at the College and all prospective international students (those looking to enrol in a course at the College). It provides a broad framework and set of principles regarding the admissions and enrolment process.

2.0 Scope

- All international students (Higher Education and VET)
- All prospective international students
- All campuses, including online learning
- International Education Agents
- Admissions staff

3.0 Policy Statement

3.1 Admission requirements focus on merit and fostering academic success.

- The College encourages lifelong learning, including formal, informal and non-formal learning.
- Admission requirements provide applicants for admission to the College's courses with the opportunity to have relevant, previous learning considered in their application.
- Processes for admission of students shall be governed by the overarching principles of fairness, consistency, transparency, and timeliness.
- The College shall take into account possible educational disadvantage when determining admission requirements.
- Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission.
- The College reserves the right to refuse entry to any applicant based on an individual's inability to meet the educational and financial requirements of the College, including the Inherent Course Requirements (where stated) for the course into which they are applying for admission.
- Upon admission, it is the student's responsibility to make themselves aware of and comply with the College's policies and procedures, available from the College website.
- Part A of this Policy sets out the admission and enrolment conditions common to all international students.
- Part B explains additional admission and enrolment information that applies only to international students studying on a student visa.
- Part C sets out additional requirements that apply only to international students studying on a temporary visa other than a student visa.



PART A

Note: This section applies to ALL international students, regardless of visa arrangements or course of study.

4.0 Admission Requirements

- 4.1 The College is an open access institution and admission is granted through the normal tertiary process of direct entry. Prospective students may be admitted via direct application, provided they can supply appropriate certified copies of previous qualifications and / or experience being used as the basis for admission.
- 4.2 To support a successful study experience with the College, applicants are required to meet the following entry requirements:

- 4.2.1 Bachelor, higher education Diploma and Undergraduate Certificate courses (or higher education subjects as general interest studies for applicants not on a student visa)

The applicant should have:

- completed Year 12 or an equivalent qualification; and
- studied a science related subject in their final two years of high school; or
- relevant work or life experience that indicates they would be able to manage the level of coursework required (considered for admission on a case by case basis); evidence of this experience will be required.

5.0 Entry Requirements

- 5.1 All applicants must attend a final admissions interview upon submission of their enrolment paperwork (for international students applying from outside of Australia, this interview may be over Zoom meeting¹). Admissions interviews may be conducted face to face, by other verbal medium (e.g. teleconference) or a combination of these mediums.
- 5.2 All applicants for entry to the College must meet minimum self-declared Computer Literacy Standards as determined by the College, have unrestricted access to the internet, a computer / laptop with a webcam attached, and a personal email account.
- 5.3 International students must be 18 years of age or older upon commencement of study to be eligible for admission.
- 5.4 All applicants to study on campus must supply the College with a Unique Student Identifier (USI) should their enrolment be successful. As a student who is about to commence study in Australia, you will be required to obtain a Unique Student Identifier (USI). Your USI links to an online account which contains all records of training and results that you will have completed from 1 January 2015 onwards. Your results from 2015 onwards will be available in your USI account. When applying for a job or enrolling in further study, you may need to provide your training records and results. From 1 January 2015 the College as a Registered Training Organisation (RTO) cannot issue any formal VET documentation such as your Academic Record or your Testamur once you have completed your award, or a Statement of Attainment throughout your study, until you have provided us with a USI. The same applies for anyone studying in Higher Education from 1 January

¹ The College uses Zoom Video Communications, Inc. software to host and deliver Zoom webinars and Zoom meetings. Zoom and the Zoom logo are trademarks of Zoom Video Communications, Inc.



2023. This means that you will not be able to receive any formal documentation to confirm your study if you do not have a USI. Details on how to obtain a USI if you do not have one will be provided on enrolment. There are some exceptions to USI requirement, please refer to [Unique Student Identifier Policy](#).

- 5.5 It is the responsibility of all students admitted to College courses to acquire the textbooks, training tools and resources required to fully participate on campus and / or in online subjects.
- 5.6 It is the responsibility of all prospective higher education students to read and understand the [Inherent Course Requirements](#) for the course into which they are seeking admission and accept the [Inherent Course Requirements](#) prior to initial enrolment in the course.
- 5.7 First Aid – all applicants who will be enrolling in a course at Endeavour College of Natural Health which include practicum requirements must be aware of the requirement to hold a current recognised First Aid Certificate (including resuscitation) prior to commencing their first client contact session, and maintain its currency throughout the remainder of their course of study. This First Aid qualification is to be at the level of the Unit of Competency HLTAID003 (Provide first aid) or HLTAID006 (Provide Advanced First Aid), dependent on course requirements. Other qualifications may be considered equivalent to the required competency (e.g.: Senior First Aid, Level II First Aid, Australian Red Cross Intermediate First Aid) and any applicant should discuss this with their Admissions Adviser.
- 5.8 Students will only be permitted to enrol in one (1) single course at the College at any one time – no concurrent enrolment will be permitted.
- 5.9 In the normal admissions process, it may be determined that applicants are potentially unequipped for successful study at the College because they do not meet all or some of the Admissions Requirements. The process for managing an applicant in this circumstance is outlined in the [Admissions Procedure](#).
- 5.10 All entry requirements for courses including English language requirements must also be included in course marketing.

