

Higher Education Re-Admission Fact Sheet - Student



TYPES OF RE-ADMISSIONS

This fact sheet is to be used by applicants who are seeking to be re-admitted into a TAFE Queensland Higher Education Course. Re-admission occurs in the following circumstances:

- a. You deferred your offer and now want to start your studies after your deferral period.
- b. You recently either let your offer lapse or you declined it.
- c. You took a break from your studies and were not on an approved leave of absence.
- d. You were excluded or suspended from study.

If you are returning to study after an approved leave of absence, you do not need to apply for re-admission (unless you are returning sooner than the approved period - please refer to the early Return to Study Form from your faculty).

APPLICATIONS

The relevant regional Admissions Officer will return **incomplete applications** such as those that are missing documentation or are otherwise lacking in detail requested in the application form. Applications will not be processed until all documentation is received by the regional Admissions Officer.

PROFESSIONAL REGISTRATION

For re-admission into a Course accredited by a professional body, you will need to demonstrate compliance with the current requirements for the accredited Course. For example:

The Australian Health Practitioner Regulation Agency requirements for re-admission into the Bachelor of Dental Prosthetics:

- a. [Criminal history registration standards](#)
- b. [English language skills standards](#)
- c. [Health impairment](#)
- d. [Vaccinations and immunisations](#)
- e. Inherent Requirements - refer to the Course web brochure or Course handbook for course specific requirements)

For Courses that include immersive clinical practice requirements you may be required to:

- a. complete a clinical challenge before you can recommence your studies and/or
- b. undertake additional work and/or
- c. repeat a Unit/s of Study which had been completed prior to the interruption of your study

The Course Coordinator will discuss the Course specific requirements with you when as part of your return to study planning.

EXCEPTIONS TO RE-ADMISSION

Please note: Your application for re-admission into a Course will be declined in the following circumstances:

- You are unlikely to be able to complete the Course within the maximum time limits for completing the Course;
- The Course is being taught out by TAFE Queensland and you cannot reasonably be expected to complete the Course in the established teach out period;
- You have been excluded on academic and/or disciplinary (non-academic) grounds and the exclusion period is still current;
- You are unable to demonstrate current knowledge or comply with current Course and/or professional registration and entry requirements (for lapsed enrolment applicants and for excluded/previously excluded/suspended students).

MAXIMUM TIME LIMITS TO COMPLETE A COURSE

The period refers to elapsed calendar years starting from the semester and year in which admission to the course commenced and is inclusive of periods of leave of absence, discontinuation or exclusion. Exceptions to this may be considered where currency of practice and knowledge is able to be evidenced. Time for completion may be reduced if you have advanced standing.

Maximum time limits for course completion (excluding advanced standing) are:

- Undergraduate certificates, equivalent to half a year of full-time study – maximum time – 2 years
- Associate degrees, equivalent to two years of full-time study - Maximum time – 5 years
- Bachelor degrees, equivalent to three years of full-time study - Maximum time – 8 years
- Post graduate certificates, equivalent to 0.5 year of full-time study – Maximum time – 2 years
- Post graduate diplomas, equivalent to one year of full-time study – Maximum time – 3 years
- Masters (Coursework), equivalent to two years of full-time study – Maximum time – 6 years

EVIDENCE REQUIRED

The following information will help you to complete your form to give you the best opportunity to re-commence in your Course. The suggested evidence depends on the type of re-admission applicant you are. Use this section as a checklist to assist you to provide all the required information.

Deferred Offer	A deferral is an automatic right that does not require re-approval or re-application for entry into a Course. If you deferred your offer, please contact the regional Admissions Officer by phone 1300 308 233 or email HigherEd@tafeqld.edu.au																				
Lapsed Offer Holder	<p>You received a recent offer letter from TAFE Queensland and you have allowed this to lapse or you declined it, i.e. You did not take up the offer. By recent, we mean your offer was issued within the last 12 months.</p> <table border="1"> <thead> <tr> <th style="background-color: #333; color: white;">Evidence</th> <th style="background-color: #333; color: white;">Yes</th> <th style="background-color: #333; color: white;">No</th> <th style="background-color: #333; color: white;">N/a</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">Maturity, attitude, capability and motivation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>A written statement outlining why you believe your Offer should be reactivated/re-issued accompanied by any other personal and academic references that support your statement, if they are available.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0;">Professional Accreditation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>You will be required to meet the relevant professional accreditation requirements for admission into the Course. Ensure you are aware of your obligations.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Evidence	Yes	No	N/a	Maturity, attitude, capability and motivation				A written statement outlining why you believe your Offer should be reactivated/re-issued accompanied by any other personal and academic references that support your statement, if they are available.				Professional Accreditation				You will be required to meet the relevant professional accreditation requirements for admission into the Course. Ensure you are aware of your obligations.			
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You are an **Excluded Student** if you are/were under suspension, temporary or permanent exclusion for any reason, from any education institution (including TAFE Queensland) or program or course, whether in Australia or elsewhere.

