



# Admissions Policy and Procedure

Governing Council Approved Policy

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## Version Control

<b>Version</b>	VI.0
<b>Review</b>	The Board will review this Policy in accordance with the Kaartdijin Oasis (KO) <i>Policy Documents Review Schedule</i> .
<b>Approving Body</b>	Board
<b>Approval and Effective Date</b>	TBA
<b>Policy Custodian</b>	Director
<b>Policy Contact</b>	Director
<b>Related Documents</b>	<p>Advanced Standing Policy and Procedure</p> <p>English Language Policy</p> <p>Diversity and Equity Policy</p> <p>Student Prospectus</p> <p>Refund Policy</p> <p>Deferment, Suspension and Cancellation Policy and Procedure</p> <p>Student Grievance Management Policy and Procedure</p>

## **I. Preamble**

### *1.1 Purpose*

The purpose of Admissions Policy (the 'Policy') is to provide Kaartdijin Oasis ('KO') a framework to ensure clarity, consistency and transparency regarding the admission requirements and processes for all applicants of its courses.

### *1.2 Background*

The Kaartdijin Oasis (KO) has developed its admissions criteria to ensure that students admitted to its courses have the requisite academic and English language skills to attend, advance and complete the course they are enrolled in. KO is committed to providing equivalent opportunities for successful transition into and course progression irrespective of their educational background, entry pathway, mode or place of study. KO also provides advanced standing for prior learning so that students do not have to repeat the specific and equivalent units/content that they have successfully completed in other courses or at other institutions

### *1.3 Definitions*

For definitions, please refer to the '*Glossary of Terms*'.

## **2. Scope**

This Policy and Procedure applies to all prospective and current domestic and international students, and staff responsible for recruiting and admission of students into KO. The admission procedures in this Policy are aligned with applicable laws.

## **3. Policy Statement**

The KO guarantees that all admission processes are dealt with in an open, honest and coherent manner.

## **4. Admission Principle**

The KO's Policy principle is that academic merit is the basis for a student's admission to the KO's award courses. The KO may also consider an assessed educational disadvantage for an applicant when making admission decisions. The KO upholds the principle that all applicants seeking to enroll in KO courses are treated with equality. To ensure that these principles are operationalised,

the KO has open, fair and transparent procedures that are based on clearly defined entry criteria.

## **5. Admissions Procedures**

### *5.1 Applications for Admission*

The KO's prospective students are required to follow the specified application process outlined on the KO website and given in this Policy. During the application process, applicants are provided with entry requirements, and comprehensive course and fee information, enabling them to make an informed decision regarding their choice of course. The *Student Admission Application Form* (accessible at [www.k-oasis.ae](http://www.k-oasis.ae)) is compulsory for all applying students to submit supporting documents.

### *5.2 General admission requirements for diploma course*

#### *5.2.1 Documentation requirement:*

- i. Passport copy (valid at least 6 months) and Emirates ID (for a UAE residents)
- ii. Recent passport-size photograph (white background)
- iii. Academic certificates / transcripts
- iv. Updated CV (if applicable)
- v. [Any other program-specific requirement]

### *5.3 English Language Proficiency Requirements*

To ensure that all students can engage in their studies effectively and participate in practice-based learning where necessary, all applicants should be able to read, write and speak English in relation to the overall entry criteria for admission to a course.

### *5.4 Verification of claimed academic credentials*

The KO conducts review and verification of documents submitted by the applicant to ensure their validity.

### *5.5 Formal Admission Offer*

Successful candidates receive offer of admission (Letter of Offer) via email from KO Admissions Officer. Dates of expiry for offers may be described at the KO's discretion.

### *5.6 Deferral of Enrolment*

A successful admission applicant who has received a Letter of Offer and/or accepted the offer may choose to defer their enrolment for a period of three months. The admission office is responsible for advising the applicant of the deferral procedure, and the terms and conditions that apply to deferral of enrolment. For further information please refer to *Deferment, Suspension and Cancellation policy and Procedure*.

## 5.7 Tuition fee refunds

5.7.1 The KO refunds tuition fees and enrolment fees in the following circumstances:

5.7.2 The course does not start on the commencement date stated in the Letter of Offer and students are unable to join on the revised date due to personal reasons;

- i. The course is discontinued by the KO or regulatory bodies; if a course is discontinued by the KO or regulatory bodies.

5.7.3 To request a tuition fee refund due to deferral, leave of absence, change of enrolment or course withdrawal, a student must complete a Refund Application Form available on the KO website or seek assistance on campus. The approved tuition fee refund is transferred to the bank account or credit card that was used to pay the tuition fee unless otherwise specified by the student.

5.7.4 No tuition fee refund is payable if a student:

- i. Withdraws from a course without notifying the KO;
- ii. Breaches the conditions of their Student Visa;
- iii. Defers or withdraws from a course or unit after the census date;
- iv. Changes their enrolment after the census date;
- v. Other than in the case of demonstrable personal hardship evidenced by medical or legal documentation and submitted through an appeal process.

For more information, refer to the *Refund Policy and Course Discontinuation and Teach-Out Policy and Procedure* of the KO.

## 5.8 Cancellation of an Offer

An Admission Offer may be withdrawn if:

- i. the course available for admission has either filled its assigned student quota;
- ii. it is found that the applicant supplied the KO with incorrect or misleading information with respect to their admission application;
- iii. the applicant fails to fulfil any preconditions included in the Letter of Offer.

### 5.9 Acceptance of Admission offer

Upon receiving a formal offer of a place in a course at KO, an applicant may either:

- i. accept the offer within 7 days;
- ii. apply to defer commencement for up to 3 months;
- iii. decline the offer;
- iv. take no action, in which case the offer lapses after 7 days.

An applicant must fulfil any assigned instructions and deadlines in order to accept an offer. Students who postpone admission must note that the tuition fees may vary in future.

### 5.10 Admission

The applicant is admitted to the course if an offer of a place in a course is approved in accordance with the stipulated guidelines and within the specified deadline.

### 5.11 Enrolment

5.11.1 Enrolment at the KO is a must for students to obtain access. In order to attend classes, gain access to teaching materials and resources, and use the KO's Library, students should pay tuition fees by the specified date in the offer letter.

- i. Admission is not guaranteed to a student who withdraws their enrolment without an authorised Leave of Absence.
- ii. The academic progression of students accepted by the KO is monitored in accordance with the *Academic Progression and Early Intervention Policy*.

## 6. Refusal of Admission

6.1 The KO may refuse a request for admission from any applicant regardless of eligibility or any other provision in this Policy on any of the following basis:

- i. The applicant supplied the KO with incorrect or misleading information;
- ii. The applicant was discovered guilty of severe misconduct as a student who had earlier registered with the KO or another provider;
- iii. The applicant may pose a risk to other students and/or employees;
- iv. The applicant's presence at the KO may be harmful to the well-being of other learners and/or employees;

- v. The applicant's presence at the KO is regarded as possibly harmful to the KO's reputation and image;
  - vi. Reasons such as the ones that are likely to cause damage to the student him/her, other students, the KO's staff or reputation;
  - vii. Any other reasons that are stated in the *Student Code of Conduct*.
- 6.2 The nature of the concern and the length of time that has elapsed since any behaviour occurred giving rise to the concern is considered by the KO.
- 6.3 The KO shall be entitled to withdraw the request of that student and/or deny admission if the applicant is convicted of any criminal activity or record after the enrolment.

## **7. Records Management**

The decisions related to admissions are documented and recorded on the students' file in the Institution's database.

## **8. Privacy**

All the student information remains confidential and private within the KO's premises databases.