



EYNESBURY
COLLEGE

ADMISSIONS APPLICATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		WI
	1	Application form	
Applicant/ Agent	1.1	Log in Studylink Student/Agent Portal. Applications hard copy form will also be accepted.	
	1.2	Complete and submit the application form plus supporting documents i.e. Academic Transcripts and evidence of English through Studylink.	
Admissions Staff	1.3	Log in Studylink Admissions Portal.	
	1.3.1	If a hard copy application form is received, scan it and add to the generic email account.	
	1.3.2	Review and categorise applications into folders per receipt day and colour category.	
	1.3.3	Assign priorities using colour categories.	
	1.3.4	Determine if: <ul style="list-style-type: none"> Genuine Temporary Entrant (GTE) Stage 1 profile assessment is needed or not agent is contracted or non-contracted 	
	1.3.5	Check the application for completeness.	
	1.3.6	If the application is incomplete contact the agent/applicant to ask for more information.	
	1.3.7	If the application is unable to be resolved, offer alternatives e.g. other programs.	
	1.4	If the application is complete enter the application data into Studylink Admissions Portal.	
	1.5	When data is done, the status changes to Submitted in Studylink.	
	2	Change of agent	
Admissions Staff	2.1	If an application is received by another agent for an existing student, send the student a Change of Agent form.	

Responsible	Procedure Steps		WI
Student	2.2	Complete and return the Change of Agent form.	
Admissions Staff	2.3	If the form is correctly completed, pass the form to the Marketing and Admissions Manager. If not, return the form to the student for correct completion.	
Marketing & Admissions Manager	2.4	Assess whether to approve or reject the Change of Agent request and then return the form to the Admission Staff.	
Admissions Staff	2.5	If the request is approved continue to process the application.	
	2.6	If the request is rejected, advise the student to go back to the original agent.	

D.2 Supporting Documentation

Related material	Location
None	

Form templates	Location
Eynesbury Application Form	Eynesbury College Website

Records (including completed forms)	Location
Application form	Student file
Supporting documents	Student file

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	2.0
Date of Effect	5/2019
Privilege Level	Public