

# Admissions and Enrolment Policy and Procedure

## Purpose

The purpose of this Policy is to ensure that students are admitted to the Central Institute of Technology and Innovation (the Institute) on the basis of fair, transparent, and consistent principles and procedures. This Policy is underpinned by the principles and requirements of the Higher Education Standards Framework (Threshold Standards) 2021, the Australian Qualifications Framework (AQF) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards ("the National Code 2018").

## Scope

The policy applies to all staff, students, and other members of the Institute community to whom a policy applies.

## Related Documents

This policy should be read in conjunction with the following Institute documents:

- Recognition for Prior Learning Policy and Procedures
- Information and Privacy Policy and Procedures
- Student Code of Conduct Policy and Procedures
- Records Management Policy and Procedures
- Course Rules, Progression and Completion Policy and Procedures
- Fees, Charges, and Refund Policy and Procedures

- Student Complaints and Appeals Policy and Procedures
- Student Rights and Obligations Policy and Procedures
- Tuition Protection, Teach Out, and Transition Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.

## Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
Staff Member	Any person who is an employee of the Institute. This includes full-time, part-time, sessional, and casual staff.
Student	Any person enrolled as a student of the Institute. This includes enrolment in all modes of study and at all locations.
Domestic Student	An Australian citizen, New Zealand citizen (or dual citizenship holders of either Australia or New Zealand), a permanent resident of Australia or an Australian humanitarian visa holder.
International Student	A student who is not a domestic student, including students on temporary residence visas (also known as an Overseas Student under the ESOS Act)
Educational pathway	A defined pathway that enables a student to progress from a completed course of study to another course of study with admission and/or credit (based on TEQSA definition).

Term	Definition
Recognition of Prior Learning (Advanced Standing)	A process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual's application for credit (based on TEQSA definition).
Unconditional Offer	Means that a student has been offered a place at the Institute without any restrictions.
Conditional Offer	Means that the student has been offered a place on the basis that they fulfill additional criteria. These criteria may be, for example, in relation to completing a course, demonstrating the required level of English language proficiency, or having the appropriate student visa.
Packaged Offer	Means that International applicants may be eligible for an offer packaged with English studies or a lower level AQF Diploma course. To be considered for a package offer, a student must be able to meet the entry requirements for the Institute
No Offer	Means that a student did not meet the entry requirements for the Institute.
Confirmation of Enrolment (CoE)	For international students, a Confirmation of Enrolment (CoE) is sent by the Institute to a student as means of confirming enrolment in a course of study. This is done after the student has successfully applied for a course of study and has paid the required deposit.
Letter of Offer	The Letter of Offer and Written Agreement is sent to successful applicants by the Institute which details the course for which the offer of enrolment is made, any conditions which apply to acceptance of the offer, the

Term	Definition
	duration of the offer, the course start and finish dates, the costs involved, the refund policy, and any recognition of prior learning, as well as general terms and conditions.
Provider Registration and International Student Management System (PRISMS)	PRISMS is the site that provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation.
Department of Home Affairs	<p>The Department of Home Affairs is a Federal Government department. The Department is responsible for immigration and customs border policy, as well as:</p> <ul style="list-style-type: none"> <li>• National security policy and operations</li> <li>• Emergency management, including crisis management and disaster recovery</li> <li>• Counter terrorism policy and coordination</li> <li>• Cyber security policy and coordination</li> <li>• Countering foreign interference</li> <li>• Critical infrastructure protection</li> <li>• Multicultural affairs</li> <li>• Countering violent extremism programs</li> <li>• Transport Security</li> </ul>
Regulatory requirements	Regulatory requirements, in this context, means all applicable laws and legislation, rules, orders, guidelines, regulations and codes of practice that regulate the Higher Education sector in Australia. Tertiary Education and Quality Standards Authority (TEQSA) is the regulatory body for Higher Education in Australia.

Term	Definition
Tertiary Education and Quality Standards Authority (TEQSA)	TEQSA is Australia's independent national quality assurance and regulatory agency for higher education.
Genuine Student (GS)	The Australian Government's Genuine Student (GS) requirement ensures that individuals applying for a Student visa (subclass 500) are genuinely committed to studying in Australia. Applicants must demonstrate that their primary intention is to pursue full-time education, possess the necessary academic and English language proficiency, and have the financial capacity to cover tuition fees and living expenses. Additionally, they should understand and intend to comply with the conditions of their student visa. This assessment is part of the broader Genuine Temporary Entrant (GTE) criterion, which evaluates an applicant's circumstances to ensure they intend to stay in Australia temporarily for study purposes.

## Policy Principles

This policy is underpinned by the following principles:

1. **Fair and Transparent Admissions:** Admissions decisions will be made based on clearly defined and consistently applied criteria, ensuring a fair and transparent process for all applicants, regardless of their background. Domain 1.1 (Admission)
2. **Compliance with Legal and Regulatory Frameworks:** Admissions processes will comply with all applicable Australian laws and regulations, including the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and visa requirements. Domain 7.3 (Information Management)

3. **Support for Student Success:** The admissions process will ensure that students are academically and linguistically prepared for their chosen course to enhance their likelihood of academic success. Domain 1.2 (Credit and Recognition of Prior Learning) and Domain 3.1 (Course Design).
4. **Verification of Documentation and Integrity:** The Institute will maintain rigorous processes to verify the authenticity of all application documents, including academic transcripts, English language test results, and financial evidence. Domain 7.2 (Information for Prospective and Current Students)
5. **Ethical Agent Practices:** The Institute will engage with education agents who adhere to ethical standards, ensuring that all students are recruited transparently and in compliance with Australian government guidelines. Domain 6.2 (Corporate Monitoring and Accountability)
6. **Ongoing Monitoring and Improvement:** The Institute will regularly review admissions and enrolment policies to ensure alignment with regulatory requirements and continuous improvement in student outcomes. Domain 5.3 (Monitoring, Review and Improvement)
7. **Informed Decision-Making:** Applicants will receive accurate and timely information about course requirements, fees, and living expenses to make informed decisions about their enrolment. Domain 7.2 (Information for Prospective and Current Students)
8. **Adherence to Genuine Student (GS) Requirements:** The Institute is committed to ensuring that all international applicants satisfy the Genuine Student (GS) requirements as outlined by the Australian Government. This includes verifying the applicant's genuine intent to study in Australia, the suitability of the chosen course for their academic and career goals, their financial capacity to support tuition fees and living expenses, and their understanding of their obligations as an Australian student visa holder. Domain 1.1 (Admission) and Domain 7.2 (Information for Prospective and Current Students)



