STUDENT HANDBOOK

Windsor College

CONTACT DETAILS

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RTO Provider Code 41090  CRICOS No: 03560K
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<thead>
<tr>
<th>Version</th>
<th>6.2</th>
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<tbody>
<tr>
<td>Last Amended</td>
<td>16 Jan 2017</td>
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<tr>
<td>Approved By</td>
<td>CEO</td>
</tr>
<tr>
<td>Date Approved</td>
<td>16 Jan 2017</td>
</tr>
<tr>
<td>Reference</td>
<td>Student Handbook v6.2</td>
</tr>
</tbody>
</table>
Welcome to Windsor College and thank you for considering us as your preferred study destination in Melbourne, Australia.

We value you and acknowledge that all students come to us with different life and educational background. Whether you have just finished school or are a mature age student with significant life experiences, we are here to provide you with the highest quality of education to help you succeed. Our progressive education model aims to develop your potential and help you prosper. Our range of innovative courses seeks to equip our students with the necessary knowledge and skills to lead the change in our technology-driven society.

It is our goal to make your academic journey with Windsor College a worthwhile one. We are committed to offer our students a unique learning experience. We work closely in partnership with industry experts to equip you with the best job ready skills. We endeavour to provide excellent teaching and learning environment and facilities to deliver quality education. We have a state of the art campus in Melbourne CBD. Our staff are committed, well qualified and experienced in the provision of quality teaching and learning. Improving our student experience and learning outcomes remains a top priority at Windsor College. We introduce new ways of thinking and learning for our students to develop themselves into lifelong learners.

I truly believe our success lies on your success.

I am looking forward to seeing you on campus, and am truly excited to see what we can accomplish together during your learning journey at Windsor College.

I wish you the best in your studies and hope this is a new beginning of your exciting future.

Sincerely,
Clement Eruva Savari
CEO
Orientation Program

Orientation is conducted in the first week of your Course. Its purpose is to fully inform new students of most aspects of life at the College and to provide an introduction to studying, Melbourne's costs of living, transportation, facilities, banking and accommodation. In addition, College staff will be introduced, a tour of the College and an opportunity to ask questions will be given. It is essential that you attend the orientation program otherwise you may miss out on information that affects your study, your Visa or your enjoyment of your stay in Australia.

Our orientation program covers the information listed below:

- Fees and refunds
- English skills and study
- Assessment
- Recognition of prior learning (RPL) / credit transfers
- College contact people
- Student visa conditions
- Working and your student visa
- Overseas Student Health Cover (OSHC)
- Banking and tax file numbers
- Transport and travel to and from campus
- Communication (e.g. internet and mobile phones)
- Complaints and Appeals
- Student Code of Conduct
- Participation requirements
- Course progress requirements
- Completion of the course in the normal amount of time
- Keeping address and contact details up-to-date
- Support services for students
- Legal services for students
- Emergency and health services for students
- College facilities and resources

Student orientation self-assessment

After your orientation program please go through the list below and make sure that you can check off each item as having been done and understood. If there are any items that you cannot check off, then you must contact the Student Support Team so that these matters can be properly explained to you.

Have you:

- Been provided with a copy of the Student Handbook
- Checked your enrolment status and make any amendments of information necessary
- Obtained the names and contact details of key administrative personnel in the College
- Acquired course materials as necessary
- Understood the terms "cheating" and "plagiarism" as they pertain to College study
- Familiarised yourself with the key support services of the College
- Understood the type of assessment you will receive in your course
- Understood the criteria, weighting, and submission dates of the assessments you have been set
Understood the nature of the feedback you are likely to receive from trainers
Appreciated the need for balance between academic and social experiences at the College
Understood the number of contact hours you have per week
Located the toilets in the College
Located the emergency exits in the College
Familiarised yourself with the public transport timetable
Understood the College participation requirements
Understood the College academic progress requirements
Understood work-based training and assessment requirements
Understood legislative and regulatory requirements that affect studies

Responsibilities of Students

• Understand the requirements of a unit of competency in order to be deemed as Competent.
• Seek assistance and advice from trainers in relation to problems in meeting assessment timeframes, extensions, re-submissions and any special considerations such as illness.
• Follow requirements of assessment items and submission guidelines
• Avoid plagiarism, cheating or collusion.
• Accept fair, helpful and timely feedback on assessment items including evaluation of performance and progress in a unit of competency.
• Be aware of Windsor policy and procedures.
• Abide by Student Code of Conduct.
Courses, Entry Requirements and Fees

Introduction

Windsor College (the College) is an RTO (Registered Training Organisation) and meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The National VET Regulator, ASQA (Australian Skills Quality Authority), monitors and subjects the College to regular external audits to verify compliance to the Standards for RTOs 2015. In addition, as a CRICOS provider, the College has to ensure that we provide educational services according to the ESOS Legislative Framework for Overseas students which includes the ESOS Act 2000 (Cth) and National Code 2007 Standards.

Qualifications offered

Windsor College offers the following accredited and nationally recognised qualifications:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRICOS Course Code</th>
<th>Duration</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB30115 Certificate III in Business</td>
<td>093994E</td>
<td>52 Weeks</td>
<td>$9,400</td>
</tr>
<tr>
<td>BSB50215 Diploma of Business</td>
<td>093995D</td>
<td>52 Weeks</td>
<td>$9,400</td>
</tr>
<tr>
<td>BSB60215 Advanced Diploma of Business</td>
<td>093996C</td>
<td>52 Weeks</td>
<td>$9,400</td>
</tr>
</tbody>
</table>

Entry Requirements for International Students

Age Requirements

Windsor has a requirement that all students must be over 18 years of age at the commencement of course.

Academic Requirements

To gain entry to this course, participants should have successfully completed year 12 or secondary studies in applicants’ home country equivalent to an Australian Year 12 qualification.

There are no course specific entry requirements for this qualifications.

English Language Requirements

English Language requirements.
All International Students entering this qualification must have a minimum English Language proficiency level of one of the below:

You should qualify in any one of the following:
An English Language proficiency level of one of the following:
- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with DIBP regulations;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 47 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III level course or above;
- English as the first language;
- OR any other form of test which satisfies the Institution.

**Other Course Cost**

<table>
<thead>
<tr>
<th>Other Course Costs (As Applicable)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee (Non-refundable)</td>
<td>$200.00</td>
</tr>
<tr>
<td>RPL Assessment per unit</td>
<td>$200.00</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>No Charge</td>
</tr>
<tr>
<td>Re-submission of Assessment*</td>
<td>No Charge</td>
</tr>
<tr>
<td>Relearning of a unit</td>
<td>$500</td>
</tr>
<tr>
<td>Appeal Fees</td>
<td>NIL</td>
</tr>
<tr>
<td>Change of Course</td>
<td>No Charge</td>
</tr>
<tr>
<td>Interim Academic Transcript</td>
<td>No Charge</td>
</tr>
<tr>
<td>Certificates/Testamur on Completion</td>
<td>No Charge</td>
</tr>
<tr>
<td>Issuance of Statement of Attainment</td>
<td>No Charge</td>
</tr>
<tr>
<td>Issuance of Replacement Qualification</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replacement Student ID</td>
<td>$20.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Student Photocopying</td>
<td>10c per page</td>
</tr>
<tr>
<td>Student Printing</td>
<td>10c per page</td>
</tr>
</tbody>
</table>

* 2 re-submissions of assessment are free. If a student is still “Not Yet Competent” after 2 re-submissions of assessment, the student will need to re-learn the relevant unit and pay for the Relearning of a unit fee.*
The study period is defined as a semester. There are 2 study periods in a year each comprising of 18 weeks of teaching. Class refers to the allocated study hours to an International student which is 20 hours per week.

For each course delivered at Windsor, students are given a timetable that allocates units for each 18 weeks period of teaching. Windsor has documented training and assessment strategies for its courses. These are continuously reviewed in consultation with industry and improved to ensure that it meets the requirements of the relevant training package or VET accredited courses.

Course Contents

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB30115</td>
<td>Certificate III in Business</td>
</tr>
</tbody>
</table>

**Core unit**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS302</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
</tr>
</tbody>
</table>

**Elective units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMM301</td>
<td>Process customer complaints</td>
</tr>
<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
</tr>
<tr>
<td>BSBFLA301</td>
<td>Maintain financial records</td>
</tr>
<tr>
<td>BSBUS301</td>
<td>Deliver and monitor a service to customers</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
</tbody>
</table>
BSB50215 Diploma of Business

Elective units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMKG501</td>
<td>Identify and evaluate marketing opportunities</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBADM504</td>
<td>Plan and implement administrative systems</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBMKG609</td>
<td>Develop a marketing plan</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
</tr>
</tbody>
</table>

BSB60215 Advanced Diploma of Business

Elective units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINM601</td>
<td>Manage knowledge and information</td>
</tr>
<tr>
<td>BSBFIM601</td>
<td>Manage finances</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Lead and manage organisational change</td>
</tr>
<tr>
<td>BSBMGT615</td>
<td>Contribute to organisation development</td>
</tr>
<tr>
<td>BSBMKG609</td>
<td>Develop a marketing plan</td>
</tr>
<tr>
<td>BSBUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
</tbody>
</table>

Course delivery

A number of approaches to course delivery are used by College staff. Course delivery approaches may include teacher led face-to-face classroom delivery; workshops; seminars; tutorials and supervised study. During class time students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and role playing situations.

Course Assessments

A number of approaches to course assessment are used by College staff. Assessment approaches may include: observation, projects, research and, written tests. Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for. Students will be given an opportunity for two reassessments for any competencies not achieved on the first attempt.

Pathways

While Windsor may not offer all the qualifications indicated within the pathway, Windsor identifies
relevant progression that may be attained in each course. The College has no special arrangements with any Australian University and there is NO guaranteed entry into University programs.

Course Credit

Windsor recognises AQF and VET qualifications and VET statements of attainment issued by any other RTO. Students can apply for the course credit/s. Windsor will process and give student a record of the course credit/s. Course credit/s may lead to a shortening of a student’s course duration. There is no reduction in tuition fees if Credit Transfer is applied for or granted. For detailed information, refer to Windsor's Credit Transfer Policy and Procedure on Windsor's website.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process designed to recognise previous formal or informal learning, work and life experiences that the student may have had to the extent that they are relevant to the course outcomes. The RPL process allows students to receive recognition under these circumstances and therefore enable them to focus more on areas they need to achieve competencies in order to gain their qualifications Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Students must complete an application form for RPL and attach supporting evidence as required. This evidence must be clearly identifiable, and support the applicant’s case for Recognition of Prior Learning by addressing the relationship of evidence with each Unit of Competency.

Application for RPL includes a fee of $200AUD per unit of competency.

Qualifications to be issued

Students completing all assessment requirements for a qualification will be awarded a certificate corresponding to the completed course. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

Training facilities

The training classrooms and administration of the College is located at level 5, 123 Lonsdale Street, Melbourne. The building is conveniently and strategically located on Lonsdale Street being close to public transport. The building is close to Melbourne Central Railway Station & Parliament Railway Station which is about a 10-minute walk from the nearest train station. Convenient tram access is also available on Lonsdale Street. Our classrooms are fully air-conditioned. They are equipped with technologically up to date learning and teaching equipment and resources. Students can also access learning resources from our library.

Access to Student Records

Students can access personal information held by the College and may request corrections to information that is incorrect or out of date.

- If a student needs to access their personal records held by College, a written request is to be made to the Student Support Officer.
- Student Support Officer will arrange suitable time for student to access and view their personal records within 10 working days of request being received.
- Where a student views their personal record, such viewing will be made in the presence of the Student Support Officer or CEO, who shall provide the student with their file and retrieve such file when the student has completed viewing their records.
- Student have right to request for correction to information in student records which are incorrect or out of date by providing appropriate proof.
• Student have right to request copies of the content of their file and such copy will be provided by photocopying the original document and, if warranted, such copy shall be verified as a true and accurate copy.
• The student will not be charged for a copy of their student file record except re-issuance of qualifications, statements of attainment and records of results.
• At the time of viewing no other person shall be present unless specifically requested by the student. Where such other person is present the name of such person will be obtained and endorsed in the student file together with the date of viewing.
• No other person will be provided with access to a student file unless the student approves such access in writing. Where such other person views a student file the protocols as outlined above will be followed. No copies of student file documents will be provided to such other person unless the student provides a written authorisation specifically naming the document copies to be provided.
Student Visa Requirements

The Department of Immigration and Border Protection (DIBP) publishes a full list of mandatory and discretionary student visa requirements on their website. Follow the [https://www.border.gov.au/Trav/Stud](https://www.border.gov.au/Trav/Stud) link for details.

**Department of Immigration and Border Protection (DIBP)**

According to the Department of Immigration and Border Protection (DIBP), International Students must provide evidence that satisfies the assessment factors applicable to you to be granted a student visa. Assessment factors include your financial ability, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application. Additional information on student visa issues is available on the DIBP Internet site on [http://www.border.gov.au](http://www.border.gov.au) and the Study in Australia internet site [http://studyinaustralia.gov.au/Sia/en/WhatToStudy/howtoapply/visarequirements.htm#student_visa_subclasses](http://studyinaustralia.gov.au/Sia/en/WhatToStudy/howtoapply/visarequirements.htm#student_visa_subclasses).

**Change of address**

Upon arriving in Australia, you are required to advise the College of your residential address and telephone number and of any subsequent changes to your residential address. This is extremely important. The College may send warning notices to you which are aimed at helping prevent breaches of your visa conditions. It is your responsibility and in your own interests to ensure that you always update your address details at the College to ensure you receive important information about your course, fees and possible breaches of your student visa. Additional information on student visa issues is available on the DIBP website.

**Full time study and participation**

Australian law requires International students to study at a full-time study load. A full-time study load is normally a minimum of 20 hours per week for 36 weeks each calendar year or continuous 12-month period. Please be aware that students who have unsatisfactory academic progress will be reported to the ESOS Agency and DIBP. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. Unsatisfactory course progress for two consecutive study periods will be reported to the ESOS Agency and DIBP. The College is required to monitor, review and take intervention action when a student is at risk of not progressing satisfactorily or completing their course.

**Overseas Student Health Cover (OSHC)**

Overseas student health cover (OSHC) is insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation - commonly referred to as health funds before applying for your visa. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia. You must also purchase appropriate health covers for dependants who will accompany you in Australia.
Satisfactory Course Progress

The college opts to implement Department of Education and Training (DET)-DIBP Course Progress Policy and Procedures.

A study period is a semester. A semester consists of 18 weeks of study. Unsatisfactory academic progress is defined in the DET-DIBP Course Progress Policy and Procedures as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. If international students do not have satisfactory course progress they will be reported to the ESOS Agency and DIBP which may lead to cancellation of your visa. The College will monitor all students’ academic progress, identify students who are “at risk” of breaching this requirement and act to assist student who are “at risk” through meetings and counselling sessions. Being “at risk” of not meeting satisfactory course progress requirements occurs when a student:

- Does not successfully complete, or demonstrate competency in at least 50% of the course requirements in a study period or
- is unable to complete a course within the expected duration of study as recorded on the CRICOS register after having their program reviewed by the Director of Studies; or
- Is absent for 28 consecutive days without prior approval or a medical certificate from a registered medical practitioner.

School-aged dependents

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria it is compulsory for children to attend school until the age of 17. The choice of schools includes public schools, private schools and religious schools. People over the age of 17 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, College or university that they enrol in whilst in Australia.

Student transfers between Registered Providers

Under the ESOS Framework, the College cannot enrol students seeking to transfer from another College before that student has completed 6 months of their principal course of study except in some circumstances. If you want to transfer before completing 6 months of your principal course, you need to ask the College for a Release Letter. The six months is calculated as six calendar month from the first day of your principal course. Your principal course is usually the final course of study you will undertake. For further information, please refer to Windsor Transfer between registered providers Policy and Procedures.

Working in Australia

Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 40 hours per fortnight during the College study time and full-time during breaks. However, work is not always easy to find and under no circumstances can students rely on income earned in Australia to pay tuition fees. Students are not permitted to work if it interferes with their study.
Assessing Student’s Qualifications, Experience and English Proficiency

Windsor will assess all students’ enrolment applications to ensure that they meet the enrolment requirements of the course to ensure their ability to complete the qualification. Windsor will determine the amount of training they provide to each learner with regard to their existing skills, knowledge and the experience.

PROCEDURES

- All enrolment applications received will be assessed by Windsor’s Admissions Officer against the entry requirements for an applied course of study
- Only completely filled application form accompanied with all the required documents will be processed. All International students are required to submit the following with their application form:
  - An authorised copy of their visa (if applicable)
  - Evidence of English proficiency
  - Personal details page of the passport
  - Proof of age
  - Other supporting information such as previously attained qualifications, current OSHC (Overseas Student Health Cover)
    (If required OSHC can also be arranged by Windsor for students. Any amount towards OSHC is separately payable by the student.)
  - Copy of release letter where applicable
- An International student’s English proficiency is required to be evidenced by a recognised English Language testing score (IELTS) or other test results as outlined in the English language requirements
- A copy of the enrolment form and all the supporting documents will be kept on student file.
- If an application meets the entry requirements, then an Offer of Enrolment along with the “Enrolment Acceptance Agreement” is issued to the applicant.

English language requirements for Certificate and Diploma Courses

- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with DIBP regulations;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 47 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III level course or above;
- English as the first language; OR
- Any other form of test which satisfies the Institution.

Pre-Training Review

For each Eligible Individual, Windsor will conduct a Pre-Training Review of current competencies including literacy and numeracy skills prior to commencement in training. The Pre-Training Review is designed to:
• identify any competencies previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer);
• identify LLN levels are either sufficient for the qualification level, or support will need to be provided
• ascertain the most appropriate qualification for that student to enrol in, including consideration of the likely job outcomes from the development of new competencies and skills; and
• ascertain that the proposed learning strategies and materials are appropriate for that individual.

Formalisation of Enrolment

Windsor college requires the Enrolment Acceptance Agreement that is to be accepted prior or at the same time as accepting course money from students.

PROCEDURES:

• In following the requirements of Standard 3 from the National Code, all international students are required to complete an 'Enrolment Acceptance Agreement' confirming their acceptance of the offer made into any course offered by the Windsor and prior to paying any fees to the Windsor.

• An Enrolment Acceptance Agreement is issued with the Offer of Enrolment i.e. when a student has submitted a completed Enrolment Form along with the required documents and has been deemed eligible for the purposes of studying as a full time international student at Windsor.

• Student Administration will provide each potential student with an Enrolment Acceptance Agreement as the final stage of acceptance into a course of study with the Windsor. This agreement is to be signed and submitted by the student with appropriate payment to support their enrolment.

• The ‘Enrolment Acceptance Agreement’ must contain as a minimum the following information:
  a. Identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment;
  b. Provide an itemised list of course money payable by the student;
  c. Provide information in relation to refunds of course money;
  d. Set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and
  e. Advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the course’
  f. Amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider)
  g. Processes for claiming a refund;
  h. A plain English explanation of what happens in the event of a course not being delivered; and
  i. A statement that “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.

• This agreement shall be signed and returned to the Windsor as an indication that the student accepts the terms and conditions imposed when studying with the Windsor.

• The student must be of 18 years of age to be able to complete this agreement and sign the declaration.

• The signed declaration indicates the student agrees with following:
  - Agrees to be bound by the Windsor policies and procedures and any amendments made to.
  - Agrees to undertake a testing requirement prior to any course entry if deemed necessary by the Windsor and adhere to any other pre-requisites identified above.
  - Agrees to pay all fees required on or by the due date as notified in writing by the Windsor or as per the invoice.
Windsor College – Student Handbook v6.2.16 Jan 2017
RTO Provider Code 41090  CRICOS No: 03560K – v6.2

- The Windsor reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- Under section 46A of the ESOS Act a registered provider defaults, in relation to an overseas student or intending overseas student and a course at a location, if:
  • the provider fails to start providing the course to the student at the location on the agreed starting day; or
  • after the course starts but before it is completed, it ceases to be provided to the student at the location; and
  the student has not withdrawn from the course before the default day.

Refunds under the above conditions will be paid in full to the student within 14 days.

The college may arrange within 14 days for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Please refer to the information under Tuition Protection Scheme.

- The ‘Enrolment Acceptance Agreement’ will also include information relating to the documented refund policy and procedures.

- The signed Enrolment Acceptance Agreement will be kept on the students file along with their initial application and all other documents relevant to the student’s enrolment.

- Any original documents submitted and the signed Enrolment Acceptance Agreement will be copied and sent back to the student with a confirmation.
Refund Procedures

Windsor College ensures that all students are treated fairly, and with integrity while assessing their refund application. All refunds are to be signed off by the CEO. For Windsor College's default on the agreement, refunds will be made within 14 days of the default date. All other approved claims for refund are paid within 4 weeks of receiving the refund application form to the student.

All refunds applications are to be submitted at the campus reception and the following procedures followed in assessing the application.

Please note the below refund policy in relation to ‘Tuition Fees’ and should not be confused with ‘enrolment’ fees which is non-refundable unless mentioned.

PROCEDURE

All refund information is made available to students prior to enrolment process and is included on the ‘Enrolment Acceptance Agreement’ which the student signs prior to acceptance into a course of study with the Windsor and money accepted from a student. Student also has access to information on refund policy via student handbook, which is provided to each student on the orientation day.

1) Refunds due to non-delivery of course by Windsor (Provider Default):

Under section 46A of the ESOS Act a registered provider defaults, in relation to an overseas student or intending overseas student and a course at a location, if:

- the provider fails to start providing the course to the student at the location on the agreed starting day; or
- after the course starts but before it is completed, it ceases to be provided to the student at the location; and
- the student has not withdrawn from the course before the default day.

Refunds under the above conditions will be paid in full to the student within 14 days.

Windsor may arrange within 14 days for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Please refer to the information under Tuition Protection Scheme.

2) Refunds based on student applications:

All applications for refund except refund for Windsor College’s default must be made in writing by way of the ‘Application for Refund’ form and submitted to the Administration department.

Please note: where the student withdraws from the course without notification or breaches their Visa conditions, no refund is payable and the current semester fee will still be payable.
The assessment of refund applications shall be granted as indicated below:

<table>
<thead>
<tr>
<th>Student Default Circumstances</th>
<th>Calculation of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student fails to start a course due to visa refusal (before course commencement)</td>
<td>Windsor will retain on the account of administrative cost: either 5% of the course fees (Tuition fees + Non-tuition fees) received by Windsor in respect of the student; or $500; whichever is less.</td>
</tr>
<tr>
<td>Student’s visa refused after he/she has already commenced the course</td>
<td>Windsor will retain weekly tuition fees for part of the course that has already been delivered to the student before the day student’s visa got refused; Non-tuition fees are non-refundable.</td>
</tr>
<tr>
<td>Student’s withdrawal in at least 10 weeks prior to agreed start date</td>
<td>Windsor will retain on the account of administrative cost: 10% of the semester fees received by Windsor in respect of the student. Non-tuition fees are non-refundable.</td>
</tr>
<tr>
<td>Student’s withdrawal at least 4 weeks prior to agreed start date</td>
<td>Windsor will retain on the account of administrative cost: 50% of the semester fees received by Windsor in respect of the student. Non-tuition fees are non-refundable.</td>
</tr>
<tr>
<td>Student’s withdrawal in less than 4 weeks but 2 weeks prior to agreed start date</td>
<td>Windsor will retain on the account of administrative cost: 75% of the semester fees received by Windsor in respect of the student. Non-tuition fees are non-refundable.</td>
</tr>
<tr>
<td>Student’s withdrawal in less than 2 weeks prior to course start date</td>
<td>Windsor will retain tuition fees for the whole duration of that semester. Non-tuition fees are non-refundable.</td>
</tr>
<tr>
<td>Student’s withdrawal after he/she has already commenced the course but 2 weeks prior to beginning of their next semester.</td>
<td>Windsor will retain tuition fees for the student’s current semester and refund any pre-paid tuition fees for their next semester. Non-tuition fees are non-refundable.</td>
</tr>
<tr>
<td>Student’s visa cancelled due to student actions / Student withdraws from the course without notification</td>
<td>Windsor will retain tuition fees for the student’s current semester and refund any pre-paid tuition fees for their next semester. Non-tuition fees are non-refundable.</td>
</tr>
<tr>
<td>Compulsory Health Insurance</td>
<td>Refer to OSHC provider</td>
</tr>
</tbody>
</table>

Definition of terms used in Refund Table above:

- **Course fees**: The total amount of fees including pre-paid tuition fees and non-tuition fees.
- **Weekly tuition fees**: A daily tuition fee is calculated outcome of total tuition fees for the course divided by number of calendar days in the course. Then, to get weekly tuition fees simply multiply the outcome by 7.
- **Non-tuition fees**: Enrolment fee; Fees to cover text books or uniforms, which student use while they study the course.
- **Semester fees**: A Semester is a study period comprised of 18 weeks of teaching. Tuition fees are charged in full for each semester and must be paid according to the Enrolment Acceptance Agreement.

3) **Appealing Refund decisions:**
Refer to the Student Complaints & Appeals Procedure from the Windsor Student Administrations department if you wish to appeal Windsor’s decision taken on your refund decision.
4) Further information

If tuition fees remain outstanding, Windsor reserves the right to withhold any Certificates and Records of Results or Statements of Attainment achieved by the student. Windsor will refund any monies due to the student, to the student’s education agent (where applicable).

Tuition Protection Scheme - Refer to www.tps.gov.au for detailed information.

Under the Tuition Protection Service (TPS) framework, all providers have a statutory obligation to report to the TPS Director and the ESOS Agency about provider and student defaults. This is the first layer of tuition protection for students. One of the main objectives of the TPS is to ensure that the placement and refund processes for students are quick and streamlined. The default notification requirements are to ensure students are looked after following a default in a timely way.

Provider default –

Under section 46A of the ESOS Act a registered provider defaults, in relation to an overseas student or intending overseas student and a course at a location, if:

- the provider fails to start providing the course to the student at the location on the agreed starting day; or
- after the course starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the course before the default day.

Note: Section 46A sets out further rules prescribing when a provider defaults.

Under section 46B of the ESOS Act, Windsor will notify the ESOS Agency and the TPS Director of the default within 3 business days of the default occurring. Under section 46B Windsor will also notify students in relation to whom the default is happened. Under section 46D of the ESOS Act, Windsor will satisfy its tuition protection obligations to students within 14 days after the day of the default (the provider obligation period) to satisfy your tuition protection obligations to the student as set out in the section. This may include placing students who are referred to the TPS in a suitable alternative course.

Student default - Under section 47A of the ESOS Act, an overseas student or intending overseas student defaults, in relation to a course at a location, if:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:
  - the student failed to pay an amount payable to the provider for the course;
  - the student breached a condition of his/her student visa;
  - misbehaviour by the student (Note: the student is entitled to natural justice under subsection 47A(3)).

Note: Subsection 47A(2) - A student does not default for failing to start a course on the agreed starting day if he/she does not start that course because the provider defaults in relation to the course at the location under subparagraph 46A(1)(a)(i).
Provider Obligation Period - If a student or intending student defaults Windsor will provide a refund in accordance with the requirements under either section 47D or 47E of the ESOS Act, depending on which section applies to the circumstances of the default situation.

Note:

- A student can pay full fees if the student wishes to, but the student is not required to pay more than 50% of the total tuition fees up front for the course before the student commences the course that is more than 25 weeks.
- Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.

Student Code of Conduct

Purpose

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and conducive environment at the College for all students and staff.

Scope

The Student Code of Conduct applies to all students of the College, across all courses and modes of delivery.

Student Rights

All students have the right to:

- be treated fairly and with respect by College staff and other students;
- learn in an environment free of discrimination and harassment;
- learn in a supportive and stimulating environment to pursue their goals;
- access counselling if desired or required;
- privacy concerning records that contain personal information, subject to statutory requirements;
- information about assessment procedures at the beginning of the subject/competency/module and progressive results as they occur;
- lodge a complaint without fear of retaliation or victimization;
- have Principles of Natural Justice applied during any investigation process concerning a breach of the Student Code of Conduct.

Student Responsibility

All students have a responsibility to:

- treat other students and College staff with respect and fairness
- follow any reasonable direction from a member of College staff
- refrain from swearing, drinking and eating in classrooms and other learning areas (water only allowed).
- behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing College or other student’s property
• behave responsibly by not being under the influence of drugs and alcohol.
• refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
• attend all scheduled classes and College activities and do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating.
• follow normal safety practices, including following both written and verbal directions given by College staff.
• not to behave in a way that would offend, embarrass or threaten others.
• comply with all lawful regulations, rules or procedures of the College that pertain to them.
• pay all fees, and charges as per the Enrolment Acceptance Agreement and within the required timeframe.
• attend all meetings called by the college to discuss academic or course progress
• meet or carry out all activities agreed with the College in relation to maintaining course progress or academic performance

Breach of Conduct

A Student breach of conduct occurs when a student behaves in a manner described below:
• Acts contrary to Equal Opportunity practices of the College which is committed to the prevention and elimination of discrimination on the grounds of: Age; Impairment; Industrial activity; Lawful sexual activity; Marital status; Physical features;
• Political belief or activity; Pregnancy; Race; Religious belief or activity; Sex; Status as a parent or a carer; Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
• Disobeys or disregards any lawful direction given by an officer of the College.
• Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the College
• Deliberately obstructs any teaching activity, examination or meeting of the College
• Engages in any conduct or activity prejudicial to the management and good governance of the campus.
• Deliberately obstructs or attempts to deter any officer or employee of the College in the performance of their duties
• Wilfully damages or wrongfully deals with any College property.
• Attends the College whilst under the influence of alcohol or affected by drugs, etc. or possesses uses or traffics a drug of addiction or drug of dependence within the meaning of the Crimes Act 1958 or the Drugs Poisons and Controlled Substances Act 1981 or any Act in substitution thereof.
• Carries or uses such items as firearms, knives, syringes, etc as a weapon
• Fails by or within the agreed required date or period, to pay any fee or charge payable to the College
• Fails to comply with WHS regulations or wilfully places another person in a position of risk or danger
• Constantly interrupts class time through the use or presence of mobile phones and pagers
• Uses abusive language.
• Fails to attend meetings called to discuss academic or course progress
• Fails to carry out actions or engage in activities agreed with the College to maintain course or academic progress.

Plagiarism

Plagiarism is to copy work without acknowledging the source and is a form of cheating in study environment. Plagiarism involves using the work of another person and presenting it as one’s own. Students are expected to acknowledge the intellectual property of others used in the preparation of their assessment related work. The penalty of plagiarism/cheating will depend on the severity of the plagiarism, whether the student is a repeat offender, whether there is evidence of deliberate deceit and whether another student has been coerced into participating in the plagiarism. Repeated plagiarism/cheating behaviour can result in students being expelled from the College.
The Director of Studies, student contact officers, teaching staff and administrative staff of the College are available to provide general advice and assistance with matter such as studying, accommodation, English language problems and counselling. Windsor is committed to providing continuous support to all its students so that they can adjust to study and life in Australia, to achieve their learning goals and to achieve satisfactory academic progress towards meeting the learning outcomes of the course. For this purpose, Windsor determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses. Windsor ensures that all students have access to support services for individual academic or non-academic issues during the entire period of enrolment at Windsor.

This policy ensures that all students have access to support services for individual academic or non-academic issues during the entire period of enrolment at Windsor.

This policy applies to:

- Students enrolled at Windsor
- Windsor Marketing, Admissions, Academic, Student Services and Administrative staff.
All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Prospectus, the College’s website, Student Handbook, during the enrolment and orientation processes.

1.1 Nominated Student Contact Officers

Whilst all staff employed at Windsor has the shared responsibility of providing support to all students, Windsor has nominated ‘Student Support Officers / Student Contact Officers’ who are primarily the first point of contact. These officers are responsible for establishing the needs of students, arranging relevant services in order to assist with student issues and are available on campus at all times during Windsor’s standard operation hours.

Students can contact the Student Support Officers / Student Contact Officers directly or via Windsor reception and an appointment will be organised as soon as practical.

Currently the role and responsibility of the ‘Student Support Officers / Student Contact Officers’ are maintained by following:

<table>
<thead>
<tr>
<th>Student Support Officers / Student Contact Officers</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clement I Eruva Savari</td>
<td>03 9663 0272</td>
<td><a href="mailto:ceruva@windsorcollege.edu.au">ceruva@windsorcollege.edu.au</a></td>
</tr>
<tr>
<td>James Hislop</td>
<td>03 9663 0272</td>
<td><a href="mailto:jhislop@windsorcollege.edu.au">jhislop@windsorcollege.edu.au</a></td>
</tr>
</tbody>
</table>

This information is also made available to students at the time of orientation and in the Student Handbook.

1.2 Student Support Services

The following support services are available and accessible for all students studying at Windsor for free at all times. When a student contacts any member of student support team, an initial consultation is made to explore the issue. Then based on the nature of issue, the student support team organises referral to relevant professional services.

Note: All referrals organised by Windsor are at no cost to the student. However, student may be charged a service fee by the external service provider. This amount is payable by student directly to the service provider.
Principles of access and equity
Windsor is committed to providing and promoting non-discriminatory, inclusive practices and processes to provide equal opportunities for all students to achieve their learning outcomes and strives to ensure that its decision-making processes reflect a commitment to access and equity and treats all students or prospective students fairly.

Access and Equity means ensuring that people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location.

Windsor uses the same recruitment and enrolment processes for all applicants have been designed to be free from discrimination. Students who advise of their disability and/or learning difficulty after the enrolment will be issued a revised Offer of Enrolment and Enrolment Acceptance Agreement to accommodate any areas of reasonable adjustment that have been agreed to for the student.

If a Student with disability and/or learning difficulty cannot cope even after agreed reasonable adjustment, an alternative course will be offered. Windsor training and assessment resources are designed to be flexible and to be able to make reasonable adjustments if required. Windsor will ensure that language, literacy and numeracy requirements are consistent with the vocational level of the qualification being considered or offered.

Windsor provides support services for students with a recognised disability and/or learning difficulty including:

- learning support;
- alternative assessment methods;
- extra time to complete a course or assessment;
- learning support for basic literacy or numeracy difficulties

People from all social and cultural backgrounds will be equally treated and due respect will be given to people from Culturally and Linguistically Diverse background, people with disability and mature age students.

The Director of Studies is responsible for ensuring campus buildings, rooms, toilets and resources comply with relevant building requirements including access for people with disabilities. All staff are required to assist anyone needing help to access training materials, files, equipment, or other items that may be inaccessible to students.

Individuals who consider they have been treated unfairly are encouraged to use Windsor’s Complaints and Appeals Policy and Procedure. Windsor supports the rights of students with a disability to training and assessment and will protect them wherever possible from discrimination, harassment or victimisation on the basis of their disability.
• **Reasonable adjustment**

Reasonable adjustment will be provided for student with special learning needs (such as a disability or learning difficulty) according to the nature of the learning need. Students may negotiate to customise assessment tasks to meet their individual needs in relation to interests, learning style, literacy, disability or cultural background.

Reasonable adjustments are made to ensure that the participant is not presented with artificial barriers to demonstrating achievement in the program of study. Reasonable adjustments may include the use of adaptive technology, educational support, and alternative methods of assessment such as oral assessment.

A student seeking a reasonable adjustment in an assessment must discuss their requirements with the trainer/assessor prior to the start of the component of study or at the earliest possible time once the class has commenced. Students may be requested to provide documentation to support their request for reasonable adjustment.

If reasonable adjustment to an assessment task is made, a record of the reasonable adjustment will be documented and a copy kept in the student file. The original integrity of the assessment must be maintained.

• **Academic issues**

Where a student needs assistance with academic issues or where a student is identified to be at risk of not complete the course within the expected duration, the student support officer(s) will organise a meeting with the student in presence of Director of Studies.

During this meeting an academic plan will be worked out to provide extra support to the student so that he/she can complete the course within the expected duration of the course.

If as a result of the meeting, there are any variations indicated in student enrolment or study load, appropriate notes will be recorded in student files and PRISMS will be updated if applicable.

All students regardless of their academic progress are able to gain advice and support at any time from the student support team in order to maintain satisfactory academic levels at all times.
• **Personal / Social issues**
  There are many issues that may affect students’ social or personal lives.

  Students have access to the student Support officers through normal College hours to gain advice and guidance on personal issues, accommodation issues, or family / friend issues. Where the Student Support Officer feels further support should be gained, a referral to an appropriate support service will be organised at no cost to the student.

<table>
<thead>
<tr>
<th>Student counsellors</th>
<th>Location</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Welfare Officer</td>
<td>On-Campus</td>
<td>03 9663 0272</td>
</tr>
</tbody>
</table>

• **Accommodation**
  While Windsor do not offer accommodation services or take any responsibility for accommodation arrangements, the student support team is able to refer students to appropriate accommodation services and is always available to discuss any issues or concerns a student may have with their accommodation arrangements.

  All students are encouraged to have accommodation organised prior to arrival in Australia.

<table>
<thead>
<tr>
<th>Referral Services Available</th>
<th>Name &amp; Location</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>Holiday inn</td>
<td>03-9619 9199, 1800 899 960</td>
</tr>
<tr>
<td>Hostel</td>
<td>Melbourne Metro YHA</td>
<td>03-9329 8599</td>
</tr>
<tr>
<td>Real Estate (Rental)</td>
<td>Ray white, Jason, Barry plant</td>
<td>Check your local yellow pages</td>
</tr>
</tbody>
</table>
• **Emergency and Health services**

An up to date list of medical professionals is always available at the reception. Any student with medical concerns should inform the student support officer who will assist them in finding an appropriate medical professional.

Local medical services are as follows:

<table>
<thead>
<tr>
<th>Referral Services Available</th>
<th>Name &amp; Location</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital (Emergency)</td>
<td>RMH City Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grattan Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parkville 3050</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Epworth Freemasons Hospital</td>
<td></td>
</tr>
<tr>
<td></td>
<td>166 Clarendon Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>East Melbourne VIC 3002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ph: 03-9342 7000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: 03-9342 7802</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-9483 3833</td>
<td></td>
</tr>
<tr>
<td>Doctor</td>
<td>CBD Medical Clinic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ground Floor 20 McKillop Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MELBOURNE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barresi Ben Dr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Level 4, 250 Collins St MELBOURNE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-9600 2929</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-9650 9372</td>
<td></td>
</tr>
<tr>
<td>Dentist</td>
<td>Dr. Greg J Barton</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr Madeline Sinclair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-96545105</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-9650 7422</td>
<td></td>
</tr>
<tr>
<td>Optometrist</td>
<td>A.P. Optometrists</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yim Kwok Leung Optometrist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-9670 6955</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-9663 7708</td>
<td></td>
</tr>
</tbody>
</table>

The emergency phone number for an ambulance in Australia is '000'. (This number should only be dialed in an emergency when you require ambulance, police, or fire attendance.)
• **Legal Services**
Windsor is able to provide some advice and guidance on a limited range of situations. Where the Student Support Officer finds it appropriate for students to gain professional legal advice, they will refer students to an appropriate legal professional.

<table>
<thead>
<tr>
<th>Referral Services Available</th>
<th>Name &amp; Location</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free legal advice</td>
<td>Victorian Legal Aid 350 Queen St. Melbourne 3000</td>
<td>03-92690234</td>
</tr>
<tr>
<td></td>
<td>Springvale Legal Service</td>
<td>03-9545 7400</td>
</tr>
<tr>
<td>Lawyer</td>
<td>Lewis Holdway 20 Queen St Melbourne 3000</td>
<td>03-96299629</td>
</tr>
</tbody>
</table>

• **Social Programs**
Apart from the Student Orientation Program, the Student Support Officer will occasionally organise social events that allow all students enrolled with the Windsor to mingle and socialise. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events.

Students are welcome to forward any suggestions to Windsor’s Student Support Team.

1.3 Student Orientation Program

All students are required to attend an orientation program at the beginning of their studies. This orientation program is managed by the Student Support Officers and includes following:

- A tour of the Windsor identifying classrooms, student areas, student administration area, and any other relevant areas within the Windsor such as toilets, fire exits, and restricted areas
- A presentation on services and facilities available
- All students are given a copy of the ‘Student Handbook’. This document includes information about but not limited to:
  - Student support services available to Windsor students
  - Transfer between providers
  - Monitor Course Progress
  - Facilities and resources at Windsor
  - Australian Education System
  - Student visa conditions
  - Legal Services
  - Local Transport
  - Shopping
  - Banking
  - Entertainment/Recreation
  - Climate, Police and Government services
- Emergency and Health Services (including information about private insurance) and detailed information on accommodation
- Complaints and Appeals process
- Fees and refund policy
- Plagiarism
- Critical incident policy
- Accommodation
- Cost of living
- ESOS framework
- Privacy policy
- Sexual harassment policy
- Deferment, suspension and cancellation of enrolment
- Windsor Staff contact details
- Legal Services
- Course Progress Requirement
- Emergency and Medical Services

**Change of address**

Upon arriving in Australia you are required to advise the College of your residential address and telephone number and of any subsequent changes to your residential address. This is extremely important. The College may send warning notices to you which are aimed at helping prevent breaches of your visa conditions. It is your responsibility and in your own interests to ensure that you always update your address details at the College to ensure you receive important information about your course, fees and possible breaches of your student visa.

Additional information on student visa issues is available on the DIBP web site.
Complaint and Appeal Procedures

Despite all the efforts of Windsor to provide satisfactory services to its students and other clients, complaints and appeals may occasionally arise, requiring informal or formal resolutions. Windsor aims to provide an accessible mechanism for students to have their complaints and appeals attended; and to ensure that resolutions are reached within timely manner.

Windsor aims to manage and respond to allegations involving the conduct of:

a) Windsor, its trainers, assessors or other staff;
b) Windsor trainers, assessors or other staff
c) Windsor student; or
d) Windsor authorised agents/ if applicable other third parties that provide services on behalf of Windsor.

Windsor’s complaints policy and appeals policy ensures the principles of natural justice and procedural fairness are adopted at every stage of the complaint and appeal process.

Complaints and Appeals Policy and Procedures aims to provide an accessible mechanism for students to have their complaints and appeals attended; and to ensure that resolutions are reached within timely manner. This policy applies to all students enrolled at Windsor College as well as Windsor Staff and third parties.

For additional information on procedure to lodge a complaint or appeal, check the Complaints and Appeals Policy and Procedures available at www.windsorcollege.edu.au/policies-and-procedures/
Deferment, Suspension and Cancellation of Enrolment

Deferment, suspension or cancellation of study during enrolment Policy and Procedures provides the method in which a student may defer, suspend, or cancel their enrolment with Windsor College.