6.0 English Language Proficiency Requirements

- 6.1 Applicants for whom English is an additional language must have an academic IELTS score of 6.0 to 7.0, depending on the course. These levels have been set to ensure the student will have the ability to successfully engage in study in their selected field. Refer to the English Proficiency Policy - Higher Education and English Proficiency Policy - VET for further details. At the discretion of the College, prospective students may be required to undertake an assessment of English language at their own cost and, depending on the course of enrolment, achieve a result at least equivalent to:
 - 6.1.1 Bachelor of Health Science (Acupuncture Therapies/Chinese Medicine), Diploma of Health Science (Chinese Remedial Massage) and postgraduate qualifications:
 - IELTS (Academic) 7.0 – (overall score; no sub score less than 6.5)
 - Cambridge English: Advanced (CAE 185-190, no sub score less than 176)
 - Pearson (PTE) Academic Score of 65 (overall score, with a communicative skills score in writing of 58 or above)
 - Internet based (iBT) TOEFL score of 100 (with a minimum of 24 or above in writing).
 - 6.1.2 All other Bachelor degrees and Undergraduate Certificates (other than Human Biology, as below):
 - IELTS (Academic) 6.5 - (overall score; no sub-score less than 6.0)
 - Cambridge English: Advanced (CAE 176-184)
 - Pearson (PTE) Academic Score of 59 (overall score)



- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 577
- Internet based (iBT) TOEFL score of 90.

6.1.3 Diploma of Health Science and Undergraduate Certificate in Human Biology:

- IELTS 6.0 (overall score; no sub score less than 5.5)
- Cambridge English: First (FCE 169-175)
- Pearson (PTE) Academic Score of 52 (overall score)
- Paper based (PBT) TOEFL (Test of English as a Foreign Language) score of 537
- Internet based (iBT) TOEFL score of 79.

7.0 Verification of Qualifications

- 7.1 An applicant seeking admission the College must submit evidence of any relevant previous qualifications, such as a copy of the Academic Transcript or qualification certificate. The College reserves the right to verify legitimacy of qualifications which may include contacting the previous institution, in which case some of the applicant's personal details may be required to be divulged.
- 7.2 An applicant seeking admission who cannot provide documentary evidence of previous qualifications due to special circumstances must provide a statutory declaration stating the qualification and the reasons for the inability to obtain the documentation.

8.0 Refusal and Exclusion

- 8.1 The College reserves the right to refuse admission of a prospective student based on the following criteria:
- The applicant demonstrates behaviours that do not meet the standards set out in the relevant *Student Code of Conduct*.
 - The applicant does not meet the minimum entry requirements, conditional course requirements, or ongoing course requirements, and is not prepared to pursue the advice provided by the College to gain additional knowledge prior to commencing study.
 - The applicant feels they will be unable to meet the Inherent Course Requirements as outlined to them (where stated).
 - The College has cause to believe that serious financial, personal or health issues will affect the applicant's ability to meet the Inherent Course Requirements or to continue in the relevant award.
- 8.2 Applicants deemed unequipped to enrol (e.g. language requirements) may be referred to other educational institutions to seek additional learning prior to reapplying to the College.
- 8.3 Applicants may not apply for admission to the College during a period of exclusion from any other tertiary education institution. Applicants who have completed a period of academic exclusion must provide details of the exclusion penalties that were applied with their application. Applicants who have met the admissions requirements but who have been excluded previously from a course, at the College or at another tertiary institution, must demonstrate that they have an improved likelihood of success in the course for which they are applying.
- 8.4 Applicants who have been excluded for misconduct, from the College or any other tertiary institution, must show cause by providing a statement outlining why they should be considered for admission / re-admission.



9.0 Campus Course Offerings

- 9.1 The College reserves the right to schedule and promote intakes for courses at selected campuses where it is best resourced to do so. Accreditation of a specific course in any given jurisdiction does not automatically guarantee enrolments will be taken.

