



# Top Education Institute

Sydney City School of Business | Sydney City School of Law

Here's a guide to help domestic undergraduate students through the application process at Top Education Institute.

## Admission Criteria for Applicants

### A. Applicants with higher education study

#### Apply for courses in School of Business

Please follow the link to find the relevant admission requirements in the column of *Non-school leavers - Alternative Pathways*.

<http://www.top.edu.au/school-of-business/undergraduate-programs/undergraduate-admission-requirements>

Recognition of Prior Learning (RPL) is available and will be assessed in accordance with TOP's RPL policy and procedure. Please refer to the [Application for Credit Recognition form](#) and the [RPL policy and procedure](#) for further details.

#### Apply for courses in School of Law

Please follow the link to find the relevant admission requirements in the part of *Non-School Leavers (Non - Year 12 Applicants)*.

<http://www.top.edu.au/school-of-law/admission-requirements>

### B. Applicants with vocational education and training (VET) study

#### Apply for courses in School of Business

Please follow the link to find the relevant admission requirements in the column of *Non-school leavers - Alternative Pathways*.

<http://www.top.edu.au/school-of-business/undergraduate-programs/undergraduate-admission-requirements>

Recognition of Prior Learning (RPL) is available and will be assessed in accordance with TOP's RPL policy and procedure. Please refer to the [Application for Credit Recognition form](#) and the [RPL policy and procedure](#) for further details.

**Apply for courses in School of Law**

Please follow the link to find the relevant admission requirements in the part of *Non-School Leavers (Non - Year 12 Applicants)*.

<http://www.top.edu.au/school-of-law/admission-requirements>

**C. Applicants with recent secondary education (within the past two years)**

**Apply for courses in School of Business**

If you are **Year 12 students**, please follow the link to find the relevant admission requirements in the column of *School Leavers*.

<http://www.top.edu.au/school-of-business/undergraduate-programs/undergraduate-admission-requirements>

**ATAR-related adjustments**

<http://www.top.edu.au/future-students/bonus-points-scheme>

**Apply for courses in School of Law**

If you are **Year 12 students**, please follow the link to find the relevant admission requirements in the part of *Current School Leavers (Year 12 Students)*.

<http://www.top.edu.au/school-of-law/admission-requirements>

**ATAR-related adjustments**

<http://www.top.edu.au/future-students/bonus-points-scheme>

**D. Applicants with work and life experience**

**Apply for courses in School of Business**

Please follow the link to find the relevant admission requirements in the column of *Non-school leavers - Alternative Pathways*.

<http://www.top.edu.au/school-of-business/undergraduate-programs/undergraduate-admission-requirements>

**Apply for courses in School of Law**

Please follow the link to find the relevant admission requirements in the parts of *Non-School Leavers (Non - Year 12 Applicants)* and *Alternative Entry Options*.

<http://www.top.edu.au/school-of-law/admission-requirements>

Other admission options and further information can be found on Admission Requirement page and [Student Selection and Admissions Policy](#) on Top's website.

## **Additional information**

### **Aboriginal and Torres Strait Islander people**

<http://www.top.edu.au/future-students/bonus-points-scheme/the-top-indigenous-entry-program>

### **Domestic applicants with overseas qualifications**

<http://www.top.edu.au/school-of-law/admission-requirements>

### **English language proficiency**

<http://www.top.edu.au/future-students/international-students/english-language-requirements/undergraduate-requirements/undergraduate-programs>

## **How to apply**

<http://www.top.edu.au/future-students/how-to-apply>

The processing of application usually takes two business days if all required materials are provided.

If further documents are required, the admissions team will contact applicants that have directly applied to the school, the marketing team will contact the agent for agency applicants.

## **Enrolment**

### **Acceptance your offer**

<http://www.top.edu.au/future-students/accept-your-offer>

### **Advanced standing/academic credit/recognition of prior learning (RPL)**

Please refer to the [Application for Credit Recognition form](#) and the [RPL policy and procedure](#) for further details.

### **Deferment**

Please contact [info@top.edu.au](mailto:info@top.edu.au) and refer to [Student Selection and Admissions Policy](#).

### **Fees and charges**

<http://www.top.edu.au/future-students/fees/domestic-fees>

## Student profile of Institution

Applicant background	Semester one 2017	
	Number of students	Percentage of all students
(A) Past higher education study (includes a bridging or enabling course)	L/N	L/N
(B) Past vocational education and training (VET) study	12	7.69%
(C) Recent secondary education: <ul style="list-style-type: none"> <li>Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)</li> <li>Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)</li> <li>Admitted on the basis of other criteria only and ATAR was <i>not</i> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)</li> </ul>	10  L/N  N/A	6.41%  L/N  N/A
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	N/A	N/A
International students	127	81.41%
All students	156	100.0%

Notes: L/N - Low numbers: the number of students is less than 5.

N/A - Data not available for this item.

N/P - Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

## Where to get further information

Undergraduate Course Guide

<http://www.top.edu.au/future-students/ug-course-guide>

Student Selection and Admissions Policy

<http://www.top.edu.au/current-students/student-forms-policies/policies-and-procedures>

About TOP and links to other relevant information providers

<http://www.top.edu.au/about-us>

## Admission Criteria of Undergraduate Courses

### School of Business

<http://www.top.edu.au/school-of-business/undergraduate-programs>

- Diploma of Business
- Diploma of Applied Finance and Accounting
- Bachelor of International Business
- Bachelor of Applied Finance and Accounting

### School of Law

<http://www.top.edu.au/school-of-law/program-overview>

- Bachelor of Laws

## ATAR profile for students offered places wholly or partly on the basis of ATAR in Semester 1 2017

### Bachelor of LAW

(ATAR-based offers only, across all offer rounds)	ATAR (Excluding adjustment factors)	Selection Rank (ATAR/OP plus any adjustment factors)
Highest rank to receive an offer *	79	84
75 <sup>th</sup> percentile rank to receive an offer #	N/P	N/P
Median rank to receive an offer #	N/P	N/P
25 <sup>th</sup> percentile rank to receive an offer #	N/P	N/P
Lowest rank to receive an offer *	64	70

Notes: \* L/N – indicates low numbers if less than 5 ATAR-based offers made  
# N/P – indicates figure is not published if less than 25 ATAR-based offers made

## Student profile of Undergraduate Courses

### Bachelor of Laws (LLB)

Applicant background	Semester one 2017	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	L/N	L/N
(B) Vocational education and training (VET) study	10	37.04%
(C) Recent secondary education: <ul style="list-style-type: none"> <li>Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)</li> <li>Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)</li> <li>Admitted on the basis of other criteria only and ATAR was <b>not</b> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)</li> </ul>	7  L/N  N/A	25.93%  L/N  N/A
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	N/A	N/A
International students	3	11.11%
<b>All students</b>	<b>27</b>	<b>100.0%</b>

Notes: L/N - Low numbers: the number of students is less than 5.

N/A - Data not available for this item.

N/P - Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.

### Bachelor of International Business(BIB)

Applicant background	Semester one 2017	
	Number of students	Percentage of all students
(A) Higher education study (includes a bridging or enabling course)	L/N	L/N
(B) Vocational education and training (VET) study	L/N	L/N
(C) Recent secondary education: <ul style="list-style-type: none"> <li>Admitted solely on the basis of ATAR (regardless of whether this includes the impact of adjustment factors such as equity or subject bonus points)</li> <li>Admitted where both ATAR and additional criteria were considered (e.g. portfolio, audition, extra test, early offer conditional on minimum ATAR)</li> <li>Admitted on the basis of other criteria only and ATAR was <b>not</b> a factor (e.g. special consideration, audition alone, schools recommendation scheme with no minimum ATAR requirement)</li> </ul>	L/N  L/N  N/A	L/N  L/N  N/A
(D) Work and life experience (Admitted on the basis of previous achievement other than the above)	N/A	N/A
International students	98	95.15%
<b>All students</b>	<b>103</b>	<b>100.0%</b>

Notes: L/N - Low numbers: the number of students is less than 5.

N/A - Data not available for this item.

N/P - Not published: the number is hidden to prevent calculation of numbers in cells with less than 5 students.