

POLICY TITLE: Student Application and Admission
(Domestic Students)

Purpose

The purpose of this policy is to outline Photography Studies College (Melbourne)'s approach to domestic student applications and admissions for higher education courses through its entrance requirements and course specific requirements. This policy should be read in conjunction with the selection procedures stated in the *Fair Treatment and Equal Benefits and Opportunity Policy*.

Policy

Photography Studies College (Melbourne) is committed to ensuring a balance is met between upholding the principles of fairness and equal benefits and opportunity and student capability in admitting students to Photography Studies College (Melbourne). Photography Studies College (Melbourne) will ensure that all prospective and admitted students are made aware of the requirements and obligations of applying and being admitted as a student to Photography Studies College (Melbourne).

Procedures

There are specific academic entry requirements for all prospective students into Photography Studies College (Melbourne)'s higher education courses of study. Students who are eligible for admission into their specific course of study will have met the selection requirements, have completed an enrolment form and selected a fee payment option for the designated year of entry.

Application and Admissions

Photography Studies College (Melbourne) welcomes applicants representing a wide range of ages and life experiences, educational and working backgrounds, cultural roots and nationalities.

Photography Studies College actively encourages applications from First Nations Australians. The College recognizes that additional assistance may be required by some First Nations Australians in providing supporting documentation due to the complexity of issues and the lengthy process involved. Assistance will be provided by Admissions staff and may include help with such processes as applying for a Birth Certificate, TFN, Proof of Identity while awaiting Confirmation of Aboriginality, Proof of Address, and assistance with Commonwealth Government forms.

Specific entry requirements into Photography Studies College (Melbourne) undergraduate and graduate courses of study are outlined in the appendix below.

a) Application Process

The specific application process into Photography Studies College (Melbourne) undergraduate courses of study is outlined in the appendix below.

b) Selection & Admission Criteria

Selection and admission to Photography Studies College (Melbourne) for undergraduate courses for Year 12 applicants does not rely on the determination

of academic merit afforded by the Equivalent National Tertiary Entrance Rank (ENTER) or the Australian Tertiary Admissions Rank (ATAR). The specific selection and admission criteria for admission into Photography Studies College (Melbourne) undergraduate courses of study is outlined in the appendix below.

c) Special Entry Assistance Scheme (SEAS)

Photography Studies College (Melbourne)'s Special Entry Assistance Scheme (SEAS) allows extra consideration to be granted for applicants who have experienced educational disadvantage. Photography Studies College (Melbourne) will ensure that throughout the process of selection and admission, they are treated courteously and expeditiously. Eligibility details are published in Photography Studies College (Melbourne)'s Course Guides and on Photography Studies College (Melbourne)'s website. There are four categories of SEAS available through the VTAC application:

- i SEAS Category 1 provides recognition for factors based on your personal information and location. This category also allows institutions to identify applicants from under-represented groups including First Nations Australians when making selection decisions for some courses.
- i SEAS Category 2 applies to applicants whose daily life is affected by financial disadvantage. The following provides details of this category and shows which institutions recognise it.
- i SEAS Category 3 applies to applicants who have experienced educational disadvantage due to disability or medical conditions.
- i SEAS Category 4 applies to applicants prevented from reaching their educational potential because of family or other life circumstances.

d) Enrolment

All applicants who have received an offer will be required to accept and confirm their enrolment by completing and signing the Photography Studies College (Melbourne) Enrolment Form, which confirms their acceptance of a place.

e) Tuition Fees

Photography Studies College (Melbourne) is approved to offer applicants access to Commonwealth assistance through FEE-HELP for the selected course of study. If applicable, students can make a choice regarding their tuition fee payment, which can be made either by applying for a FEE-HELP supported place, or by individual payment.

Recognition Of Prior Learning (RPL) and/or Credit Transfer

Photography Studies College (Melbourne) does not expect applicants to repeat learning that has been successfully completed at a similar level and standard elsewhere, where that work is substantially the same in content and standard as that required for the students' course at Photography Studies College (Melbourne). Two types of learning may be recognised to enable students to gain credit towards their course at Photography Studies College (Melbourne). These are:

- i Recognition of Prior Learning (RPL)
- i Credit Transfer

Applicants wishing to undertake recognition of their prior learning and/or credit transfer will be encouraged to do so and will be supported in their endeavours. Further information regarding this procedure is described in the *RPL and Credit Transfer Policy*.

Discrimination

Throughout this process of application and admission, and in accordance with legislation, no person will be treated unfairly or discriminated against, on the basis of age, colour, race, aboriginality, gender, religious or political conviction, sexuality, ability or disability, location, family responsibilities, membership or non-membership of an association or for any other stereotypical or illegal reason.

Responsibility

Future Students staff
Higher Education Course Director
Interviewing staff (including Academic Staff)
Student Services staff

Definitions

Nil

Related Documentation

Policies

Fair Treatment and Equal Benefits and Opportunity
Master of Arts Photography Application, Selection and Admission
RPL and Credit Transfer
Support for Students

Procedures Forms & Documents

Relevant Higher Education Course Guide
Tuition Fee Information Sheet
Expenses Other Than Tuition Fees information sheet
Interview Form/s for specific higher education courses
Offer Letters
Relevant Course Enrolment Form
Student Handbook
FEE-HELP Guide & Application Form
RPL Policy & Application Form
Credit Transfer Application Form

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Julie Moss – Managing Director



Appendix

Undergraduate Courses

Application Procedure

All Year 12 prospective students applying for full-time study options will apply through the Victorian Tertiary Admissions Centre (VTAC) at www.vtac.edu.au, in addition to completing the Photography Studies College (Melbourne) Course Application Form and returning via email to study@psc.edu.au or by online submission through our website www.psc.edu.au. All Mature age (non-Year 12) applicants can apply as Direct Applicants. These applicants will apply by completing the Photography Studies College (Melbourne) Course Application Form and submitting via email or online submission through our website www.psc.edu.au.

Admission Criteria

For admission into Photography Studies College (Melbourne)'s higher education courses of study, prospective students must meet minimum tertiary entry requirements. For Year 12 applicants this requires the successful completion of the Victorian Certificate of Education (VCE) if in Victoria, or an equivalent qualification. Mature age applicants who have not attained such qualifications may also apply. Photography Studies College (Melbourne) gives consideration to prospective students who can demonstrate that they have not been able to reach their full potential due to life circumstances or circumstances beyond their control.

Selection Process

Selection and admission into the undergraduate courses of study are based on interview and a presentation of a folio of work as described in detail earlier in this policy and governed by the principles specified in the *Fair Treatment and Equal Benefits and Opportunity Policy*.

At application, Photography Studies College (Melbourne) will seek to ensure it gains an understanding of any extra learning requirements that may be required for each individual applicant.

Post Graduate Courses

Application Procedure

All prospective students will be required to complete and return the Photography Studies College (Melbourne) Course Application Form via email to study@psc.edu.au or via online submission through our website www.psc.edu.au. The details of the application and admission criteria is described in the *Master of Arts Photography Application, Selection and Admission* policy.

Selection and Admission Criteria

The Photography Studies College (Melbourne) Master of Arts Photography admission criteria and processes are outlined in the *Master of Arts Photography Application, Selection and Admission* policy. Selection is based on interview, evidence of current creative practice and project proposal. The specifics of this are described in the *Master of Arts Photography Application, Selection and Admission* policy and governed by the principles specified in the *Fair Treatment and Equal Benefits and Opportunity Policy*. At application, Photography Studies College (Melbourne) will also seek to ensure it gains an understanding of any extra learning requirements that may be required for each individual applicant.