10.0 International Application Periods

- 10.1 International enrolment applications are accepted for processing for each advertised intake period up to the cut-off date which is 24 business days before commencement of each course.
- 10.2 Enrolment applications that are lodged after the cut-off date will be reviewed on a case by case basis. Enrolment applications requesting Recognition of Prior Learning (RPL) must be aware of the additional processing timelines which can take up to 20 business days. In these instances RPL must be requested with the [Recognition of Prior Learning Application Form](#) together with the enrolment application, and therefore should be lodged earlier than the usual application times. Refer to the [Recognition of Prior Learning Policy](#).
- 10.3 Student visa enrolment applications after the cut-off date will be assessed on ability to meet time frames to provide the appropriate documentation to the College and require approval by the Director of Sales, Admissions & Retention.
- 10.4 Temporary visa enrolment applications (other than student visas) after the cut-off date, may apply to study up to the Friday before the commencement of the course with the provision of appropriate documentation to be assessed on ability to meet time frames.
- 10.5 All applications require provision of correct application documentation including certified copies / translations and payment / receipt of fees must be acknowledged by the College.

11.0 Admissions Standards

- 11.1 Admissions standards will be monitored on an annual basis, and management will undertake adjustments to standards where required, advising the peak academic body of the College of any substantive new standards as developed.
- 11.2 All decisions relating to Admissions and the scope of this Policy are the responsibility of the Director of Sales, Admissions & Retention through the Office of the CEO and governed by the College's Board.

12.0 Intake Quotas

- 12.1 The College reserves the right to impose intake quotas on any course or subject. The College reserves the right to cancel an intake into a course or subject if insufficient students are admitted, and / or to reallocate enrolled students to alternative delivery modes for the same subject such as an online intake.
- 12.2 Students affected by a course cancellation will be offered a choice between a place in an alternative course (if this option is available) or a full refund of unused tuition fees. Refer to the [Course and Subject Viability Policy, Deferring, Suspending and Cancelling Enrolment Policy - International and Refund Policy - International](#) for further information.



13.0 Fee Payment

- 13.1 International students must pay all fees by the deadlines set out in the [Fees Policy - International](#).
- 13.2 Students who do not make payment for the study period in full prior to the start of a study period may be subject to the following restrictions:
- Enrolment may be suspended or cancelled in line with the [Deferring, Suspending and Cancelling Enrolment Policy - International](#).
 - Grades may be withheld.
 - Academic Transcripts, Statements of Attainment, Letters of Completion, Testamurs and Eligibility for graduation may be withheld.

14.0 Contact Details

- 14.1 It is a requirement upon admission that the student provide details of an emergency contact within Australia.
- 14.2 In addition, it is a requirement that any applicant who has been granted admission must supply the College with personal contact details in Australia (address and phone number) within seven (7) days of arrival in Australia or on their first day on campus, whichever is first.

15.0 Responsibility

- 15.1 This policy is the responsibility of the College Board, who have delegated responsibility for the academic standards within the policy to the Academic Council, as the peak academic body for the College. The Academic Council has developed the admissions standards within this policy to be clear and transparent, to allow ease of operational application. Responsibility for admissions decisions has been delegated to the Sales and Admissions department, which operates under the direction of the Director of Sales, Admissions & Retention.
- 15.2 The Director of Student Operations has responsibility for oversight of any grievances raised about decisions made under this Policy (see [Complaints and Appeals Policy - International](#)).

PART B

Note: This section only applies to student visa holders

16.0 Formalisation of Enrolment

- 16.1 Prior to enrolment all international students studying on a **student visa** must provide Admissions staff with the following documents:
- The applicant's completed [Online Application Form - International](#) (web-based e-Form).
 - A copy of the [Offer Letter - International](#) and an [International Student Written Agreement](#) (outlining current [Refund Policy - International](#)) signed by the student and a College representative.
 - A copy of the student's current visa.
 - A copy of the student's current passport providing proof that the student is or will be aged over 18 years by the time they arrive in Australia.
 - The student's current e-mail address, residential address and contact numbers.
 - Proof of any previous qualifications (school certificates, units of competency Testamurs etc.) including English translations (where necessary).
 - Proof of English language proficiency.



- Proof of overseas student health cover (or request for the College to arrange such on their behalf).
- Proof student meets all entry requirements for the course/s they wish to be issued a CoE (Confirmation of Enrolment) for.

16.2 Admissions staff must direct international students to the [International Student Handbook](#).

17.0 Study Load

- 17.1 In order to ensure appropriate course progression (refer to the [Course Duration and Progress Policy - International](#)) and to meet the requirements of the *Education Services for Overseas Students Act 2000* (Cth), international students studying on a student visa must meet a full time study load for subjects attributed to a given study period (allowing for online intakes). The number of credit points and/or contact hours making up this load will vary depending on course of enrolment; the full time load for each course is clearly defined on the publicised course structure.
- 17.2 If an international student on a student visa is unable to enrol in a full time study load at any time due to special circumstances, they must discuss these circumstances with their local International Student Adviser and must agree to an Intervention Strategy to ensure course progression is maintained in line with legislative requirements. For further detail refer to the [Special Consideration Policy](#).
- 17.3 In addition, students studying on a student visa must not study more than one third of their course in online study mode.