# Policy Statement

## 1. Admission to the Institute

Admission to the Institute is determined based on academic merit and/or the capacity for Higher Education level study. Academic merit and capacity for study can be measured by formal qualifications and by means other than formally recognised educational attainment. The Institute is committed to:

- 1.1 Assessing applicants for admission through policies and procedures that are fair and equitable.
- 1.2 Accommodating student diversity and creating admission opportunities regardless of students' backgrounds.
- 1.3 Complying with legislative and regulatory requirements that apply to the admission of a certain category or categories of students, such as International students.

## 2. Entry Requirements

Entry requirements may vary from program to program. A student will be admitted when the Institute is satisfied that a student can study the program with a reasonable prospect of success. The Institute establishes entry requirements for each program, having regard to the following principles:

- 2.1 Establishing clear and consistent admission requirements that are consistent with the Australian Qualifications Framework (AQF).
- 2.2 Providing evidence-based admissions requirements.
- 2.3 Eliminating unfair or unnecessary barriers for student access to Higher Education programs



- 2.4 Offering flexible and appropriate entry pathways
- 2.5 Facilitating recognition of prior learning or credit for previous studies for entry into the Institute's programs.
- 2.6 The entry requirements for a program consist of a combination of the following:
  - 2.6.1 Academic merit.
  - 2.6.2 Demonstrated English language proficiency.
  - 2.6.3 Equivalency.
  - 2.6.4 Prior learning.
  - 2.6.5 Other experience and attainments.
  - 2.6.6 Interviews, portfolios or other selection procedures administered by the Institute.
  - 2.6.7 Meeting the inherent requirements of the program
  - 2.6.8 Changes to entry requirements must not disadvantage any student with an existing, unconditional offer from the Institute.
  - 2.6.9 An International applicant must meet the Genuine Student (GS) requirement, as specified by the Australian Government.
  - 2.6.10 Other procedures as approved by the Academic Board.

### **3. Admission Outcomes**

The following admission outcomes of selection processes will apply:

- 3.1 Unconditional offer.
- 3.2 Conditional offer.



- 3.3 Packaged offer.
- 3.4 Offer into an alternative course.
- 3.5 No offer.

## **4. English Language Requirements**

Applicants whose first language is not English or who have completed their secondary education in a language other than English will be required to demonstrate their English proficiency by way of an examination. Examinations approved by the Institute are:

- 4.1 International English Language Testing System (IELTS)
- 4.2 The Test of English as a Foreign Language (TOEFL internet-based test)
- 4.3 The Pearson Test for English (PTE).
- 4.4 Academic and Cambridge English (CAE): Advanced
- 4.5 The levels of achievement required for each course are posted on the 'Admissions' page of the website. English Language Entry requirements are provided in Appendix 1.

## **5. Age Requirements**

The Institute does not enrol students under 18 years of age. All students must be 18 by the commencement of their studies.

# Procedures

The following procedures for application and admission apply:

## 1. Application

Applications are to be made in accordance with the Admissions Guidelines for the Institute's courses provided in Appendix 2.

- 1.1 Domestic students including Australian Citizens, New Zealand Citizens, and Australian Permanent Residents are required to complete a Domestic Student Application Form (Appendix 4)
- 1.2 International students are required to complete an International Student Application Form (Appendix 5).

## 2. Offers

Offers must be accepted by the prospective student by the due date of acceptance on the Letter of Offer.

- 2.1 An offer will lapse if not accepted by the due date.
- 2.2 The Institute reserves the right to cancel or withdraw an offer.
- 2.3 The Institute will consider requests for a deferred offer. Such requests must be made before the due date of acceptance.

## 3. Readmission

Where a former student of the Institute wishes to resume an uncompleted course, they will be readmitted at the discretion of the Registrar. Such readmission is required to comply with relevant legislation in the case of international students.

## 4. Right of Appeal

An applicant who has not been offered a place may appeal to the Institute if they believe that this Policy and Procedures has been incorrectly applied. The applicant must follow the procedures in the Student Grievances, Complaints, and Appeals Policy and Procedures.

## 5. Tuition Fees and Refunds

The Institute is committed to ensuring transparency and fairness in the communication and administration of tuition fees and refund processes.

- 5.1 **Tuition Fees:** Tuition may be subject to review by the Board of directors in order to maintain market viability. Students will be provided with written notice of any fee changes prior to their implementation. All tuition fees and charges are clearly listed on the Institute's official website and in the Fees, Charges and Refunds Policy and Procedures.
- 5.2 **Fee Information Access:** All current fees, including tuition fees and other applicable charges, are published and regularly updated on the Institute's website. This information is also available in the Fees, Charges and Refunds Policy and Procedures, which is accessible to all students.
- 5.3 **Refund Requests:** Both domestic and international students who wish to request a refund must complete a Student Refund Request Form. These forms are available on the Institute's website or from Student Services. Refund applications will be assessed in accordance with the provisions set out in the Fees, Charges and Refunds Policy and Procedures.



## **6. Enrolment**

The Institute will provide all information necessary for applicants to be admitted to the Institute and complete their enrolment. When making decisions on applications to vary study load, factors that the Institute will consider include:

- 6.1 Maximum duration requirements.
- 6.2 Course specific requirements.
- 6.3 Financial scholarship requirements.
- 6.4 Financial difficulties associated with loss of income due as a result of circumstances beyond the student's control (i.e., illness or misadventure, natural disaster, or political and social unrest).
- 6.5 Regulatory requirements.

## **7. Internal Enrolment Changes**

When making decisions on applications to transfer between courses and/or units, factors that the Institute will consider include:

- 7.1 Student's academic standing
- 7.2 Availability of places
- 7.3 Prerequisites and other admission requirements for the course and/or unit
- 7.4 Regulatory requirements.

