



Centre for
English Language

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.	✓
	1.2	Make any changes in MAZE as required:	✓
	2	Letter of Offer generation	
	2.1	Generate Letter of Offer in offer generator.	
	2.2	Check Letter of Offer is correct including the tally of fees, dates, etc. and make any corrections necessary.	
	2.3	Convert Letter of Offer into a PDF and save it to the student's electronic file.	
		2.3.1 If the Letter of Offer is for a new student create a new electronic file.	
	2.4	Create a reply to the original applicant/agent email (to maintain email trail) and attach Letter of Offer PDF and any other required documentation.	
	2.5	Send the email to the applicant/agent as required. Include partner university in the email for: <ul style="list-style-type: none"> • CELUSA/UniSA packaged students • CELUSA/SAIBT/UniSA packaged students • SAIBT/UniSA packaged students 	
2.6	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 evidence of payment requested and/or financial guarantee.	
	3.2	If not satisfied with the offer submit a written request to revise the offer.	
Admissions Staff		3.2.1 If a written request to revise the offer is received, start the assessment process again from step 1 and create a revised offer.	

D.2 Supporting Documentation

Forms

Letter of Offer

Request for Accommodation

Change of Agent Form

Living Arrangements Under 18 Form

Location

S drive – SOP file

SAIBT documents and forms webpage

S drive

S drive

Records

Retention Time

Location

Letter of Offer

Student electronic file

GTE form for high risk countries

S drive

Academic Transcripts

Student electronic file

Related Material

Name

Location

Admissions Assessment and Letter of Offer Work Instruction

Sharepoint

Admissions Entry Criteria

SAIBT policies and procedures webpage

SAIBT University of South Australia Brochure

SAIBT website