Procedure to verify student qualifications

This policy is current as of 1 January 2014 and will be reviewed at least annually by the Academic Board.

Scope

This policy is applicable to Kaplan Business School Pty Ltd.

Purpose

This procedure outlines the steps taken by nominated Kaplan staff members to validate and authenticate testamurs, transcripts and other material submitted by applicants in relation to their admission application for a Kaplan qualification. It also outlines the responsibilities of the student and the consequences of the student failing to meet these responsibilities.

Introduction

Students who apply for entry into a Kaplan program are required to provide evidence of their academic or industry recognised qualifications and may be required to provide evidence of their English proficiency. Kaplan should generally be provided with original testamurs, transcripts or language proficiency documents, or certified copies of these documents, at the time of application.

If students do not provide this evidence at the time of enrolment, it must be provided prior to the commencement of the trimester in which they are enrolled.

If conditional exemptions/ RPL's were granted on evidence not provided or unofficial documents provided that are not required to meet course entry requirements, then students must provide the required documents prior to week 4 of the trimester in which they are enrolled.

Steps to validate documents provided in an application

The steps to verify qualifications submitted in an enrolment application are as follows:

1. All documents that are presented upon application for enrolment must be in English. Translations from other languages, if required, must be undertaken by an official translation agency/body, at the applicant’s expense.

2. If an original transcript/testamur document is provided to meet academic entry requirements, and the document is not an Australian Qualification, the academic document must be deemed by the National Overseas Skills Recognition (NOOSR) as being comparable to the Australian qualification.

3. If required, students must present an English language proficiency document equivalent the School’s entry requirements

4. If an original transcript/testamur or language proficiency document is provided, nominated Kaplan staff are to cite it, make a copy of it to be filed and record this in the student’s record.

5. If the student has changed their name since the documentation was issued Kaplan requires evidence of the student’s name change or marriage certificate.
6. If a copy of a transcript/testamur or language proficiency document is provided, it must be certified by a JP (stamp and ID number) or the university/institutions offering the qualification. Nominated Kaplan staff will then sight and file a copy and record this in the student’s record.

7. Where a copy of a document does not have the approved citing (by JP or qualifying university/institution) the student is required to obtain this before their application can be approved. Once this is obtained and sighted by nominated Kaplan staff, a copy is to be filed and recorded in the student’s record.

Students who have satisfied the admissions requirements to receive a Letter of Offer, have met any conditions on the Letter of Offer including the verification of all documents necessary to qualify for entry may choose to formally accept the offer and proceed with enrolment. Only upon acceptance of their offer and payment of any applicable fees, will students be formally enrolled in a subject (or course) and will receive a Confirmation of Enrolment (if applicable).

**Responsible Officer**

The responsible officer for the implementation and relevant training of this policy is the Vice President, Higher Education Australia.