## **8. Re-enrolment and Amendments**

The Institute will provide all relevant information necessary for students to maintain their enrolment. Enrolments in units are subject to any published prerequisites. Students may request a waiver of a published prerequisite. When making a decision on applications to waive a published prerequisite the Institute will consider whether:



- 8.1 A student has completed an equivalent unit from another institution.
- 8.2 A student is able to demonstrate achievement of the relevant learning outcomes of the prerequisite unit from prior relevant work experience.
- 8.3 Students may request an amendment to their enrolment. When making decisions on applications to amend enrolments, factors that the Institute will consider include:
  - 8.3.1 Any prerequisites for units of study.
  - 8.3.2 Availability of places in units of study.
  - 8.3.3 Financial Scholarship requirements.
  - 8.3.4 Regulatory requirements.
  - 8.3.5 Financial difficulties associated with loss of income due as a result of circumstances beyond the student's control (i.e., illness or misadventure, natural disaster, or political and social unrest).
  - 8.3.6 Academic progress requirements.
- 8.4 Students may request to vary their study load. When making decisions on applications to vary study load, factors that the Institute will consider include:
  - 8.4.1 Maximum duration requirements.
  - 8.4.2 Financial scholarship requirements.
  - 8.4.3 Course specific requirements.
  - 8.4.4 Regulatory requirements.
  - 8.4.5 Financial difficulties associated with loss of income due as a result of circumstances beyond the student's control (i.e., illness or misadventure, natural disaster, or political and social unrest).
  - 8.4.6 Academic progress requirements.



## **9. Course Duration and Study Load**

International students holding student visas are required to complete their course within the original expected duration, except in limited circumstances. The conditions under which a student may study are prescribed by the Department of Home Affairs. Students are responsible for ensuring that they meet the conditions of their visa. Onshore international students holding student visas can only take less than a standard full-time load if they have approval from the Institute and one or more of the following apply:

- 9.1 The student has credit in accordance with the Recognition of Prior Learning Policy and procedures such that they will not have to extend their course.
- 9.2 The student has compassionate or compelling circumstances.
- 9.3 The student has proven financial difficulties associated with loss of income due as a result of circumstances beyond the student's control (i.e., illness or misadventure, natural disaster, or political and social unrest).
- 9.4 An early intervention strategy has been activated under the Course Rules, Progression and Completion Policy.

## **10. Leave of Absence**

Students may apply for one or more periods of Leave of Absence from their course throughout the duration of their course as per the Course Rules and Progression Policy and Procedures.

- 10.1 The total period is usually not for more than 12 months altogether during a student's course.
- 10.2 A Leave of Absence is only available after successful completion of the first two semesters of the course and is always subject to satisfactory

academic progression unless there are medical or compassionate reasons.

- 10.3 Applications for a Leave of Absence must be made by completing an Application to Amend Course Enrolment Status and must be submitted at least two weeks prior to the start of the semester for which approval is sought. Leave of Absence requests must have a definite start date and must be for a specified period of time (usually one semester).
- 10.4 When making decisions on applications to take a leave of absence, factors that the Institute will consider include:
  - 10.4.1 Academic standing
  - 10.4.2 Maximum course duration requirements.
  - 10.4.3 Whether the student has outstanding fees
  - 10.4.4 Financial scholarship requirements
  - 10.4.5 Regulatory requirements.
  - 10.4.6 Student wellbeing
- 10.5 Enrolment after a Leave of Absence must be completed during the formal enrolment period (i.e. before the end of week 2 of the semester).
- 10.6 Students who do not enrol in units for the current study period of their course and who do not have an approved Leave of Absence may lose their place in the course at the Institute.
- 10.7 Should this occur, and the student is studying on an international visa, the Institute will report the student to Department of Home Affairs via Provider Registration and International Student Management System (PRISMS). The CoE will be cancelled. Note that no actions to report will be undertaken until after the appeal period as per the Student Grievances, Complaints, and Appeals Policy and Procedures.



## **Procedures**

### **1. Payment of Fees**

Up-to-date information about fees and charges is available to students online on the Institute Website. Detailed fee information is also available via Student Services. Payments made to cover fees and charges are allocated to fees and charges in the order of the date on which they fall due, with the earliest fees and charges due being allocated first.

### **2. Tuition Fees**

Tuition fees are subject to periodic review as approved by the Board of Directors. All fees listed in brochures and on the website are indicative and may be subject to annual increases.

- 2.1 Tuition fees for domestic students are charged per subject and payable by the relevant census date.
- 2.2 International students must pay their fees for each study period in advance.
- 2.3 Students will be charged the full fee for repeating subjects.

### **3. Penalties for Non-Payment**

Any student who has an overdue debt to the Institute and does not make full payment shall cease to be entitled to any privileges of the Institute and the Institute may at its discretion cancel an enrolment. Cancelling an enrolment will automatically withdraw access to the Institute's services including classes, email, Learning Management





System, library, insurance, etc.), and may refuse access to official documentation including examination results and graduation.

- 3.1 Late payment fees are imposed to encourage students to pay their invoices by the due date as shown on the invoice.
- 3.2 A late payment fee will apply to any fees paid after the due date. This information will be published on the Institute's website and in relevant correspondence to students.
- 3.3 Legally available debt collection courses of action may be used to recover overdue fees.
- 3.4 A student's enrolment may be discontinued for non-payment of fees. To be reinstated, cancelled students must pay all outstanding amounts, including late fees.
- 3.5 Appeals against cancellation and late payment fees must be submitted in writing to the Institute as per the Student Grievances, Complaints and Appeals Policy and Procedures.

## **4. Transfer to/from Another Registered Provider**

- 4.1 This procedure is for students and staff in relation to Applications for Transfer Between Registered Providers. It ensures the Institute's compliance with Standard 7 of the National Code 2018. Guidelines for such applications can be found in Appendix 3.
- 4.2 Students are required to complete an application form to apply for a transfer (Appendix 6) and provide documentation to support their application to transfer to another registered provider. Where a student requests a transfer prior to completing six months of their principal program, the Institute will assess the request for transfer against this procedure.



- 4.3 Students must co-operate with the Institute's staff and attend any interviews or other appointments scheduled for them, including in respect of support services provided by the Institute.
- 4.4 Applying to transfer does not preclude students from the requirement to enrol on time. Non-enrolment will not automatically result in a transfer between registered providers. However, it will result in an international student being reported to the Department of Home Affairs via the Provider Registration and International Student Management System (PRISMS) for failing to enrol.

## **5. Provisions for Considering a Request for Transfer to an Alternative Registered Provider**

The following overarching provisions apply for students seeking transfer to an alternative provider:

- 5.1 The request must be in writing, clearly stating the reasons for the request, including any change in the student's circumstances.
- 5.2 The request must be accompanied by a valid written offer of enrolment from the alternative provider.
- 5.3 The application is to be assessed and determined within five working days of the student providing all of the required documentation/information, or sooner if this is necessary for the student to receive a determination in time to commence their studies with the alternative provider.
- 5.4 Assessment and determination of the application by the Institute is to be at no cost to the student.



- 5.5 The student must receive a Determination Notice which sets out the decision along with the student's rights of review/appeal/complaint if the transfer is refused.
- 5.6 The final Outcome Notice must not be issued to the student until student has exhausted all avenues of review/appeal/complaint.
- 5.7 PRISM details are not to be updated until all avenues of review/appeal/grievance are exhausted by the student or within 20 working days of the Notice of Determination being issued if there is no request/action by the student for review/appeal/complaint.
- 5.8 Where approval is given to transfer, the Outcome Notice must include that the student is required to contact Immigration for visa advice.
- 5.9 A copy of a request for transfer, supporting documentation, and relevant assessment and determination documentation is to be maintained for two years as part of the Institute's records management system.

## **6. Transfer from the Institute to Another Registered Provider**

Circumstances in which the Institute will grant the transfer request because the transfer is in an international student's best interests, include, but are not limited to, where the Institute has assessed that:

- 6.1 An international student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with the Institute's intervention strategy to assist the overseas student in accordance with National Code 2018 Standard 8 (Overseas student visa requirements).
- 6.2 The Institute fails to deliver the course as outlined in the written agreement.

- 6.3 There is evidence that the international student's reasonable expectations about their current course are not being met.
- 6.4 There is evidence that the international student was misled by the Institute, or an education or migration agent regarding the Institute or its course and the course is, therefore, unsuitable to their needs and/or study objective.
- 6.5 An appeal (internal or external) on another matter results in a decision or recommendation to release the international student.
- 6.6 There is evidence of compassionate or compelling circumstances, which include:
  - 6.6.1 Medical grounds, such as serious illness or injury.
  - 6.6.2 Death of a student's immediate family member (a death certificate is required).
  - 6.6.3 Other compassionate circumstances where adequate evidence can be provided to show reason for release.
- 6.7 The Institute may refuse an application for transfer in the following circumstances:
  - 6.7.1 A student has not completed the first four weeks of the principal program in which the student is enrolled and has not accessed the full range of support services available at the Institute.
  - 6.7.2 A student is transferring to a similar program with another provider and has not provided documentation that supports their transfer request.
  - 6.7.3 A student is applying to transfer to a program with a lower qualification without consultation with the Academic Head.
  - 6.7.4 If the transfer may jeopardise the student's progression through a package of programs.



- 6.7.5 The transfer to the new program may be detrimental to the student's wellbeing and/or career objectives as stated in the student's original admissions application.
- 6.7.6 A student's personal statement is inconsistent with other information provided to the Institute.
- 6.7.7 A student has outstanding debts.

## **7. Transferring to the Institute from another Registered Provider**

Students transferring from another registered provider to the Institute who have not completed six months of study at their current provider will not be eligible for admission until an appropriate release letter is provided. No transfer approval is required where evidence is provided that:

- 7.1 The Institute has the capacity to enrol the student (i.e., student numbers)
- 7.2 The student has completed at least six months study in his or her principal program; or
- 7.3 The student is government sponsored and the government sponsor provides written support for the change as it considers the change to be in the student's best interests; or
- 7.4 The releasing Registered Provider has ceased to be registered or the program in which the student is enrolled ceased to be registered (evidence to be provided); or
- 7.5 The releasing Registered Provider has a sanction imposed on it that prevents the student from continuing the student's principal program (evidence to be provided); or
- 7.6 The releasing Registered Provider has agreed to the student's release and recorded the date of effect and reason for release in PRISMS.

## Related Legislation

This policy should be read in conjunction with the following related documents:

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Australian Qualifications Framework](#)

## Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.1	26/03/2025	Chief Executive Officer	Board of Directors	Corporate Policy

## Policy Information

<b>Author</b>	Chief Executive Officer
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## Appendix 1: English Language Entry Requirements for CITI Courses

The following table details the minimum English requirements for direct entry (i.e., not including packaged offers) into the Institute. Results for IELTS, TOEFL and CAE (Academic and Cambridge English: Advanced) are valid for two years. Students only need to meet one of the below criteria.

English requirement	Undergraduate	Postgraduate
International English Language Testing System IELTS* (ACADEMIC only; GENERAL not accepted)	Minimum overall score of 6.0 with no band less than 5.5	Minimum overall of score 6.5 with no band less than 6.0
Test of English as a Foreign Language TOEFL* (Internet Based Test)	Minimum overall score of 60 with no band less than: Listening – 11 Speaking – 17 Reading – 12 Writing – 20	Minimum overall score of 79 with no band less than: Listening – 19 Speaking – 19 Reading – 18 Writing – 23
Cambridge English: Advanced CAE*	Minimum overall score of 169 with no band less than 162	Minimum overall score of 176 with no band less than 169



## **Appendix 2: Guidelines for Admission to CITI Courses**

### **Master Degree Courses**

#### **General Admission**

Prospective students must:

- Have attained 18 years of age on commencement of studies
- Have Australian bachelor degree qualifications in a cognate discipline; or
- International bachelor qualifications or equivalent in a cognate discipline listed at <https://www.uac.edu.au/future-applicants/postgraduate-applicants>; or
- Have work experience in a relevant cognate field for a minimum of two years and completed within the last three years. Applicants will have to demonstrate work experience is relevant to the course, and current and equivalent to the learning outcomes achieved in a bachelor degree in the same discipline as the proposed Post Graduate Program. Students will provide this evidence in the form of a written reference from their current workplace outlining their current duties and how they are relevant to the Master program.
- (For applicants applying with bachelor degrees, or work experience in a non-cognate field) provide an additional personal written statement outlining how their formal studies and work experience has provided them with sufficient learning as to be able to reach the entry standards. Such students may be subject to a written examination or interview with the Academic Head. Students may need to complete appropriate introductory units as determined by the Academic Head.
- Any credit will be granted under the Recognition of Prior Learning, Advanced Standing, and Credit Transfer Policy and Procedures.

## International Students

Applicants require an IELTS Test Score result of minimum 6.5, with no band lower than 6.0 (or equivalent TOEFL, CAE) or have completed 12 months of study in Australia.

Prospective students must:

- Have attained 18 years of age on commencement of studies.
- Have Australian bachelor degree qualifications in a cognate discipline; or
- International bachelor qualifications or equivalent in a cognate discipline listed at <https://www.uac.edu.au/future-applicants/postgraduate-applicants>; or
- Have work experience in a relevant cognate field for a minimum of two years and completed within the last three years. Applicants will have to demonstrate work experience is relevant to the course, and is current and equivalent to the learning outcomes achieved in a bachelor degree in the same discipline as the proposed post graduate program. Students will provide this evidence in the form of a written reference from their current workplace outlining their current duties and how they are relevant to the Master's program.
- (For applicants applying with bachelor degrees, or work experience in a non-cognate field) provide an additional personal written statement outlining how their formal studies and work experience has provided them with sufficient learning as to be able to reach the entry standards. Such students may be subject to a written examination or interview with the Academic Head. Students may need to complete appropriate introductory units as determined by the Academic Head.
- Any credit will be granted under the Recognition of Prior Learning, Advanced Standing, and Credit Transfer Policy and Procedures.

## **Bachelor Degree Courses**

### **General Admission**

Prospective students must have:

- Attained 18 years of age on commencement of studies.
- Australian senior secondary qualifications (New South Wales Higher School Certificate, Australian Capital Territory (ACT) Year 12 Certificate, Queensland Senior Examination, South Australian Certificate of Education, Tasmanian Certificate of Education, Victorian Certificate of Education, Western Australian Year 12) with a minimum ATAR of 60; or
- Overseas secondary qualifications listed at <https://www.uac.edu.au/future-applicants/admission-criteria/overseas-qualifications> with attainment of the ATAR equivalent of 60; or
- VET (Vocational Education and Training) Certificate III or above in a relevant discipline; or
- Satisfactory completion of at least one year of accredited full-time study at a registered institute of higher education at AQF level 4 or above in Australia; or
- Completion of an Australian University Enabling Program, or
- Any credit granted under the Recognition of Prior Learning Policy and Procedures.

### **School leavers**

School leavers must have Australian senior secondary qualifications as listed above with a minimum ATAR of 60.

## International Students

Applicants require an IELTS Test Score result of minimum 6.0, with no band lower than 5.5 (or equivalent TOEFL, CAE, or Pearson Test for English).

## Special and/or Alternative Entry

This includes mature age applicants and/or those who do not hold their HSC or equivalent. In the event that individuals without HSC or equivalent apply for admission, they will be considered on the basis of credit granted under Recognition of Prior Learning Policy and Procedures.

- The Institute may also administer such procedures as tests, interviews, and auditions.
- The Institute will also negotiate articulation agreements with:
- ELICOS providers, allowing the possibility of entry into the first year of the degree.
- VET providers, allowing the possibility of entry with credit transfer.
- Higher education diploma providers, allowing the possibility of entry with credit transfer.

## Knowledge of Mathematics

Applicants for the Bachelor of Information Technology and Innovation are assumed to have a knowledge of Mathematics at least at the standard of Australian Year 11 attainment.

## **Appendix 3: Guidelines for Application for Transfer to Another Registered Provider from a CITI Course**

Students wishing to obtain a transfer from the Institute to another registered provider must complete, sign, date and lodge the Application for Transfer to Another Registered Provider Form from Student Services.

The following documents (where applicable) must be attached to the Application for Transfer to Another Registered Provider Form as part of the application:

- A letter detailing the reasons for the request to transfer to another Provider and how the student will benefit from the transfer.
- A copy of the offer letter from the other Provider confirming that a valid enrolment offer has been made unconditionally by that Provider.
- A copy of the documentary evidence referred to in the letter of application. Where a student's request is based on medical grounds, documentary evidence from an appropriately qualified medical practitioner, psychologist or counsellor must be provided. (Failure to present evidence may adversely affect the outcome of the Transfer to Other Registered Provider Application).
- Written approval for the change from the scholarship body if a sponsor is paying the tuition fees.

Upon receipt of the Application for Transfer to Another Registered Provider form, the Registrar must consider the application and documentation attached and, if appropriate, will also arrange for the engagement of a student counsellor (or equivalent) to assess the application and, if deemed appropriate, the student counsellor (or equivalent) will:

- Interview the student to determine:
- The circumstances surrounding the release.
- How the student may benefit from a transfer to another provider.



- Whether the transfer would be detrimental to the student or the student's future studies, wellbeing and/or career objectives.
- Consider the options available to the student to achieve their learning goals, including any support services offered by the Institute to assist an international student adjust to study and life in Australia.
- Consider any supporting documentation provided by the student.
- Make a decision as to whether a transfer would be detrimental to the student or the student's future studies, wellbeing and/or career objectives and formally notify the Registrar in responding to the request.

Within five working days of receipt of the application, the Registrar must then make the final assessment based on the Transfer to Other Registered Provider Application and supporting documents in light of:

- The student's educational goals and individual circumstances.
- The recommendation made by the student counsellor.
- Whether the transfer would be detrimental to the student or his or her future studies, wellbeing and/or career objectives.

