



WINDSOR
— COLLEGE —

International Student Prospectus

Windsor College Pty Ltd
Level 5, 123 Lonsdale Street,
Melbourne, Victoria 3000

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CRICOS Provider No. 03560K | RTO Provider No: 41090

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Courses, Entry Requirements and Fees

Introduction

Windsor College (Windsor) 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 Windsor to regular external audits to verify compliance to the Standards for RTOs 2015. In addition, as a CRICOS provider, Windsor 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 to overseas students:

Course Name	CRICOS Code	Duration	Tuition Fee
BSB30115 Certificate III in Business	093994E	52 Weeks	\$9,400
BSB50215 Diploma of Business	093995D	52 Weeks	\$9,400
BSB60215 Advanced Diploma of Business	093996C	52 Weeks	\$9,400

"Windsor guarantees to complete training and assessment once the student has commenced study in their chosen qualification course".

"Windsor is responsible for the quality of the training and assessment in compliance with the Standards for RTOs 2015, and for the issuance of the AQF certification documentation."

Entry Requirements
<p>Age Requirements Windsor has a requirement that all students must be over 18 years of age at the commencement of course.</p>
<p>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.</p>

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 or above;
- English as the first language;
- OR any other form of test which satisfies the Institution.

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

* 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."

Refunds

The purpose of this policy is to ensure that all students are treated fairly, and with integrity while assessing their refund application. Application for refund falls into 2 categories;

1. Refunds due to non-delivery of course by Windsor (Provider Default)
2. Refunds based on student applications

For additional information on conditions applicable to each category, and refund application process please check the Refund Policy and Procedures available at www.windsorcollege.edu.au/policies-and-procedures/

Application and Enrolment

You can either:

- complete an International Student Enrolment Application Form
- mail / fax the Enrolment Application Form to Windsor
- contact our local representative in your country

Your Enrolment Application Form must be accompanied by:

Check that you have

- Completed all sections of the Enrolment Application Form provided by Windsor
- Read and understood the policies and procedures; and also the Refund Policy outlined in the Enrolment Application Form
- Attached a passport sized photograph
- Attached certified copies of all academic certificates, transcripts, English language proficiency results and any other relevant documents
- Attached a certified copy of the pages of your passport bearing your signature and personal details
- Deliver to one of our representative agents or send your completed application with attachments direct to the following address:

International Admissions

Windsor Collegee Pty. Ltd.

Level 5, 123 Lonsdale Street

Melbourne, Victoria 3000, Australia

Phone: + 61 3 9663 0272

E-mail: admissions@windsorcollege.edu.au

- Your application will be acknowledged promptly and you will be notified immediately if your application is accepted.
- Once the "Offer of Enrolment" letter has been issued to you please read carefully the terms and conditions outlined in "Enrolment Acceptance form"
- In order to accept the offer of place it will be necessary to obtain a bank draft made payable to:
"Windsor Collegee Pty. Ltd." in Australian Dollars
- Direct Deposit in the Bank can be made to the following account:

Account Name: Windsor Collegee Pty. Ltd

Bank: Commonwealth Bank of Australia

BSB: 063 023

A/C no: 10433884

The reference number as indicated on your offer letter must be included on correspondence and on bank transfers to allow us to identify your payments.

On receipt of payment your place at Windsor will be confirmed. Windsor will issue a "Confirmation of Enrolment" form which must be presented to an Australian Diplomatic Mission when applying for a student visa.

Course Contents, Modes of Study and Assessment

A 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

BSB30115 Certificate III in Business	
Core unit	
BSBWHS302	Apply knowledge of WHS legislation in the work place
Elective units	
BSBCMM301	Process customer complaints
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBCUS301	Deliver and monitor a service to customers
BSBINN301	Promote innovation in a team environment
BSBITU303	Design and produce text documents
BSBITU302	Create electronic presentations
BSBITU304	Produce spreadsheets
BSBMKG413	Promote products and services
BSBSUS301	Implement and monitor environmentally sustainable work practices
BSBWOR301	Organise personal work priorities and development

BSB50215 Diploma of Business	
Elective units	
BSBMKG501	Identify and evaluate marketing opportunities
BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development
BSBMKG609	Develop a marketing plan
BSBMKG413	Promote products and services

BSB60215 Advanced Diploma of Business	
Elective units	
BSBINM601	Manage knowledge and information
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT615	Contribute to organisation development
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBADM502	Manage meetings
BSBRK501	Manage risk

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 of performance in class, observation, research, project and written test.

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.

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 intuition fees if Credit Transfer is applied for or granted.

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.

For detailed information, refer to Windsor's Credit Transfer Policy and Procedure and RPL Policy and Procedure on Windsor's website

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.

Student orientation

Orientation is conducted in the first week of your Course. Its purpose is to fully inform new students of most aspects of life at Windsor 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 Windsor and the local area will take place 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.

Training facilities

The training classrooms and administration of Windsor 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 Windsor and may request corrections to information that is incorrect or out of date.

All students will be provided with timely access to their personal record should they so desire.

- 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 Support, Welfare and Behavior

Access and Equity Policy and Procedure

The Access and Equity Policy and Procedure is available on request. It is the responsibility of all College staff to ensure the requirements of the access and equity policy are met at all times to remove barriers and obstacles so that all students have the opportunity to gain skills, knowledge and experience through access to Vocational Education and Training (VET).

Complaints and Appeals Policy and Procedure

Students have access to Windsor complaints and appeals pThis policy 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/

Important Contacts

Fire, Ambulance and Police Emergency	Phone 000
Translating and Interpreting Service	phone 131 450

Life Line 24 hour Counseling Services	Phone 131 114
Victoria Police Centre	637 Flinders Street, Melbourne, VIC 3000 Ph: 9247 6666
Melbourne Visa Office	G/F, Casselden Place, 2 Lonsdale Street, Melbourne, VIC, 3000 Ph: 131 232
Australian Taxation Office	Melbourne CBD, Casselden Place, 2 Lonsdale Street, Melbourne, VIC 3000 Ph: 13 28 61 Business Tax Enquiries Ph: 13 28 66
Medibank Private Office	385 Bourke Street, Melbourne, VIC 3000 Ph: 8605 2400
Doctors	Clinic: Sinha J L Mr 55 Exhibition St, