



AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

Domestic Students Admissions Guidance Note

About Australian Institute of Higher Education

AIH is a boutique Higher Education provider located at Level 3 & 4, 545 Kent Street, Sydney. We offer 3 intakes throughout the year in March, July and December. AIH offers courses in Accounting, Business and Business Information Systems. The academic calendar for 2018 is available [here](#).

For further information about AIH courses or to arrange a campus visit, please contact the Marketing department on: marketing@aih.nsw.edu.au

Admission criteria

Applicants with higher education study

Applicants who have completed a Bachelor degree in Australia can apply to any AIH Bachelor degree and obtain up to 12 Advanced Standing from their qualification. For further information on how credits are granted, please refer to the [Advanced Standing Policy](#).

Applicants with incomplete higher education studies must demonstrate that they have successfully completed one year of accredited tertiary study at an Australian institution. They may be eligible to obtain up to 12 advanced standing from their previous qualification as per the [Advanced Standing Policy](#)

Applicants with vocational education and training (VET) study

Applicants with completed VET qualifications are eligible for admission into AIH Bachelor degrees. The minimum entry requirement is a Certificate IV in a related discipline. Further qualifications, such as Diploma and Advanced Diplomas, are not required to be in a related field.

AIH has articulation agreements with partner providers, offering Diplomas and Advanced Diplomas. These courses can be packaged with our Bachelor degrees and guarantee up to 8 Advanced Standings depending on the course the applicant enrolls in.

Applicants attending VET providers with no articulation agreements can also be eligible to obtain Advanced Standing, if the units taken are equivalent to AIH's. For further information about Advanced Standing, please refer to the [Advanced Standing Policy](#) and [procedure](#).

If an applicant has an incomplete VET qualification, the admission assessment will be based on the Year 12 result and/or work and life experience, depending on how long ago the High School Certificate was completed.

Applicants with recent secondary education (within the past 2 years)

Australian Year 12 students

The minimum requirement for applicants who completed Year 12 within the last 2 years is an ATAR of 65% with 2 units, Mathematics and English (minimum B and 4) or equivalent.



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ATAR related adjustments

Not available at AIH

Criteria that may apply in addition to ATAR

Not available at AIH

Other admission options

Students with disability, illness or family disruption which affected their ATAR score, may be considered for admission if enough evidence of their situation is provided. They will need to complete the "Reasonable Adjustment Form" available on the AIH website. For further information, please refer to the Student Assessment Policy and Procedure.

Interstate Year 12

Applicants will be evaluated based on the same criteria as NSW.

Applicants with work and life experience

Mature age or post school students must provide evidence of one of the following to demonstrate they have successfully met the educational entry requirements:

- Mature age entry by Special Tertiary Admission Test (administered by UAC); or
- Post school entry by successful completion of Certificate IV in Foundation Studies

Students with alternative qualifications (not part of the official entry requirements) are to be assessed on a case by case basis by Admissions in conjunction with the Executive Dean who will give the final approval

Additional information

Aboriginal and Torres Strait Islander people

In order to provide opportunities for Aboriginal and Torres Strait Islanders who do not meet the domestic student entry requirements, special entry arrangements are available. Prospective Aboriginal and Torres Strait Islanders students have an opportunity to illustrate their capability for higher education via a testing, assessment and interview process. Selection is also based on factors including previous life, education and work experience.

Aboriginal and Torres Strait Islander applicants wishing to apply for special entry will be required to submit a personal statement outlining their education and work experience as well as sit a Special Admissions Test. The Special Admissions test will be set by the Executive Dean. The Executive Dean will then meet with the applicant and will have the final say on whether to admit the applicant or not.

For further information, please refer to the [Student Admission Policy](#) and [Procedure](#).



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Domestic applicants with overseas qualification

Applicants who have completed qualifications overseas will be assessed according to the respective country entry requirement as per the [Admissions Policy](#)

English language proficiency

For students whose secondary education was conducted in a language other than English:

- IELTS overall band score: 6.0 (no band less than 5.5) or equivalent (Refer to Appendix 2); or
- IELTS Preparation Program Certificate of Proficiency from an Institute's approved ELICOS provider; or
- English for Academic Purposes Certificate of Proficiency from an Institute's approved ELICOS provider.

The Institute reserves the right to waive the English Language Requirements if the prospective applicant meets the criteria below:

- Successfully completed Cambridge CAE & CPE 169+
- Successful completion of one year of tertiary study in Australia (Diploma, Foundation or Higher Education)
- Successful completion of Certificate IV in a related field
- Successfully completed GCE A Levels – minimum grade of D or better in GCE A-level English
- Successfully completed GCE O Levels – minimum grade of C or better in GCE O-level English ACA-HE-11 Student Admission Policy 2017.1 Page 3 of 7 Australia Institute of Higher Education Pty Ltd. ABN 70 117 349 256. CRICOS Provider Code 03147A
- Successfully completed International Baccalaureate (IB) English B Standard Level grade 5, higher level (A1 or A2) grade 4
- Students from the following countries who have completed senior secondary study or at least one year of full-time university study in one of these countries and the language in which the qualification was undertaken was English: American Samoa, Fiji, Jamaica, New Zealand, Solomon Islands, UK, Australia, Ghana, Kenya, Nigeria, South Africa, USA, Botswana, Guyana, Lesotho, Papua New Guinea, Tonga, Zambia, Canada, Ireland, Liberia, Singapore, Trinidad and Tobago, Zimbabwe.