The Registrar will make and record a decision as to whether to grant a transfer to another registered provider and, if granted, issue a release letter within five working days of the official receipt of the application. If the Institute decides to approve a Transfer to Other Registered Provider application, the letter sent to the student is to be issued at no cost to the student and is to include:

- A withdrawal form.
- Advice that the student's Confirmation of Enrolment (CoE) will be cancelled and an international must contact Immigration/Home Affairs to seek advice on whether a new student visa is required.
- Advice that the transfer approval will be recorded in PRISMS.
- Advice that if applicable, the student may apply for a refund in accordance with the Fees, Charges and Refund Policy and Procedures.



If the Institute decides not to grant a Transfer to Another Registered Provider, the letter sent to the student will include:

- the reasons for the decision not to grant a transfer to another registered provider.
- if the reason is because the documents provided by the student do not, in the view of the Registrar, provide adequate grounds to justify the transfer, the student must be advised what additional documentation should have been lodged with his/her application.
- advice that he or she may freely transfer after completion of six calendar months of the student's principal program.
- information on the student's right to appeal the decision in accordance with Student Grievances Complaints and Appeals Policy and Procedures.
- A student may appeal a release decision to the Registrar within 20 working days of that decision. In this event the Institute will maintain the student's enrolment in the program in which the student is enrolled to study until the appeals process is completed.

# Appendix 4 – Domestic Student Application Form

## Student Application Form (Domestic)

Complete this form to enrol in your chosen course at the Central Institute of Technology and Innovation (the Institute). Ensure all required sections are filled accurately to secure your place and begin your educational journey with us.

### Instructions

- Attach all required supporting documents, including proof of identity and prior qualifications.
- Submit the completed form and documents via the specified email (email), online portal, or in person at the admissions office.
- Contact Student Services if you have any questions or require assistance.
- Student Services will review your application and contact you as soon as possible to confirm the next steps.
- If you have any questions or require assistance, contact Student Services directly.

Part 1 – Personal Details			
Are you?	Australian Citizen	Australian Permanent Resident	New Zealand Citizen
First Name			
Last Name			
Preferred Name (If relevant)			





Nationality			
Date of Birth	DD/MM/YYYY		
USI: Unique Student Identifier			
Gender	Male	Female	Other/Not specified

Part 2 – Contact Details			
Current Address in Australia			
Street		Flat/Unit Number	
Suburb		State	
Postcode		Phone	
Email			
Emergency Contact 1			
Full Name		Relationship	
Contact Number		Email	
Emergency Contact 2			
Full Name		Relationship	
Contact Number		Email	

Part 3 – Visa Details (Permanent Residents)			
Passport Number		Passport Expiry Date	DD/MM/YYYY



Country of Birth		Birthplace	
Visa Type		Visa Grant Date	DD/MM/YYYY
Visa Number		Visa Expiry Date	DD/MM/YYYY

Part 4 – Course Details			
Bachelor of Information Technology and Innovation	Specialisation 1: Data Science	Intake Date	Semester 1: February – June
	Specialisation 2: Software and Systems		Semester 2: July – November
Master of Information Technology and Innovation	Specialisation 1: Data Analytics (DA)	Intake Date	Semester 1: February – June
	Specialisation 2: Software Engineering (SE)		Semester 2: July – November
	Specialisation 3: Cyber Security (CS)		
Year			

Part 5 – English Proficiency (Permanent Residents)			
Is English your first language?	Yes	If no, please attached a certified copy of your valid test scores	IELTS
	No		TOEFL
			PTE
			CAE
			Other
Year of Test		Score	



Part 6 – Educational Background			
What is your highest completed education level?	Year 11	Diploma	Please attach certified copies of all academic transcripts and <b>translated into English</b> )
	Year 12	Advanced Diploma	
	Certificate I	Associate Diploma	
	Certificate II	Associate Degree	
	Certificate III	Bachelor Degree	
	Certificate IV	Postgraduate Degree	
	Other		
Name of Qualification 1		Institution	
Country		Date of Completion	DD/MM/YYYY
Name of Qualification 2		Institution	
Country		Date of Completion	DD/MM/YYYY
Are you currently enrolled in another Institution?	Yes  No (Please skip to Part 8)	If yes, please specify	
Name of Qualification		Institution	
Date Commenced	DD/MM/YYYY	Expected date of Completion	DD/MM/YYYY
Do you require a release from your current provider?	Yes  No		

Part 7 – Advanced Standing/Credit Transfer			
Are you seeking advanced standing	Yes	If yes, please provide a completed	

or credit transfer for studies completed?	No (Please skip to Part 8)	"Advanced Standing Application form" and submit it with this application	
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Part 8 – Special Needs			
Do you need any help in any of the following areas?	Hearing	Other medical conditions, please specify	
	Mobility		
	Vision		
	Other		

Part 9 – Marketing	
Where did you hear about us?	

Part 10 – Admission Checklist			
Check that you have:	<ul style="list-style-type: none"> <li>Completed all sections of the application form</li> <li>Read and understood the Conditions of Enrolment and Refund Policy. Check that you have attached certified copies of the following (a</li> </ul>	<ul style="list-style-type: none"> <li>Your academic qualifications</li> <li>Evidence of your English language proficiency (if required)</li> <li>Certified copy of your passport or birth certificate and certified copy of your</li> </ul>	<ul style="list-style-type: none"> <li>Any relevant employment documentation e.g. CV or resume (if required) certified translations of any documents not in English</li> </ul>



	certified copy is one that matches the original and is signed by an Institute staff member, Justice of the Peace, notary, or Institute registered agent)	visa (if required)	
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#### Part II – Student Declaration

- a) I declare that the information I have provided on this application form is, to the best of my knowledge and belief, complete and accurate. I understand that providing false, misleading, or incomplete information may result in my application being declined, my enrolment being cancelled, and notification being made to relevant authorities.
- b) I declare that I will be at least 18 years of age before commencing my studies.
- c) I have read and understood the relevant program information on the Central Institute of Technology and Innovation (the Institute) website and confirm I have sufficient knowledge about the Institute to enrol.
- d) I authorise the Institute to contact me via SMS, phone, or email regarding my application and enrolment.
- e) I understand that my student fees may increase, and I accept responsibility for the payment of all fees as outlined on the Institute's website. I agree to abide by the Fees, Charges, and Refunds Policy and Procedures.
- f) I have read and understood the Admissions and Enrolment Policy and Procedures. I acknowledge that the Institute may amend its enrolment conditions to comply with any applicable laws or regulations of Australia or the State of New South Wales.
- g) I give permission for the Institute to obtain official records from any educational institutions I have attended to verify the supporting documentation provided with my application. I also authorise the Institute to share my contact details and relevant official records with educational institutions for which I am eligible for admission.
- h) I will notify the Institute immediately if any details provided in this application change.

<b>Print Full Name</b>			
<b>Signature</b>		<b>Date</b>	DD/MM/YYYY

# Appendix 5 – International Student Application Form

## Student Application Form (International)

The Student Application Form (International) is the first step to enrolling in a course at the Central Institute of Technology and Innovation (the Institute). Enrolment establishes a formal agreement between you and the Institute, allowing you to begin your academic journey with us.

### Instructions

- Attach all required supporting documents, including proof of identity and prior qualifications.
- Submit the completed form and documents via the specified email (email), online portal, or in person at the admissions office.
- Contact Student Services if you have any questions or require assistance.
- Student Services will review your application and contact you as soon as possible to confirm the next steps.
- If you have any questions or require assistance, contact Student Services directly.

Part 1 – Personal Details		
Are you?	Overseas Student (Offshore)	Overseas Student in Australia (Onshore)
First Name		
Last Name		
Preferred Name (If relevant)		



Nationality			
Date of Birth	DD/MM/YYYY		
USI: Unique Student Identifier			
Gender	Male	Female	Other/Not specified

Part 2 – Contact Details			
Current Address in Australia			
Street		Flat/Unit Number	
Suburb		State	
Postcode		Phone	
Email			
Address in Home Country			
Street		Flat/Unit Number	
Suburb		State	
Postcode		Phone	
Email			
Emergency Contact 1			
Full Name		Relationship	
Contact Number		Email	
Emergency Contact 2			
Full Name		Relationship	



Contact Number		Email	
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Part 3 – Visa Details			
Passport Number		Passport Expiry Date	DD/MM/YYYY
Country of Birth		Birthplace	
Visa Type		Visa Grant Date	DD/MM/YYYY
Visa Number		Visa Expiry Date	DD/MM/YYYY

Part 4 – Health Cover			
Are you currently covered by Overseas Student Health Cover?	Yes  No (skip to Part 5)	If yes, please specify your provider	
Member Number		Expiry Date	DD/MM/YYYY

Part 5 – Course Details			
Bachelor of Information Technology and Innovation	Specialisation 1: Data Science	Intake Date	Semester 1: February – June
	Specialisation 2: Software and Systems		Semester 2: July – November
Master of Information Technology and Innovation	Specialisation 1: Data Analytics (DA)	Intake Date	Semester 1: February – June
	Specialisation 2: Software Engineering (SE)		Semester 2: July – November





	Specialisation 3: Cyber Security (CS)		
<b>Year</b>			

Part 6 – English Proficiency			
Is English your first language?	Yes	If no, please attached a certified copy of your valid test scores	IELTS
	No		TOEFL
			PTE
			CAE
			Other
Year of Test		Score	

Part 7 – Educational Background			
What is your highest completed education level?	Year 11	Diploma	Please attach certified copies of all academic transcripts and translated into English)
	Year 12	Advanced Diploma	
	Certificate I	Associate Diploma	
	Certificate II	Associate Degree	
	Certificate III	Bachelor Degree	
	Certificate IV	Postgraduate Degree	
	Other		
Name of Qualification 1		Institution	
Country		Date of Completion	DD/MM/YYYY
Name of Qualification 2		Institution	



Country		Date of Completion	DD/MM/YYYY
Are you currently enrolled in another Institution?	Yes  No (Please skip to Part 9)	If yes, please specify	
Name of Qualification		Institution	
Date Commenced	DD/MM/YYYY	Expected date of Completion	DD/MM/YYYY
Do you require a release from your current provider?	Yes  No		

**Part 8 – Advanced Standing/ Credit Transfer**

Are you seeking advanced standing or credit transfer for studies completed?	Yes  No (Please skip to Part 9)	If yes, please provide a completed “Advanced Standing Application form” and submit it with this application	
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**Part 9 – Special Needs**

Do you need any help in any of the following areas?	Hearing  Mobility  Vision  Other	Other medical conditions, please specify	
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**Part 10 – Marketing**

Where did you hear about us?	
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<b>Part 11 – Admission Checklist</b>			
Check that you have:	<ul style="list-style-type: none"> <li>Completed all sections of the application form</li> <li>Read and understood the Conditions of Enrolment and Refund Policy. Check that you have attached certified copies of the following (a certified copy is one that matches the original and is signed by a CITI staff member, Justice of the Peace, notary, or CITI registered agent)</li> </ul>	<ul style="list-style-type: none"> <li>Your academic qualifications</li> <li>Evidence of your English language proficiency (if required)</li> <li>Certified copy of your passport or birth certificate and certified copy of your visa (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Any relevant employment documentation e.g. CV or resume (if required) certified translations of any documents not in English</li> <li>Certified copy of your Overseas Student Health Cover (OSHC)</li> </ul>

<b>Part 12 – Student Declaration</b>
<p>a) I declare that to the best of my knowledge that the information that I have provided on this form is complete and correct. I understand that providing false, misleading, or incomplete information may result in my application being declined, my enrolment being cancelled, and notification being made to relevant authorities.</p> <p>b) I declare that I will be at least 18 years of age before commencing my studies.</p> <p>c) I declare that I meet the Genuine Student (GS) requirement as stipulated by the Australian Government.</p>