This policy can be viewed at www.windsorcollege.edu.au/policies-and-procedures/

Monitoring Course Progress Procedures

Windsor College is required to implement a course monitoring policy and procedure for all CRICOS registered VET courses. The policy ensures that all students’ academic performance is monitored, and students are given every opportunity to achieve the required course progress for each course they are enrolled in.

For additional information on how students course progress is monitored and reported on, please see the Monitoring Course Progress Policy and Procedures available at www.windsorcollege.edu.au/policies-and-procedures/
Transfer of Students Between Providers

This policy ensures that Windsor College does not enrol any transferring international student prior to the completion of 6 months of their principal course, unless that student has a valid letter of release from their current provider.

This policy can be viewed at www.windsorcollege.edu.au/policies-and-procedures/

Use of personal information

Windsor respects the privacy of your personal information. Windsor is subject to the National Privacy Principles ("NPPs") under the Privacy Act 1988 (Cth). The following Privacy Policy outlines the type of information that is collected by Windsor and how we use and protect that information.

How Windsor collects Personal Information

Generally, Windsor will collect personal information directly from you, when you deal with Windsor by telephone, fax, letter, email and include any information provided to us by application form. The type of personal information that Windsor collects depends on the circumstances of collection and on the type of service you request from Windsor. The particular purpose for which personal information is collected by Windsor is generally either specified or reasonably apparent at the time the information is collected. Windsor usually collects information such as your name, address, contact number, occupation, gender, date of birth, email address and credit card details and in the case of students, academic results and student welfare information. It is not Windsor’s general practice to collect sensitive information and we will only collect sensitive information with your consent.

Windsor only collect information that is personal and is voluntarily provided by the student. On occasions, Windsor may collect personal information about you from another individual and/or organisation. For example, Windsor may collect personal information from:

- Commonwealth and State agencies;
- a company for whom you work;
- other individuals and/or organisations with whom you have any dealings;
- an employment recruitment agent or agency;
- a student related recruitment agent or agency.
How Windsor uses Personal Information

Windsor uses personal information for the primary purpose for which it was collected, or for secondary purposes which are related to the primary purpose.
Generally, Windsor uses personal information for the following purposes:
- to conduct its business as an education provider;
- to communicate with you;
- to assist in the management and improvement of services, including analysis of future employee and student needs;
- to provide products and services that have been requested or previously agreed to;
- to undertake marketing activities;
- in the case of students, to comply with the specific reporting requirements of the Education Service for Overseas Students Act 2000 (ESOS) and the Revised National Code 2007.

Living in Melbourne

Australia
Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent. Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

Victoria
About 36 per cent of Victoria is forest. The Murray is the State's longest river and there are a number of large inland lakes. Victoria's vast coastline extends over 1600 kilometres, bordering the Southern Ocean and Bass Strait and separating the Australian mainland from Tasmania. Victoria is the most densely populated of Australia’s 8 States and Territories. Some 26 per cent of all Australians live in Victoria and, of those, most reside in Melbourne, the nation’s second largest city and capital of this state.

Melbourne
Melbourne is the capital of the State of Victoria. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is a world-renowned cultural, artistic, financial and communications centre served by an international airport, a cargo and passenger seaport, and rail links to neighbouring States.

Melbourne, voted the world’s ‘most liveable city’, enjoys clean fresh air and beautiful parks and gardens. Melbourne is considered to be the shopping capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets. One quarter of Melbourne’s population was born overseas making it one of the world’s most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines.
and over 2,300 elegant restaurants, bistros and cafes. Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

The population is approximately 4 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city.

The city centre is on the banks of the Yarra River, 5km from Port Phillip Bay. The city centre features world class
- department stores
- historical architecture
- theatres, galleries and arts centres

Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions, where skiing is popular during winter. The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams. A multicultural city enriched by 170 ethnic groups. Sometimes called the culinary capital of Australia, Melbourne has a vast array of restaurants, offering a variety of international cuisine. Bustling Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture. Several other Melbourne streets are dedicated to Vietnamese, Japanese, Italian and Greek food - cuisine to suit every palate and many to suit a student’s budget.

A Good Choice for Study
There are more than 50,000 overseas students studying in Australia and each year approximately 15,000 students from the Asia Pacific region arrive in Australia to continue their education. They have chosen Australia for several reasons:
- Australia has a high quality education system, the equal of any country in the world
- Australia offers traditional education in reputable schools, Colleges and universities
- Awards from Australian institutions of higher education are recognized internationally
- Australian universities, Colleges and schools have established networks of support to help overseas students
- The Australian education system includes informality and accessibility of academic staff, the availability of computers, small
- group tutorials and close supervision
- Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time.
- Australia is a safe, stable country with a pleasant climate.

Climate
Melbourne enjoys a temperate climate with four distinct seasons in the year - spring, summer, winter and autumn. Below is a guide to the average daily temperatures:

<table>
<thead>
<tr>
<th>Season</th>
<th>Period</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>September - November</td>
<td>12-22 degrees</td>
</tr>
<tr>
<td>Summer</td>
<td>December to February</td>
<td>28-32 degrees</td>
</tr>
<tr>
<td>Autumn</td>
<td>March to May</td>
<td>12 - 20 degrees</td>
</tr>
<tr>
<td>Winter</td>
<td>June to August</td>
<td>10 - 15 degrees</td>
</tr>
</tbody>
</table>

Melbourne does not have a specific wet season - it can rain at any time of the year. Sports and other outdoor activities are possible at all times of the year.

Festivals
- International Comedy Festival
- International Festival of the Arts
- Chinese New Year Parade
- Moomba Festival.
International sporting events:
- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing
- World Series and Test cricket
- Bells Beach Surf Classic

Art
Australian contemporary arts reflect the world's oldest continuous cultural traditions and also a diverse, multicultural society. Our visual and performing arts communities receive international acclaim for their vibrancy, originality and cutting-edge work in the arts, literature, stage and cinema, dance, classical music and contemporary Australian rock music.

The National Museum of Australia opened as part of Australia’s Centenary of Federation celebrations in 2001. It is co-located with the Australian Institute of Aboriginal and Torres Strait Islander Studies in the nation’s capital city of Canberra and adds to more than 1000 museums throughout Australia.

Multiculturalism
More than 100 ethnic groups are represented in Australia, making Australia one of the most culturally diverse countries in the world. Australia’s dynamic multiculturalism can be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world.

Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and our communities. We take great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

Language
Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world many Australians are naturally fluent in other languages. More than 2.4 million Australians speak a language other than English at home. Within the education and training system about 15 per cent of those of working age studying for an educational qualification have English as a second language. More than 800,000 Australians speak a European Union language, apart from English, in the home. Another 800,000 Australians speak an Asian language in the home.

In Australia not only is there the opportunity to improve your English through specialist study in an English-speaking environment but all sectors of Australian education and training provide tuition in many other languages as well. English as it is spoken in Australia is very easily understood by nearly all people from other English-speaking nations. While there are some minor differences in accent between the cities and country areas the difference is much less than you will find in America, Britain and Canada where French is also spoken. As you improve your English in Australia you will learn some of our slang, and have much fun explaining the meanings to your friends and relatives at home.

Religion
Australia is predominantly a Christian country however; all religions are represented in our multicultural society. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities.

Clean, safe, cosmopolitan
Students from all over the world come to Australia to take advantage of our world-class education and enjoy our friendly hospitality and cultural diversity. Australia has low crime rates and strict gun control laws providing a safe environment in which to learn and travel. With one of the highest standards of living in the world, Australia offers modern transport systems, convenient telecommunications, cosmopolitan shopping complexes and excellent health services. Visitors from many parts of the world are attracted by Australia’s spectacular natural environment and the distinctive personality and friendliness of the Australian people. Australia is rich in the arts and is keen to preserve and display its diverse cultural
heritage. Australians are also environmentally conscious and keen to preserve the country’s natural beauty and scenery. Our Clean Up Australia campaign is being adopted worldwide.

Health care
Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to public system doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges when they use private health care services. As well as the usual services available in just about any Australian suburb or town, most Australian institutions also provide special health care services and advice for students.

International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa.

Food
Australia has a fantastic variety of food. Our top quality meat, fish, fruits and vegetables are exported to markets all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the foods that you are used to at home. You can sample almost every type of cuisine available throughout the world in our many restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. And for those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our ‘bush tucker’.

Electricity
The electrical current in Australia is 240/250 volts AC, 50 cycles. The Australian three pin plug is extremely safe. Adaptors are usually required for most foreign appliances. A transformer may be required if you bring an appliance from overseas that operates on a different voltage.

Transport
With one of the highest standards of living in the world, Australia offers modern transport systems. Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Tickets can be bought at train stations, on buses and trams and at news agencies. Tourist students may drive in Australia on a valid overseas driver’s licence but if the document is not in the English language the visitor must carry a translation with the permit. An international driving licence is not sufficient by itself. Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres or you can hail taxis in the street. A light and sign on the roof indicates if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Taxi drivers do not have to be tipped.

Telephones
Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Public telephones are available at all Post Offices, shopping centres and are often situated on street corners. Public pay phones accept a variety of coins and Phonecards. Phonecards are pre-paid for use in public pay phones and can be bought at a large number of retail outlets in denominations of $A5, $A10, $A20 and $A50. Credit cards take most major credit cards such as American Express, Visa, Mastercard and Diners International and can be found at international and domestic airports, central city locations and hotels. Mobile phones are very popular and can be purchased from a number of retailers.

Sports and recreation
Australians are very keen on sport and outdoor activities and have gained a worldwide reputation, both as individuals and as teams. Hosting the Year 2000 Olympic Games in Sydney highlights Australia as a leading destination for international events.
Australia has more than 120 national sporting organisations and thousands of state, regional and club bodies. It is estimated that 6.5 million people, about a third of the population, are registered sports participants. While there are over 120 sporting organisations, Australians also take part in bushwalking, fishing, boating and water sports.

**Entertainment**

Campuses offer spacious surroundings suitable for social, sporting and other outdoor activities. They are also centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities. There are plenty of opportunities for international students to have an enjoyable time with friends.

**Travel**

During semester breaks, you may like to venture beyond the capital cities to experience more of Australia’s spectacular natural environment and great physical beauty—national parks, The Great Barrier Reef, Kakadu, Uluru and the Tasmanian Wilderness.

**Australia welcomes overseas students**

Overseas students are welcomed in Australia because they:

- contribute to the development of people and institutions both in their home country and in Australia.
- contribute to the Australia’s research capability
- develop cultural, educational and economic links between Australians and people of other nations. Australia has a long history of involvement in international education development, staff and student exchange programs and scholarships.