18.0 Overseas Student Health Cover (OSHC)

- 18.1 It is a requirement that any student wishing to study at the College on an international student visa hold Overseas Student Health Cover (OSHC) for the full duration of their course of study. A CoE will not be issued until such time that proof of this cover is presented.
- 18.2 Students are required to arrange their own OSHC for the duration of their visa and must provide proof of this arrangement to the College prior to issuing of their COE.

PART C

Note: this section applies only to international students studying on a temporary visa other than a student visa.

19.0 Formalisation of Enrolment

- 19.1 Prior to enrolment all international students studying on a **temporary visa** (other than a student visa) must provide Admissions staff with the following documents:
- A copy of applicant's completed Enrolment Form - International.
 - A copy of the [Offer Letter - International](#) signed by the student and a College representative.
 - A copy of the student's current visa.
 - The student's current e-mail address, residential address and contact numbers.
 - Proof of any previous qualifications (school certificates, units of competency testamurs etc) including English translations (where necessary).
 - Proof of English language proficiency (ESL students only).
- 19.2 Admissions staff must direct international students to the [International Student Handbook](#).



20.0 Provisional Admission or Enrolment

- 20.1 Applicants on a temporary visa other than a student visa may be admitted to a course on a provisional basis if:
- They are being admitted under an Educational Access or Special Admissions Scheme.
 - They have a record of failure at the College or another tertiary institution.
 - They have been admitted under the general authority accorded to Academic Council.
 - They are seeking Recognition of Prior Learning in a specific course and therefore undertake the assessment process relating to this.
- 20.2 A student who has been admitted to a course on a provisional basis due to academic performance must have their academic progress reviewed at the end of one semester of enrolment. If progress is considered unsatisfactory, the provisional admission will be withdrawn and the student will not be permitted to enrol in that course.

21.0 Cross-Institutional Study

- 22.1 International students (other than those on a student visa) who are enrolled in a higher education award course at another higher education provider in Australia (or an overseas provider with an approved agreement with the relevant College) may apply to enrol in one or more subjects for cross-institutional enrolment. These applicants will be enrolled into the relevant degree for reporting purposes as agreed with their 'home' institution.
- 22.2 Applications for cross-institutional study from any other institution will be considered by the Director of Sales, Admissions & Retention and may be subject to provisional enrolment conditions.
- 22.3 Students who are enrolled in a College course wishing to complete one or more subjects at another institution (and have those subjects credited to their award course at the College) should apply to the relevant decision-maker as outlined in the [Recognition of Prior Learning Policy](#).

22.0 Study Load

- 23.1 International students studying on a temporary visa other than a student visa may study a full time or part time study load. The minimum part time study load is 50% of a full time credit point load for subjects attributed to a given study period (allowing for online intakes). The number of credit points and contact hours making up this load will vary depending on course of enrolment; the full time load for each course is clearly defined on the publicised course structure.

23.0 Relevant Legislative and Regulatory Documents

- Education Services for Overseas Students (Registration Charges) Act 1997 No 18 (Cth).
- Education Services for Overseas Students (TPS Levies) Act 2012 No 11 (Cth).
- Education Services for Overseas Students Act 2000 No 164 (Cth).
- Education Services for Overseas Students Regulations 2019 (Cth).
- Higher Education Support Act 2003 No 149 (Cth).
- Migration Act 1958 (Cth). Migration Act 1958 No 62 (Cth).
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

24.0 Version Control History

Version	Date	Approved By	Summary of Changes
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1.0	30/07/2013		Initial issue of policy.
1.1	28/08/2013		Minor amendment to entry requirement wording (science in high school).
2.0	19/09/2013		Updated to align more closely with Domestic Admissions Policy.
3.0	04/09/2014		Added Course and Training Package Viability Policy reference.
3.1	25/11/2014		Inclusion of Cambridge English Scale scores.
3.2	04/02/2015		Updated English entry requirements in line with English Proficiency Policy.
3.3	26/02/2015		Clarified international application periods and visa categories.
4.0	13/03/2017		Updated to align with Domestic Admissions Policy; no substantive changes.
5.0	10/08/2017		Clarified OSHC requirement; updated version control process.
5.1	02/11/2018		Republished to reflect change in College ownership.
5.2	08/05/2019		Updated English language requirements and aligned with VET Admissions Policy.
6.0	04/03/2020		Rebranded policy template; updated stakeholder titles and definitions.
7.0	11/07/2024		Confirmed FAQ; superseded first aid qualifications; removed WWCC section; administrative updates applied.
7.1	21/05/2025		Updated support resources and legislation links.
8.0	23/02/2026	Academic Council	New qualifications added. OSHC requirements updated: students responsible for arranging health cover. Non-Award Study section removed. References to WWCC removed. Enrolment documents for temporary students updated. Formatting updated.