<p>d) I have read and understood the relevant program information on the Central Institute of Technology and Innovations (the Institute) website and confirm I have sufficient knowledge about the Institute to enrol.</p> <p>e) I authorise the Institute to contact me via SMS, phone, or email regarding my application and enrolment.</p> <p>f) I understand that it is my responsibility to maintain valid Overseas Student Health Cover (OSHC) for the duration of my studies.</p> <p>g) I understand that my student fees may increase, and I accept responsibility for the payment of all fees as outlined on the Institute's website. I agree to abide by the Fees, Charges, and Refunds Policy and Procedures. I also acknowledge that living expenses in Australia may be higher than in my home country and confirm I can meet these expenses for the duration of my course.</p> <p>h) I have read and understood the Admissions and Enrolment Policy and Procedures as specified on the Institute's website. I acknowledge that the Institute may amend its conditions as necessary to comply with Australian laws and regulations or amendments to those laws and regulations.</p> <p>i) I give permission for the Institute to obtain official records from any educational institutions I have attended to verify the supporting documentation provided with my application. I also authorise the Institute to supply my contact details and relevant official records to educational institutions (including ELICOS providers) for which I am eligible for admission.</p> <p>j) I understand that any conditions associated with an offer of admission will be detailed in my letter of offer from the Institute, which I will be required to read and sign. I authorise the Institute to access the Visa Entitlement Verification Online (VEVO) system to check my visa details.</p> <p>k) I understand that the Institute collects information during my enrolment to meet its obligations under the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018, and other requirements of government departments such as the Department of Home Affairs and the Department of Education and Training.</p> <p>l) I will notify the Institute immediately if any details provided in this application change.</p>			
Print Full Name			
Signature		Date	DD/MM/YYYY

<b>Part 13 – Agent Declaration</b>	
<p>a) I have assessed this application and confirm that the applicant meets the Genuine Student (GS) requirements, demonstrating that their primary purpose for coming to Australia is to study the program indicated in their application. I further confirm that they fully understand their obligations as an Australian student visa holder and have the financial capacity to cover tuition fees and living expenses in Australia.</p> <p>b) I have verified that the applicant is academically qualified for the program they have applied for and either meets or will meet the required English proficiency level before commencing the program. I have also confirmed the authenticity of all documents provided with this application.</p> <p>c) I acknowledge that both my agency and the Institute may face consequences if a student's visa is refused due to non-compliance with the Genuine Student (GS) requirements. By signing this</p>	



form, I confirm that I understand the declarations above and affirm, to the best of my knowledge, that the applicant is genuinely committed to completing the course.			
Agency Name			
Contact Person		Contact Number	
Agent's Signature		Date	DD/MM/YYYY

## **Appendix 6 – Application to Release for Transfer Education Provider Form**

### **Application to Release for Transfer Education Provider Form**

This form is for international students who wish to transfer to another Australian education provider within the first 6 months of their academic program.

#### **General Information for Students**

You must continue to attend classes until you receive the outcome of this application. You will be notified of the outcome of your application within 10 working days of the submission of this completed form along with all required supporting documentation. Incomplete applications may cause a delay in assessment. You may be invited for a follow-up meeting to discuss your application where necessary. The Institute assesses applications strictly in accordance with Standard 7 the National Code of Practice (2018).

A release may be granted if there is evidence that:

- There are demonstrated compelling and compassionate grounds deemed beyond the student's control (refer to guidelines below).
- The student has completed their current pathway program(s) at another provider and has not met the entry requirements of their principal program.
- The Institute has discontinued the program into which the student was accepted.



- There is evidence the student received misleading information about their program of study from the Institute or one of its representatives and the program is therefore unsuited to their needs.
- There is evidence that the student's reasonable expectations about their program are not being met.
- An appeal (internal or external) on another matter results in a decision or recommendation to release the student.
- The student has been accepted into a program and the Institute determines it is an unsuitable level of study.
- The student will be reported as they are unable to achieve satisfactory academic progress at the level they are studying, even after engaging with the Institute's support services and intervention strategy.

A release **may** be refused if:

- Tuition fees or other charges are owed to the Institute.
- Request is based on personal preference or change of mind.
- Request is based on a desire to change to a new course with lower fees, shorter duration or to be closer to family and friends.
- A change will jeopardise the student's progression through a package of programs.
- Student has not accessed support or academic services offered by the Institute and the application is based on being unable to achieve satisfactory academic progress.
- Student has only just commenced their program and there is no evidence to suggest they will not be successful in achieving satisfactory academic progress.
- Student has failed to meet student visa conditions including their obligation to ensure they have sufficient financial capacity to fund their study and living costs.
- Student wishes to transfer to a program similar to those offered by the Institute or one of its pathway providers.

- Request is an attempt to avoid being reported to Department of Home Affairs due to a failure to meet attendance or academic progress requirements.
- Student has not made a genuine attempt to actively participate in their principal program and/or meet assessment requirements of the program.

## Visa Information

It is your responsibility to ensure you remain compliant with your student visa conditions at all times, including during a change of education provider. You may be required to apply for a new student visa if your release is granted. This may involve returning to your home country and/or voluntary visa cancellation especially if you are downgrading to a lower-level program (for example from a Bachelor to Diploma). Please contact the Department of Home Affairs for further information on visa requirements.

## Student Acknowledgement

By signing this form, you agree to be released from your Institute course which, if approved, results in discontinuation of your enrolment and cancellation of your CoE, which may have implications for your student visa. Should you wish to return to the Institute at a later date, you will need to lodge a new application.

## Applicant Details

Title	
Family Name	
Given Name(s)	
Date of Birth (DD/MM/YYYY)	
Student ID	





Address	
Email	
Contact Phone Number	
Current Academic Program	
Current Program Start Date (DD/MM/YYYY)	
New Education Provider	
New Academic Program	
New Program Start Date (DD/MM/YYYY)	

Personal Statement

Please state your reasons for wishing to transfer:

Declaration

Student Signature	Date (DD/MM/YYYY)

Submission Checklist

1. Document / Requirement	Provided (Yes/No)
2. Copy of valid and current offer from new education provider (program must not have commenced)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Supporting documents	<input type="checkbox"/> Yes <input type="checkbox"/> No



4. Sponsored students only: Written permission from your sponsor if you have a financial guarantee	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Students under 18 only: Written consent from parent/legal custodian and evidence that new provider will accept responsibility for accommodation, support, and welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Personal statement with relevant supporting documentation (if claiming compelling/compassionate circumstances)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Office Use Only

Docs Sighted/Received	
Date of Receipt	
Processed By	
Decision (Approved/Refused)	