**Study Methods**

In Australia, much emphasis is placed upon private (individual) study along the lines of assignments, on research and learning to analyse data and present arguments about subject matter, and on being willing to defend one’s argument. All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning).

To be a successful student in Australia, you will need to adapt to these methods of learning, but most education institutions in Australia are very willing to help as they offer counselling services and assistance to develop effective study skills. Many lecturers in Australia have vast experience teaching overseas students, they understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skill

**Money and banks**

Australian currency is the only legal tender in Australia. When you first arrive, money from other countries can be changed at the exchange facilities located at international airports, banks and major hotels. Travellers cheques are easier to use if already in Australian dollars, however, banks will cash travellers’ cheques in virtually any currency. Major hotels and some shops, depending on individual store policy, will cash travellers’ cheques.

It is a good idea to set up an Australian bank account. You will need to provide your visa and evidence of residency. Banking services in Australia are extremely competitive. Over 20 local and numerous international banking groups are represented in Australia. All major banks have a branch in cities and regional centres.

Most shopping centres have Automatic Teller Machines (ATM) facilities. These machines can be used for deposits and, in many instances, withdrawals 24 hours a day. Many department stores, supermarkets and specialist shops have electronic transfer terminals (EFTPOS) where cash withdrawals can also be made in addition to purchasing goods. More information on banking is available at Study in Australia

**Normal bank trading hours**

9.30 am – 4.00 pm Monday to Thursday
9.30 am – 5.00 pm Friday
Some banks are open Saturday mornings
Credit cards
Credit cards are widely accepted around Australia. The most commonly accepted credit cards are American Express, Bankcard, Diners International, MasterCard, Visa and their affiliates.

Currency
Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are $5, $10, $20, $50 and $100. Coins used are the silver coloured 5 cent, 10 cent, 20 cent and 50 cent and the gold coloured $1 and $2 coins. Australia’s development of the polymer (plastic) banknote heralds the introduction of advanced banknote technology for the new millennium and rewrites world standards in design. Not only does this leading-edge polymer technology offer immense security benefits but its concepts of cleanliness, environmental responsibility and recyclability set an example for the world to follow.

Tipping
Tipping is not the general custom in Australia and service charges are not added to accounts by hotels and restaurants. In better-class restaurants, it is usual to tip food and drink waiters up to 10 per cent of the bill for good service. Porters have set charges at railway terminals, but not at hotels. However, at any time, tipping is a matter of individual choice.

Budgeting
You should work out a budget covering accommodation, food, transport, clothing and entertainment. Childcare, if applicable, should also be taken into account.

The average international student in Australia spends about $360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs. School students in Australia typically spend a little less - about $265 a week - on accommodation and food, entertainment, transport and associated items. While this is a realistic guide, it is important to remember that individual circumstances will vary by location, course and lifestyle.

Accommodation
The following types of accommodation are available for International students:

<table>
<thead>
<tr>
<th>Accommodation Type</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Board (Homestay)</td>
<td>AU$200 - AU$270 per week</td>
</tr>
<tr>
<td>Student house</td>
<td>AU$150 - AU$200 per week</td>
</tr>
<tr>
<td>Half-Board</td>
<td>AU$150 - AU$200 per week (plus expenses)</td>
</tr>
<tr>
<td>Leasing a House/Flat</td>
<td>AU$200 - AU$350 per week (unfurnished)</td>
</tr>
</tbody>
</table>

This accommodation can be booked prior to arrival. Two weeks advance notice is required before you depart for Australia. Further details can be obtained from the International Student Welfare Officer.

Some useful internet sites for housing are:

Transport
Australia has an efficient public transport system (buses, trains and trams) in all cities. Many students ride bicycles on campus and some even have their own car for longer travel. There are also train, bus and air services between cities and towns. Students using public transport can apply for a student concession card that entitles them to discounted fares.
Overseas Student Health Cover (OSHC)*

International students are required by the Government to join a private health insurance scheme. The OSHC premium cover must be paid before a student visa is issued. You will need to pay the OSHC premium at the same time as the tuition fees. The OSHC entitles you to free hospital cover and 85% of standard doctor’s fees. Annual rates are AU$456* for single coverage. OSHC is also charged on a pro-rata basis for shorter courses.

* Rates are from NIB OSHC and current as of 1 January 2015

Cost of Living

Melbourne is a reasonably priced city providing good quality affordable living and abundant accommodation. Students will need about A$18,000 per year (excluding tuition) to cover living expenses. According to the Government Website, Study in Australia, Australia is a sophisticated, friendly and affordable country which enjoys one of the highest standards of living in the world. The average international student in Australia spends about $360 per week on accommodation; food; clothing; entertainment; transport; international and domestic travel; telephone; incidental costs.

The cost of living depends a lot on the kind of accommodation a student chooses. A married student with dependents will need approximately an additional A$4,000 per year for each dependent.

The lifestyle in Australia is safe and friendly. Australians have a high standard of living. The climate is pleasant, there is plenty of food and the vast natural resources in Australia enable most people to live well.

Fruit, vegetables and meat are available fresh and at reasonable prices. Clothing and personal effects are usually good quality and available at a wide variety of prices.

Below is a price table of typical daily items. This is only a guide. Remember that you can shop around for items such as clothing and shoes to find a cheaper source.

<table>
<thead>
<tr>
<th>Food</th>
<th>Personal Effects/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk 1 litre $1.80</td>
<td>Shoes 1 pair $70.00</td>
</tr>
<tr>
<td>Bread 1 loaf $2.50</td>
<td>Jeans 1 pair $80.00</td>
</tr>
<tr>
<td>Apples 1 kg $4.00</td>
<td>Toothpaste 140g $2.50</td>
</tr>
<tr>
<td>Potatoes 1 kg $1.00</td>
<td>Shampoo 500ml $3.00</td>
</tr>
<tr>
<td>Beefsteak 1 kg $15.00</td>
<td>T-shirt $20.00</td>
</tr>
<tr>
<td>Eggs 1 dozen $4.00</td>
<td>Hairdresser $20.00 to $40.00</td>
</tr>
<tr>
<td>Cereal 1kg $3.00</td>
<td>Newspaper $2.00</td>
</tr>
<tr>
<td>Fruit Juice 2 litres $4.00</td>
<td>Cinema ticket $15.00</td>
</tr>
<tr>
<td>Rice 1 kg $2.00</td>
<td>Public transport city an inner suburbs $7.00 for a day pass</td>
</tr>
</tbody>
</table>

School-aged dependents

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria it is compulsory for children to attend school until the age of 17. The choice of schools includes public schools, private schools and religious schools. People over the age of 17 can continue to attend school until they have completed year 12. Dependents of persons holding a student visa may be required to pay full fees in any school, College or university that they enrol in whilst in Australia.
<table>
<thead>
<tr>
<th>Important Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire, Ambulance and Police Emergency</strong></td>
</tr>
<tr>
<td><strong>Translating and Interpreting Service</strong></td>
</tr>
<tr>
<td><strong>Life Line 24 hour Counselling Services</strong></td>
</tr>
<tr>
<td><strong>Victoria Police Centre</strong></td>
</tr>
<tr>
<td><strong>Melbourne Visa Office</strong></td>
</tr>
<tr>
<td><strong>Australian Taxation Office</strong></td>
</tr>
<tr>
<td><strong>Medibank Private Office</strong></td>
</tr>
<tr>
<td><strong>Doctors</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Hospital:</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Dentist</strong></td>
</tr>
<tr>
<td><strong>Counselors</strong></td>
</tr>
<tr>
<td><strong>Pharmacies/Chemists</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Service Type</td>
</tr>
<tr>
<td>------------------------------</td>
</tr>
<tr>
<td>Community Health Centre</td>
</tr>
<tr>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Religious Institutions</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Islamic</td>
</tr>
<tr>
<td>Hindu</td>
</tr>
<tr>
<td>Buddhists</td>
</tr>
<tr>
<td>Lawyer &amp; Migration Agent</td>
</tr>
<tr>
<td>Law Institute of Victoria</td>
</tr>
</tbody>
</table>
Relevant Legislation

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites.

<table>
<thead>
<tr>
<th>Relevant Legislation</th>
<th>Website</th>
</tr>
</thead>
</table>

It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times. Use the websites indicated, or contact the Enrolment Officer if you require further information.

There may be additional, course-specific, legislation that is relevant. Information about this legislation will be communicated during the course.
The ESOS Fact Sheet

The ESOS International Student Fact Sheet – International education: ensuring quality and protecting students

Australia welcomes international students

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time here.

This factsheet contains important information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study.

Australian laws protect international students

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you.

You can find out more about the framework at https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx

Before you begin your studies

Choosing a course to study

As an international student, you can only study a course with an education institution listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All institutions registered on CRICOS have met the quality standards set out in Australian law, which ensures you receive the best possible education services.

CRICOS is a good place to start when you want to find a course or education institution to study with, and can be found at http://cricos.education.gov.au

Using an education agent

International students do not have to use an education agent. You can enrol directly with an Australian education institution. Information about what education institutions offer is usually on their websites.

If you want to use an education agent, it’s best to pick one used by the institution you want to study at. You can find a list of education agents on the institution’s website.

The law requires institutions to use only education agents that act honestly and with integrity. Agents must give you accurate advice about the courses on offer, including entry requirements, and information about living in Australia. You should still be careful and alert when dealing with agents to ensure you enrol in a course that is suitable for you and will help you achieve your learning goals.

Education agents cannot give you information on visa and immigration matters – only migration agents can do this. You can find out more about using migration agents at the Department of Immigration and Border Protection’s website at www.border.gov.au/Trav/Visa/Usin

If you think your education agent might be behaving dishonestly or unethically, you should stop using them immediately and contact your education institution directly.
Written agreements or contracts between the student and institution

Under Australian law an education institution must have a written agreement with you outlining the services they will provide, all the fees you are required to pay, and conditions for refunds of money you pay for the course.

The written agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. You and your education institution must follow whatever is set out in the written agreement once you have accepted it, so you should keep a copy of it. Should you ever make a complaint about your institution, you will need to refer to your written agreement. You can find out more about making complaints in this fact sheet, Making complaints and getting help.

Your rights before you enrol

Even before you enrol with an education institution, under Australian law you have the right to:

- receive current and accurate information about the courses, entry requirements, all fees and modes of study from your institution and your institution’s agent before you enrol
- sign a written agreement with your institution before or at the time you pay fees. You do not have to pay the institution any money or fees until you accept the agreement
- seek a refund in certain situations for course money you have paid. Information about refund arrangements must be included in your written agreement
- get the education you paid for. The law includes tuition protections that will allow you to be placed in another course or receive a refund if your institution is unable to teach your course (known as a provider default), visit https://tps.gov.au/ for more information
- access complaints and appeals processes
- request to transfer to another institution and have that request assessed by your institution.

