



Domestic Students Admissions Information Sheet

Crown Institute of Higher Education

Selection criteria

All students must be 18 years of age or over at the time that they commence the course for which they have applied.

Successful completion of Year 12 or equivalent, or

Successful completion of an equivalent secondary qualification either interstate or overseas¹ *in English* (or see below), or

Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian university that would enable students to gain entry to an Australian university, or

Satisfactory completion of one year of accredited full-time study at a registered institute of tertiary education at AQF level 4 or above, or

Admission to candidature for an undergraduate degree at an Australian University.

Credit for Prior Learning

Crown Institute of Higher Education (“CIHE”) grants credit towards a course of study on the basis of prior learning, whether from formal studies or professional work experience to ensure that students commence study at a level appropriate to their prior learning experiences so that they are not required to repeat prior learning. For more information, please see CIHE’s *Credit For Prior Learning Policy*.

¹ Applicants who have completed qualifications overseas will be required to demonstrate that they meet the English language proficiency requirements and provide translated copies of any overseas qualifications, transcripts or records of results. These will be verified and assessed for equivalency by CIHE on a case by case basis.



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

Applications from students with alternative qualifications will be assessed on a case by case basis.

Additional information

Aboriginal and Torres Strait Islander people

Special entry arrangements are available for Aboriginal and Torres Strait Islanders students. Selection is also based on factors including previous life, education and work experience.

Please contact the Registrar at: registrar@cihe.com.au for further guidance.

English language proficiency

English proficiency can be demonstrated by providing proof of an International English Language Testing System (IELTS) overall test result of 6.0 (no band lower than 5.5 and writing at 6 or above) or equivalent English language test such as TOEFL or PTE.

Other acceptable evidence of English proficiency includes:

- Completion of secondary education/undergraduate degree via the medium of English; or
- Successful completion of Year 12 secondary schooling in Australia (minimum of 1 school year to be completed in Australia within the last 2 years); or
- Successful completion of an Australian qualification recognised as at least AQF Certificate IV (minimum period of study of 1 school year within the last 2 years); or
- Successful completion of a Tertiary Studies Foundation Program (minimum period of study of 1 school year).



Here's how to apply

1. Complete the application form or apply online by visiting
2. 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
3. Submit your application to:

Email to the Registrar: 116 Pacific Highway, Nth Sydney, NSW, Australia, 2060

Via post: Registrar@cihe.com.au

*Certified by a CIHE employee authorized to do so, a Justice of the Peace, a Public Notary, Australian Embassy or Consulate

Students will be notified of the outcome of their application via email.

Enrolment

To enroll in the course, applicants must,

- sign the agreement, and
- submit the payment as specified in your letter of offer.

Any academic credit granted will be stated in the letter of offer provided. Tuition fees and course length will be adjusted.

For new 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 Registrar. Students will be notified by email within 10 days. Please refer to the *Domestic Student Withdrawal and Refund Policy* available on the CIHE website.



Student and campus services

Academic Support

You can find out about the study support available on the CIHE website. Please contact the Language and Learning Advisor through the CIHE website to find out about our workshop program and one-on-one study support.

Personal and other non-Academic Support

You are encouraged to contact any of our Student Services Officers for advice and guidance on personal and other life matters.

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.

Support for Aboriginal and Torres Strait Islander students

For Aboriginal and Torres Strait Islander students, CIHE offers support throughout their course. Please contact a Student Services Officer for assistance.

IT for learning

CIHE provides computers on campus for student use and we provide access to all online systems that you will require for your study. It is expected that all students will have access to personal computers to use in their studies.

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.

Fees and Charges

For all information about fees and charges please go to the CIHE website.

Further information

TEQSA national register: <http://www.teqsa.gov.au/national-register>



Information on appeals and grievance processes (available on the CIHE website):

- Student Grievance Handling Policy and Procedure
- Student Withdrawal and Refund Policy
- Student Progression and Exclusion Policy and Procedure