Advanced Standing/ Academic credit/Recognition of Prior Learning (RPL)

You may be entitled to credit for prior learning, based on formal studies. Formal learning can include previous study in higher education, vocational education, or adult and community education. Credit can reduce the amount of study needed to complete a degree.

For further information about credit and recognition of prior learning please see the [Advanced Standing Policy](#) and [Advanced Standing Procedure](#)



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How to apply

- Complete the application form or apply online by visiting www.aih.nsw.edu.au
- Provide certified* copies of the following documents:
 - Academic transcripts and certificates translated into English (if applicable)
 - Evidence of English language proficiency (if applicable)
 - Proof of citizenship/ residency
- Submit your application:
 - By email: admissions@aih.nsw.edu.au
 - In person or by post to: Level 3, 545 Kent Street Sydney NSW 2000

*Documents can be certified by an AIH representative, authorised agents, Justice of the Peace, Public Notary, Australian Embassy or Consulate

Applications with no Advanced Standing requests, will take 2 business days to be assessed. Those requesting for credits can take up to 1 week as documents will be forwarded to the Academic Department for assessment.

Students will be notified of their application outcome via email.

Enrolment

To enroll in the course, applicants must sign the offer acceptance and submit the payment as specified in the Letter of Offer. Any Advanced Standings granted will be reflected in the offer letter provided and appropriate adjustments to the tuition fees and course duration would have been made.

Students wishing to defer their course, will be required to submit a deferral form, stating the reasons for this request, together with any available evidence. This application will be assessed by the Management team and an outcome will be provided to the student within 5 business days.

Student and campus services

The following support services are available and accessible for all students studying with the Institute.

Academic Support

Students may have concerns about their attendance, academic performance or other related issues that are placing them at risk of not achieving the requirements of their course. Students are able to gain advice and support in ensuring they maintain appropriate academic levels, attendance levels, and general support to ensure they achieve satisfactory results in their studies.

Personal/Social Support

There are many issues that may affect a student's social or personal life and students have access to the Student Services Officers during Institute hours of operation to gain advice and guidance on personal, accommodation, or family/friend issues. Where the Student Services Officer feels further support may be required, a referral to an appropriate support service will be organised.



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Special Needs or Disabilities Support

Once a student has commenced their studies, if they require additional support for a special need or disability, a Student Services Officer will be able to assist.

Hardship Support

The requirements of study may present some students with hardship due to economic, social or other difficulties. Where genuine hardship exists, a student may make an application seeking permission to review their workload or other related matters.

Support for Aboriginal and Torres Strait Islander students

The Institute provides alternative entry, assistance and support to all Aboriginal and Torres Strait Islander students throughout their journey at the Institute. From admissions to graduation - including pastoral care, academic workshops, access to mentors and faculty staff. The Institute can also provide referrals and tutorial assistance.

Other services include Orientation day, the student council and student events.

For further information about Student Services at AIH, please refer to the [Student Support Framework](#) and [Student Handbook](#)

Financial assistance

Students who can demonstrate and provide evidence of genuine financial hardship may be permitted to go on a payment plan. Payment plans are only available in respect of tuition fees and are only granted under extenuating circumstances.

For further information about fees, please refer to the [Fees and Charges Policy and Procedure](#)



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Student profile

The table below gives an indication of the likely peer cohort for new students at the institution. It provides data on students that commenced undergraduate study and passed the census date in the most relevant recent intake period for which data are available, including those admitted through all offer rounds, across all Australian campuses, and international students studying in Australia.

Applicant background	Semester two 2017	
	Number of students	Percentage of all students
(A) Past higher education study (includes a bridging or enabling course)	L/N	%
(B) Past vocational education and training (VET) study	L/N	%
(C) Recent secondary education: <ul style="list-style-type: none">Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)Admitted on the basis of other criteria only and ATAR was not a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)	L/N L/N L/N	% % %
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	L/N	%
International students	179	100%
All students	179	100.0%

Notes: L/N - Low numbers: the number of students is less than 5.
N/A - Data not available for this item.
N/P - Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.



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ATAR profile for those offered places wholly or partly on the basis of ATAR in Semester 2, 2017

(ATAR-based offers only, across all offer rounds)	ATAR (Excluding adjustment factors)
Highest rank to receive an offer *	L/N
75 th percentile rank to receive an offer #	L/N
Median rank to receive an offer #	L/N
25 th percentile rank to receive an offer #	L/N
Lowest rank to receive an offer *	L/N

Notes:

* L/N – indicates low numbers if less than 5 ATAR-based offers made

N/P – indicates figure is not published if less than 25 ATAR-based offers made

Where to get further information

- TEQSA national register: <http://www.teqsa.gov.au/national-register>
- QILT website: <https://www.qilt.edu.au/>
- Relevant TAC website: N/A
- Information on appeals and grievance processes:
 - [Student complaint and appeal policy](#)
 - [Student complaint and appeal procedure](#)
 - Overseas Qualifications entry requirements: [Student Admission Policy](#)