Paying your tuition fees

From 14 December 2015, changes to Australian law give international students more choice about how they pay their fees. Previously you could not pay more than 50 per cent of your Access and Equity before you started a course. Now you can choose to pay more than 50 per cent of your tuition fees before you start. For example, you or the person who is paying your fees may decide this is a good idea if the Australian dollar exchange rates mean you will save money by paying more of your fees early.

Your education institution may ask you if you would like to pay more than 50 per cent of your fees before you start your course. This is your choice. Your institution cannot require you to pay more, unless you are doing a short course of 25 weeks or less. If your course is longer than 25 weeks, you cannot be asked to pay more than 50 per cent of your tuition fees before you start.

Your institution may wish to organise a payment plan so you can start regularly paying the rest of your tuition fees once you start the course. Your written agreement should include an itemised list of all the fees you will be charged for your course, including your tuition fees and how they will be paid, and refund arrangements.

In Australia there are also very strong protections for students’ fees, which you can learn more about in this fact sheet under Protecting your tuition fees.

What happens if you can’t start the course because your visa is refused?

If you have paid fees to an education institution and your visa is refused, you are entitled to a refund. Under Australian law, the institution is allowed to keep either 5 per cent of the tuition fees you paid or $500, whichever is the lowest amount, and must refund you the rest.

What happens if you decide you don’t want to start or continue the course?

If you change your mind and do not want to start the course, you may be entitled to a refund.
If you have a written agreement with the institution, the amount of your refund will depend on the written agreement, which should tell you what will or will not be repaid to you.

If you do not have a written agreement, you have the right to receive some of your fees back. Under Australian law, the institution is allowed to keep either 5 per cent of the fees you paid or $500, whichever is the lowest amount, and must refund you the rest of the tuition fees you paid them.

During your studies

Support services for you in Australia

Under Australian law your education institution must offer you support services to help you adjust to study and life in Australia, achieve your learning goals and maintain satisfactory progress in your learning. This support is available because we recognise that Australia may be a new environment for students, with different laws, culture and customs.

Your education institution must give you advice on:
• support and welfare services available at the institution
• legal services
• emergency and health services
• facilities and resources
• complaints and appeals processes
• any student visa condition that relates to the course you are studying.

Many education institutions also offer career advice services. You should ask them whether they can help advise you on working and careers.

Your responsibilities as an international student in Australia

Your student visa

As an international student on a student visa, you must:
• comply with your student visa conditions
• ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
• tell your institution if you change your address or other contact details
• meet the terms of your written agreement with your education institution
• maintain satisfactory course progress and attendance.

Information about visa conditions for student visa holders is available on the Department of Immigration and Border Protection’s website at www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students, or call 131 881 on Monday – Friday from 8.30am – 4pm inside Australia (except public holidays).

Academic integrity and misconduct

The Australian Government and education institutions take issues of academic integrity very seriously. Education institutions have many ways of detecting cheating or plagiarism in exams and assessments. Using ghost writing services, asking someone to take an exam in your place, or any other kind of academic misconduct will result in serious action being taken against you. Your enrolment or student visa could be affected, or cancelled altogether.

If you are struggling with your studies, it’s best to ask your institution what support services they can offer you.

Your consumer rights and protections

Protecting your tuition fees

Australia is widely recognised as a world leader in protecting the tuition fees of international students through its Tuition Protection Service (TPS). The TPS assists international students whose education institutions are unable to fully deliver their course of study, and ensures that international students are able to either: complete their studies in another course or with another education institution, or
receive a refund of their unspent tuition fees. In the unlikely event your education institution is unable to deliver a course you have paid for, they have obligations to offer you an alternative course or, if you do not accept the alternative course, pay you a refund of your unspent prepaid tuition fees. If your institution is unable to meet these obligations for some reason, the TPS will assist you in finding an alternative course or getting a refund if a suitable alternative is not found.

For more information on the TPS, visit www.tps.gov.au. If you are a student whose provider is unable to fully deliver your course, you can call (02) 6271 3440 for assistance.

**Working in Australia**

Australian workplace laws provide basic protection and entitlements for all workers in Australia, including workers from overseas. International students have the same entitlements to minimum wages and conditions as Australian workers, as well as superannuation, workers’ compensation and work safety protection under Australian workplace and taxation laws. Minimum wages and employment conditions for different occupations or industries, known as industrial awards, are set out by Fair Work Australia and are available online at www.fairwork.gov.au/awards-and-agreements

Australian laws also protect you from being discriminated against at work, for example because of your race or your visa status. This could happen when you are applying for a job, about to begin a job, or at any time during your employment. For more information about discrimination at work, visit [https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/workplace-discrimination](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/workplace-discrimination)

If you feel you are being unfairly treated by your employer, you can contact the Fair Work Ombudsman (www.fairwork.gov.au) for free advice and complaints assessments. You can also call 13 13 94 from 8am – 5.30pm Monday to Friday inside Australia (except public holidays).

The Fair Work Ombudsman is an independent legal agency that provides information and assistance for workers and employers to ensure they comply with Australian workplace laws. Seeking assistance to resolve a workplace issue will not automatically affect your student visa.

You are limited to 40 hours of work per fortnight when your course is in session, and unlimited hours in out of session periods. This is to ensure you are mainly focused on your studies. Work conditions for student visa holders can be found on the Department of Immigration and Border Protection website at www.border.gov.au/Trav/Stud/More/Work-conditions-for-Student-visa-holders

**Changing education institutions or courses**

If you are not satisfied with the course you are doing and wish to transfer to another education institution, before you make the decision to enrol with another institution you should be aware that there are rules about what you can or cannot do.

If you haven’t completed six months of your principal course (the main course of study you are undertaking), Australian legislation says that you can only change institutions if: your original institution can no longer provide the course you enrolled in, or you have a letter from your original institution saying they will release you, or you have a government sponsor and that sponsor writes a letter saying they support your change of course.

In other words, you will usually need your institution’s permission if you want to transfer before you have completed six months of your principal course.

Your original institution can only provide a letter of release if:

- you have a letter from another institution saying they have made you an enrolment offer
- where you are under 18, you have the support of your parent or legal guardian, or the institution wishing to enrol you says they will take responsibility for your welfare.

You should read and understand your institution’s transfer policy, as it should clearly state the reasons that you may or may not be granted a transfer. Your education institution must assess or consider your request to transfer against this policy.

If you are not satisfied with your institution’s decision, you can appeal through their internal appeals and complaints handling process. If you are not satisfied with the outcome of that internal appeal process, your options are outlined in the section below, Making complaints and getting help.
If you are thinking about changing your course, you need to ensure that you continue to meet the conditions of your student visa. Further information about the impact of changing courses or education institutions is available on the Department of Immigration and Border Protection’s website at https://www.border.gov.au/Trav/Stud/More/Changing-courses


Making complaints and getting help

If you have a complaint about your institution, you should talk to them first. Your education institution must have complaints and appeals processes in place to help students resolve their issues.

If you cannot resolve your complaint with an institution, there are other actions you can take. You will need to find out whether your institution is a private or government type by searching them and looking at the Institution type field on the CRICOS website at http://cricos.education.gov.au/Institution/InstitutionSearch.aspx

If your institution is a private (non-government) organisation, you can take your complaint to the Overseas Students Ombudsman (OSO). Refer to the Overseas Students Ombudsman website at www.oso.gov.au for more information about how the OSO can assist help students, or call 1300 362 072.

If you are studying with a government education institution, which includes most universities and TAFEs, the external appeal body will most likely be the ombudsman for the state or Commonwealth. Your education institution can give you the best information about the appropriate external appeals process for their institution. You can find the contact details of all Australian ombudsmen at www.ombudsman.gov.au/pages/related-sites/state-and-territory-ombudsmen.php.

Questions?

If you have any questions or concerns that haven’t been answered in this fact sheet, you can submit an enquiry at https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSenquiries/Pages/Default.aspx

Find out more and connect on social media

Study in Australia is the official Australian Government website for international students. You can connect with it through:
Website: https://www.studyinaustralia.gov.au/
Facebook: https://www.facebook.com/studyinaustralia
Twitter: https://twitter.com/futureunlimited
YouTube: http://youtube.com/afutureunlimited

The Fair Work Ombudsman gives you information and advice about your workplace rights and obligations. You can connect with it through:

• Website: https://www.fairwork.gov.au/
• Facebook: https://www.facebook.com/fairwork.gov.au
• Twitter: https://twitter.com/fairwork_gov_au
• YouTube: http://www.youtube.com/user/FairWorkGovAu
• Subscribe to email updates at https://www.fairwork.gov.au/website-information/staying-up-to-date/subscribe-to-email-updates
Contact details

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<th>Who?</th>
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<tr>
<td>Windsor College</td>
<td>For policies and procedures that affect you</td>
<td><a href="http://www.windsorcollege.edu.au">www.windsorcollege.edu.au</a></td>
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<tr>
<td>The Department of Education and Training</td>
<td>For your ESOS rights and Responsibilities – International Students</td>
<td>Ph: 1300 615 262 [link]</td>
</tr>
<tr>
<td>Department of Immigration and Border Protection (DIBP)</td>
<td>For visa matters – International Students</td>
<td><a href="http://www.border.gov.au">www.border.gov.au</a></td>
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<tr>
<td>Australian Skills Quality Authority (ASQA)</td>
<td>For information on your Vocational education and training</td>
<td>[link]</td>
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<tr>
<td>The Overseas Student Ombudsman</td>
<td>For information on external complaints and appeals – International Students</td>
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Resolve a problem with your Training Provider

As the National regulator of Australian Vocational Education and Training (VET) providers, ASQA uses a range of information sources to ensure that those providers are delivering quality training and assessment services to their students. One source of information is complaints that students report to ASQA. When you make a complaint to ASQA, if your complaint is substantiated, the information will be used to inform how ASQA regulates that provider. ASQA can accept certain types of complaints from both domestic (local) students and from overseas students studying in Australia on student visas. If you’re a student experiencing issues with your training provider, in most cases, the best way to resolve the issue is through your provider’s complaints and appeals process.

Note: That the Australian Skills Quality Authority (ASQA) is not able to act as the Independent third party for reviewing complaints. ASQA will only consider a complaint if the student includes evidence that they have already exhausted the provider’s Complaints and Appeals process. The College supports the following external independent providers for this mediation service at no cost to the students.

International Students on a student Visa:
The Overseas Student Ombudsman Phone: 1300 362 072 Email: ombudsman@ombudsman.gov.au Website: [link] Address: GPO Box 442, Canberra, ACT 2601
Other Important Information

Other Important Information that you need to be aware of:

College Notice Boards- at varying times, such as timetables, will be displayed in the student common area. It’s in your interest to be aware of the location of these noticeboards and to check at regular intervals.

