



EYNESBURY
COLLEGE

ADMISSIONS ASSESSMENT AND LETTER OF OFFER PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Offer letter required	
Admissions Staff	1.1	Assess the application against the entry criteria and check programs are correctly submitted to Studylink.	
	1.2	In Studylink, go to Actions and click Start Assessment.	
	1.2.1	Under assessment tab, choose related Admissions Transparency first.	
	1.2.2	Go through Academic Qualifications; English Proficiency; Admissions Criteria; Advanced Standing; Scholarship/Sponsorship to add in related data.	
	1.2.3	The Status in Studylink is updated to Assessing.	
	2	Letter of Offer generation	
	2.1	Click Make offer under Actions in Studylink.	
	2.2	Check Letter of Offer is correct including programs, fees, dates, conditions, OSHC months, etc. and make any corrections necessary.	
	2.3	Convert Letter of Offer into a PDF and create the student's electronic file.	
	2.3.1	If the Letter of Offer is for a current student, save it to their electronic file.	
	2.4	Send Letter of Offer to the agent/Student with any other required documentation through studylink and the status in Studylink is updated to Conditional offer /unconditional offer.	
	2.5	Save a copy of the email in the e-file together with the original email and attachments.	
	3	Applicant response	
Applicant/ Agent	3.1	If satisfied with the offer, and the conditions of enrolment have been met, accept the offer and submit the acceptance together with the payment requested or financial guarantee.	
	3.2	If not satisfied with the offer, submit a revised request.	

Responsible	Procedure Steps			W/I
Admissions Staff			3.2.1 If a revised request is received, start the assessment process again from step 1 and create a revised offer.	

D.2 Supporting Documentation

Related material	Location
Admissions Entry Criteria	Eynesbury website; Quality Unit, Document management
Student guide – University of Adelaide	Eynesbury College website
Student guide – University of South Australia	Eynesbury College website

Form templates	Location
Letter of Offer	Admissions
Request for Accommodation	Eynesbury website; Quality Unit, Document management
Change of Agent form	Admissions

Records (including completed forms)	Location
Letter of Offer	Student file
Declaration of financial capacity (University of Adelaide packages)	Student file
GTE form for high risk countries	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

