POLICY
IHMA applies this policy and procedure of minimum entrance requirements to all applications for enrolment into IHMA and the method of assessment and resource management for all students entering IHMA.

RESPONSIBILITY
Assessing the enrolment requirements of students for courses or competencies will be the responsibility of the Executive Director, Academic Registrar and the IHMA Administration Officer.

Requirements:

Age

- All domestic and international students wishing to study at IHMA must be at least 18 years.
- International Students must be at least 18 years old prior to the course commencement date of their issued ECoE.

English Language Requirements

- IHMA requires a minimum International English Language Testing System (IELTS) overall band score average of 5.5 (no less than 5 in any band), or equivalent.
- Students with an overall band level of 5.0 may be required to undertake an English Language Intensive Courses for Overseas Students (ELICOS) course in Australia, prior to attending their nominated course. Please contact IHMA Administration Department for information on this option.
- If necessary, IHMA may use other means of assessing English language proficiency, such as a Test of English as a Foreign Language (TOEFL) pass (IBT 65 or better or PBT 513 or better) an ELICOS pass or a structured interview with the Executive Director or a delegated officer of IHMA. A structured interview must be face to face and carried out in the physical presence of the IHMA officer and documented for the interview outcome to be accepted.
- Students can gain further clarification of their country assessment level and minimum English requirement by visiting the webpage published by Study In Australia.
  

Academic Level

- IHMA requires students to have a minimum education standard equivalent to Australian year 9 secondary education for entry into a Certificate III programmes and equivalent to year 10 for direct entry into a Certificate IV or Diploma programmes.
• For international students the required academic level will be determined by the student’s visa assessment level, as stated by DIAC, but no less than that required for domestic students – as above.

Residency Requirements

• Australian Citizenship, Australian Permanent Residency
• Valid 572 Student Visa - 573 or 574 Student Visa holders may be eligible under joint ECoE arrangements - see the Department of Immigration and Citizenship (DIAC) webpage http://www.immi.gov.au
• Valid Refugee Visa
• Other sub classes of visas as approved by the DIAC.

For more information on residency requirements please contact an Australian registered migration lawyer. To locate an Australian registered migration lawyer please select the following link: https://www.mara.gov.au/

Overseas Student Health Cover (OSHC)

• All international students are required to have a current Overseas Student Health Cover. IHMA is responsible to ensure that all students maintain current coverage.
• If you’re an international student studying in Australia, it is a condition of your student visa that you maintain private health insurance for the duration of your stay, as you are not covered by Australia’s national health system, Medicare. OSHC fees are paid to the Institute at the time of enrolment. The cost of the OSHC differs depending on the duration of your course and your visa duration. You should check with the Institute for the most up-to-date information on pricing and availability. OSHC at IHMA is provided by Medibank Private.
• For further information regarding overseas health cover, students can visit www.medibank.com.au

Transferring Students

IHMA must not knowingly enrol a student transferring from another college before the student has completed six months of the principal course except in certain circumstances (see Standard 7.1) as below;

a. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered
b. The original registered provider has provided a written letter of release
c. The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
d. Any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.
For further information on transferring students please see Student Transfer Between Registered Provider Policy and Procedures.

**Procedure**
Before finalising any enrolment the student’s application must be assessed by the administrative officer using the enrolment procedure, flow chart and checklist found in the Student Pre Enrolment, Enrolment and Post Enrolment Policy and Procedure.

**Related Documents and/or Forms**
Student Pre Enrolment and Post Enrolment Checklist.

**Related Policy and Procedure**
Student Pre Enrolment, Enrolment and Post Enrolment Policy and Procedure
Student Transfer Between Provider Policy and Procedure
Course Credit (Credit Transfer) Policy and Procedure

**Related Regulations or ACT**
National Code of Practice 2007 Standard 2
National Code of Practice 2007 Standard 7

**Related Websites and Links**
http://www.immi.gov.au
www.medibank.com.au
http://www.ielts.org/default.aspx
http://www.elicos.com/
http://www.ets.org/toefl/