Facilities available at Windsor College:
- Coffee, tea making facilities
- Microwave
- Computer Lab
- Wireless internet
- Weekly newspapers and magazines
- Student Services Department
- Multilingual staff

Illness and Leave from College:
If you are absent from the college on a scheduled timetable class, you will need to provide the college with a medical certificate for each day you are absent. From time to time the college will verify the authenticity of the medical evidence provided to the college.

English Only Environment:
The College has a very strict policy for all students, that once you enter the classroom it is a English speaking only environment.

Student ID Cards:
All students will be issued with a student ID card and it is a College requirement that you have your student ID card in your possession at all times. If you lose your student card please see the Student Services department and a re-issue fee will be required.

Student Text Books:
All students must bring their required text book to class each scheduled lesson. Leaving your text book at home is not a valid excuse. If you lose your text book you will need to purchase a replacement copy from the college.

Dress Code and Personal Grooming:
- Tops and shirts must not have any large writing, slogans or offensive words printed on them
- In compliance with WHS regulations all students must wear shirts or tops with sleeves and enclosed shoes at all times

Internet and Computer usage:
Student must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data. The network system available at the college is to be used for education purposes only.
I have been given the Student Handbook to read and a copy to keep and I understand and accept that I must abide by the College policies and procedures listed in the Student Handbook, Windsor website and also the other policies given to me in my student Orientation pack.

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Appendix 1 – Department of Education and Training-DIBP Course Progress Policy and Procedures “The Course Progress Policy”

The Course Progress Policy and Procedures for CRICOS Providers of VET Courses (The Course Progress Policy)

This policy must be read in conjunction with the adjoining explanatory notes

1. The National Code 2007
1.1 Under Standard 11.2 of the National Code 2007, a provider who implements the Course Progress Policy is not required for ESOS purposes to monitor attendance for those courses.

2. Indicating the decision to implement the Course Progress Policy
2.1 A provider who chooses to implement the Course Progress Policy must implement the policy and procedures for all of its CRICOS registered VET courses. The provider registers this choice through PRISMS.

3. Policy
3.1 The provider must monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

3.2 The provider must assess each student’s progress at the end of each compulsory study period. While the length of a study period is determined by the provider, study periods are usually terms or semesters. Ten weeks is usually considered the minimum length of time in which it is reasonable for the provider to make an assessment of a student’s course progress. For the purposes of this policy, the maximum length for a study period is six months. Where a provider does not divide courses into study periods, course progress must be monitored at least every six months.

3.3 Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period. The provider must define course requirements for each study period and be able to identify when a student has not passed or demonstrated competency in 50% or more of the course requirements. The course requirements for each study period must also be made clear to the student at the start of the course, or if variable, each study period.

3.4 The provider must have an intervention strategy for any student who is not making satisfactory course progress. It must be made available to staff and students and must specify:

i. procedures for contacting and counselling students;
ii. strategies to assist identified students to achieve satisfactory course progress; and
iii. the process by which the intervention strategy is activated.
3.5 The intervention strategy must include provisions for:
   i. where appropriate, advising students on the suitability of the course in which they are enrolled; ii. assisting students by advising of opportunities for the students to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and iii. advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIBP.

3.6 At the end of each compulsory study period, students must be assessed against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy as outlined in 3.4 is implemented. The intervention strategy must be activated within the first four weeks of the following study period. However, if a provider identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the provider is encouraged to implement its intervention strategy as early as practicable.

3.7 If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, the provider must notify the student of its intention to report the student to DIBP for unsatisfactory progress. The provider does this through the written notice described in 3.8.

3.8 The written notice (of intention to report the student for unsatisfactory progress) must inform the student that he or she is able to access the registered provider’s complaints and appeals process under Standard 8 and that the student has 20 working days in which to do so. A student may appeal on the following grounds:
   i. provider’s failure to record or calculate a student’s marks accurately,
   ii. compassionate or compelling circumstances, or
   iii. provider has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

3.9 Where the student’s appeal is successful, the outcomes may vary according to the findings of the appeals process.
   i. If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), the provider does not report the student, and there is no requirement for intervention.
   ii. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support must be provided to the student through the provider's intervention strategy, and the provider does not report the student. [See adjoining explanatory notes]

3.10 Where:
   i. the student has chosen not to access the complaints and appeals processes within the 20 working day period,
   ii. the student withdraws from the process, or the process is completed and results in a decision supporting the registered provider (ie. the student’s appeal was unsuccessful) the registered provider must notify the ESOS Agency and DIBP through PRISMS as soon as practicable of the student not achieving satisfactory course progress.
4. Procedures
The administrative arrangements and student management systems will vary between providers, as will providers’ approaches to the procedures for implementing the Course Progress Policy. Consequently, each provider who chooses to implement the Course Progress Policy must write a procedure which demonstrates how the policy will be implemented. This document must be made available to staff and students (in paper or electronic form) together with a copy of this policy.

When creating the procedures document, providers are advised to incorporate their answers to the following questions:

**WHO is responsible for each of the steps?**
For example, who is responsible for defining the workload for the study period, checking progress, deciding that the student is at risk, implementing the intervention strategy, informing the student of the provider’s intention to report, hearing an appeal, and reporting the student through PRISMS? Will different staff be required to take responsibility for the different steps? Will all staff involved be responsible for maintaining records of their part in the process, or will this be managed centrally?

**WHEN will each step take place?**
Will the intervention strategy be implemented earlier than the end of the study period or is the entire study period required in order to assess the student’s progress? The student must be allowed 20 working days in which to initiate a complaint or appeal – has this requirement been considered when drafting the procedures document?

**HOW will each step take place?**
Will the student management system automatically alert staff to students at risk of making unsatisfactory progress, or will progress need to be checked manually? How will students be informed of the provider’s concern for the student’s progress or intention to report the student? Are there pro forma letters which can be modified manually or generated by the system? How and where will records of interventions, appeals processes and reporting be maintained?

Explanatory Notes

**Indicating the decision to implement the Course Progress Policy and Procedures**
- To indicate the decision to implement the Course Progress Policy, the provider must do so through PRISMS. The provider does this by clicking the ‘Yes’ button for the field Department of Education and Training - DIBP Course Progress Policy implemented?

The provider’s level of access to PRISMS will determine where this field will appear.
- Providers with CoE Create or CoE Agent access will find the field on the ‘Provider Information’ tab of the ‘Organisation Details’ screen.
- Providers with CoE Administrator access will find the field on the ‘Summary’ tab of the ‘View/Edit Provider’ screen.

- If a provider is considering returning to monitoring attendance rather than implementing the Course Progress Policy, the provider needs to bear in mind the following:
  - How will students be informed of the change to the course progress policy?
How will the change impact on the organisation and delivery of courses that are currently being delivered under the Course Progress Policy?

- If a provider changes its mind and no longer wishes to follow the Course Progress Policy, it registers the change in PRISMS by changing the answer to the relevant field to ‘No’. A record is kept in PRISMS if the provider has chosen to use the Approved Course Progress Policy and if it changes its mind after indicating it would use the policy.

- Good practice is that providers do not commence a new course progress policy until the beginning of a study period and only after students have been informed of the intended change.

The intervention strategy

- Providers must assist students who are at risk of not making satisfactory course progress in accordance with the provider’s documented intervention strategy. Providers need to ensure that they follow their intervention strategy as failure to do so may provide a student with grounds for a successful appeal. Failure to implement the intervention strategy may also constitute a breach of the National Code 2007.

- Providers must make students aware of opportunities and services to assist them if they are identified as at risk of not making satisfactory course progress.

- Providers are advised to keep records of the advice and assistance they give students who have been assisted under the provider’s intervention strategy.

The written notice of intention to report a student for unsatisfactory progress

- Each provider must create its own written notice to report a student for unsatisfactory progress. Providers may wish to refer to a sample notice prepared by Department of Education and Training, available on the https://internationaleducation.gov.au/ website. Sample Notice to Report

Reporting students for unsatisfactory progress

- Reporting a student for unsatisfactory course progress occurs only when the student has been identified as not making satisfactory course progress in two consecutive compulsory study periods, and the student has not made a successful appeal against this assessment.

- Course progress in a non-compulsory study period is to be disregarded when considering whether there has been unsatisfactory progress in two consecutive compulsory study periods.

- If a student is identified for a second, but not consecutive, study period as not making satisfactory course progress, the provider does not report the student for unsatisfactory course progress.

- When a student is reported for unsatisfactory course progress DIBP will consider all the information available and if they decide to consider cancellation, will send a Notice of Intention to Consider Cancellation (NOICC) prior to a decision being made to cancel the student’s visa. Students will be given an opportunity to respond to the NOICC and explain their situation.

- Section 19(2) of the ESOS Act 2000 requires providers to report the student for unsatisfactory course progress ‘as soon as practicable’ after the breach occurs. Good practice would be to report the student through PRISMS within 5 days of finalising the decision to report (i.e., within 5 days of 3.9 i., ii., or iii. occurring).

Compassionate or compelling circumstances

- Compassionate or compelling circumstances are generally those beyond the control of the student and they have an impact on the student’s capacity and/or ability to progress through a course. These could include:
  - serious illness or injury, where a medical certificate states that the student was unable to
attend classes
  o bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  o major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies
  o a traumatic experience which could include but is not limited to:
    ▪ involvement in or witnessing of an accident or
    ▪ a crime committed against the student or
    ▪ the student has been a witness to a crime and this has impacted on the student (these cases should be supported by police or psychologists’ reports).

Please note that the above are only some of examples of what may be considered compassionate or compelling circumstances. Providers are asked to use their professional judgment and to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, providers should consider documentary evidence provided to support the claim. Providers should keep copies of these documents, together with a record of why the decision was made, in the student’s file.

Erratic course progress as a potential indication of non-bona fide students
• If the provider suspects that a student is not a bona fide student, the provider may cancel the student’s enrolment, as allowed under Standard 13. However, providers must ensure that prior to enrolment students were made aware of the grounds on which cancellation of enrolment may occur, as required under Standard 2.1f. For example, if a provider takes erratic course progress into account in identifying non-bona fide students, erratic progress must be clearly defined and stated prior to enrolment as one of the grounds for cancellation of enrolment. Similarly, if a provider identifies bona fide students on the basis of participation, failure to participate must be clearly stated prior to enrolment as grounds for cancellation of enrolment.

Monitoring course progress for reporting purposes and for completion within the duration
• Standard 9.1 requires the registered provider to have and implement documented policies and procedures for monitoring the course progress of each student to ensure that at all times the student is in a position to complete the course within the expected duration as specified on the student’s CoE. While monitoring progress against the course duration is a separate requirement to monitoring course progress for reporting purposes, there may be some overlap in procedures. For example, a provider’s course progress procedure may require that at the end of each study period, each student’s results are checked to determine course progress for that study period. In order to avoid duplication of effort, at the same time the provider may also check each student’s progress towards completion of the course within the specified duration.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~End of The Course Progress Policy~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~