Excluded Student

Evidence	Yes	No	N/a
• Date of exclusion provided			
• Circumstances surrounding the exclusion from TAFE Queensland			
• Circumstances surrounding the exclusion from another provider			
• Prior penalty notices (including exclusion period of time or termination of enrolment)			
• The nature and seriousness of any misconduct leading to disciplinary action.			
• The circumstances surrounding any misconduct.			
Changed circumstances			
• Document reasons or circumstances for your previous unsatisfactory academic performance and demonstrate that you have overcome any circumstances that contributed to your exclusion (e.g. financial, medical, personal, work commitments).			
• A letter from your doctor or other medical practitioner confirming that you have recovered from your medical condition (if that was a factor) and are now able to return to study, and recommending a start date for your study.			
• Outline those steps that you will take to ensure success in your future academic performance to ensure there will not be a recurrence of the issues that contributed to your exclusion.			
Academic preparedness for a return to study			
• Evidence of additional academic study/coursework undertaken at TAFE Queensland or another institution during your period of exclusion, this will contribute positively to your case for readmission. Provide academic transcripts for any study you have completed since your exclusion.			
• Academic references associated with any study undertaken during your period of exclusion can be useful in providing further evidence of your commitment to study as well as demonstrating your academic preparedness for returning to study.			
Vocational performance/experience since exclusion			
Evidence of any professional/vocational work undertaken since your exclusion may also contribute positively to your case for readmission. References from your employer/s, detailing the nature of your position, your period of employment and the level of your performance may provide another measure of your readiness to return to academic study.			
Maturity, attitude, capability and motivation			
A written statement outlining why you believe you should be permitted to return to study accompanied by any other personal and academic references to support your statement, if they are available.			
Professional Accreditation			
You will be required to meet the relevant professional accreditation requirements for admission into the Course. Ensure you are aware of your obligations.			

You are a **discontinued student** if you have been absent without approved leave, or you formally withdrew from your Course, or you have no current enrolment (have had no enrolment activity for 6 or more months). The following are examples of the evidence you should supply with your application.

Discontinued Student

Evidence	Yes	No	N/a
Changed circumstances			
<ul style="list-style-type: none"> Document reasons or circumstances for any previous unsatisfactory academic performance and demonstrate that you have overcome any circumstances that contributed to your withdrawal (e.g. financial, medical, personal, work commitments). 			
<ul style="list-style-type: none"> A letter from your doctor or other medical practitioner confirming that you have recovered from a medical condition (if that was a factor) and are now able to return to study, and recommending a start date for your study. 			
<ul style="list-style-type: none"> Outline those steps that you will take to ensure success in your future academic performance through ensuring there will not be a recurrence of the issues that contributed to your withdrawal /absence from the Course. 			
Academic preparedness for a return to study			
<ul style="list-style-type: none"> Evidence of any additional academic study/coursework undertaken at TAFE Queensland or other institution during your period of absence, this will contribute positively to your case for readmission. Provide academic transcripts for any study you have completed. 			
<ul style="list-style-type: none"> Academic references associated with any study undertaken during your period of absence can be useful in providing further evidence of your commitment to study as well as demonstrating your academic preparedness for returning to study. 			
Vocational performance/experience since exclusion			
<ul style="list-style-type: none"> Evidence of any professional/vocational work undertaken during your absence from the Course. This may also contribute positively to your case for readmission. 			
<ul style="list-style-type: none"> References from your employer/s, detailing the nature of your position, your period of employment and the level of your performance may provide another measure of your readiness to return to academic study. 			
Maturity, attitude, capability and motivation			
<p>A written statement outlining why you believe you should be permitted to return to study accompanied by any other personal and academic references that support your statement, if they are available.</p>			
Professional Accreditation			
<p>You will be required to meet the relevant professional accreditation requirements for admission into the Course. Ensure you are aware of your obligations.</p>			

DECLARATION

You must sign and date the application. If you are under 18 years of age, your parent/guardian must also sign the application.

DOCUMENTARY EVIDENCE

Please ensure the following documentation (where applicable) is attached to your application: (If you do not attach the appropriate documents your application may be delayed).

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Copy of documentary evidence such as a marriage certificate, deed poll, or other documentary evidence stating the change to your name if it has changed. |
| <input type="checkbox"/> | Copy of the academic statement of results relating to prior study not completed at TAFE Queensland. |
| <input type="checkbox"/> | Copy of documentary evidence of work experience on company letterhead if relevant. |
| <input type="checkbox"/> | Copy of documentation that outlines your change of circumstances from the time of your previous studies to now. |
| <input type="checkbox"/> | Copy of your written statement |

I have a question

Please contact the faculty Admissions Officer at the campus where your course of study is delivered about your request for re-admission or email Highered@tafeqld.edu.au

Lodging instructions

Your application form and any documentary evidence may be lodged in person or electronically to the Admissions Officer at the faculty in which the course is delivered, or email to Highered@tafeqld.edu.au

Notification of outcome

Applicants will be notified in writing of the outcome of their completed application. Please allow up to 10 working days for a response.