



Centre for
English Language

ADMISSIONS APPLICATION PROCEDURE

SECTION D - PROCEDURE

Related Policy

Admissions Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Application form	
Applicant/ Agent	1.1	Download the relevant application form from the SAIBT website, use the form in a brochure or send an email to the Admissions Team requesting a form.	
	1.2	Complete and submit the application form plus supporting documents i.e. Academic Transcripts and evidence of English.	
Admissions Staff	1.3	Open an application form received in the generic email account.	
		1.3.1 If a hard copy application form is received, scan it and add it to the generic email account.	
	1.4	Review and categorise applications into folders per receipt day and colour category.	
	1.5	Assign priorities using colour categories.	
	1.6	Determine if: <ul style="list-style-type: none"> Genuine Temporary Entrant (GTE) agent is contracted or non-contracted part of special program cohort 	✓
	1.7	Check the application has been fully completed.	
		1.7.1 If the application is incomplete and a conditional offer cannot be issued based on the information received, contact the agent/applicant to request more information.	
		1.7.2 If the application submitted is adequate to issue a conditional offer, but evidence of transcripts etc is required, proceed to process the application and issue a conditional offer.	
		1.7.3 If the applicant does not meet direct entry into their chosen program, issue an alternative offer e.g. diploma stage 1.	
		1.8 If the application is complete enter the application data into Sales Force.	
	1.9 Create a student ID (electronic).	✓	

Responsible	Procedure Steps		W/I	
	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.		
Student	2.2	Complete and return the Change of Agent form.		
Admissions Staff	2.3	On receipt of the completed Change of Agent form determine if the change of agent is applicable in accordance with the Navitas SA Change of Agent guidelines.		
		2.3.1	If applicable, issue a new offer with new agent details.	
		2.3.2	If not applicable, notify the second agent that the students request to change agent is declined and that they must retain the services of their existing agent.	

D.2 Supporting Documentation

Forms

Application Form

Change of Agent Form

Location

- SAIBT website
- Brochure

S drive

Records

Student electronic file

Retention Time

Location

S drive

Related Material

Name

Admissions Application Work Instruction

Location

Currently being developed