



Admissions Policy: Education and Counselling

Title: Admissions Policy: Education and Counselling
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Policy overview

Morling College offers current students and prospective students the opportunity to enrol in a range awards in counselling and education.

Admission into these awards is governed by predetermined admission requirements and, whilst MC can offer guidance to the student, it is the student's responsibility to select the award that will best suit their personal and academic goals.

The objectives of the *Admissions Policy* are:

- To identify the guidelines that govern Admission
- To outline the key dates involved in Admission
- To identify the admission requirements of the MC awards
- To identify key Processes and Procedures that govern Admissions

Policy guidelines

1. Morling College will treat all applicants in a fair and equitable manner through documented policies and procedures when assessing eligibility for admission into the students selected courses.
2. Admission criteria are specified for each course and the student must be able to demonstrate that they fulfill these criteria when enrolment is sought. Refer to the *Admission Requirements for Courses*.
3. Special admission criteria may be applicable in some circumstances and can be used in addition to, in conjunction with or in place of the standard admission requirements. These special criteria will be defined in the individual course requirements and may be

used at the discretion of the Registrar.

4. In order to be able to study at Morling College, fluency in English is required. Students, for whom English is a second language, may be required to demonstrate an understanding of the English language in order to be able to participate in studies at Morling.

We understand that language can be a barrier. MC is committed to ensuring that students wishing to attend Morling, but who need a stronger grasp of English, are given the tools necessary to assist them in achieving their academic goals.

Specific English language proficiency requirements are defined in the *Admission Requirements for Courses*.

5. Overseas students are permitted to apply for admission into MC courses on a full-time basis. Admission is governed by the requirements of the Australian Government and the general MC admission criteria. Refer to *Requirements for Overseas Students* for further detail. Valid ONLY for Counselling awards.
6. MC realises that students' circumstances can change during the time of their studies which may result in a change to their enrolments. If this does occur, the student may need to refer to the relevant policies and procedures administered by the Registrar.
7. Students applying for re-admission will be admitted to the original version of their course provided that course and/or version has not been discontinued in which case they will be offered admission to a comparable course and/or version.
8. Appeals against unsuccessful applications for admissions will be addressed by the Dean of the relevant faculty and the Registrar.

Key dates in Admission

1. The Registrar will nominate the key enrolment dates for each semester detailing information related to refunds, fees and academic penalties that apply:
 - a. Administration Date
 - b. Census Date
 - c. Withdrawal Date
2. The important dates will be communicated on the MC website, in student handbooks and on all the enrolment forms. It is the student's responsibility to ensure that they are aware of all the dates and the implications to their individual enrolment circumstances.
3. The Registrar has the discretion to waive the closing date and make provision for late acceptance, given exceptional circumstances. Due consideration will be given for the equitable and fair treatment for all applicants in these instances.

Admission requirements

1. Admission requirements are defined per course of study and approved by the Academic Board and Government accreditation bodies.
2. For the detailed course admission requirements please refer to the relevant *Admission Requirements for Courses* document. Requirements are also published on the MC website and in the relevant student handbooks.

Admission processes and procedures

MC will assess all applicants through fair, equitable and transparent documented processes and procedures.

The Admission processes followed by education and counselling vary slightly due to the different nature of the courses offered and the relevant entry requirements. Detailed information regarding the processes can be found in the relevant *Admission Requirements for Courses* documents. This information can also be found in the relevant student handbooks.

Related documents:

Admissions Requirements for Courses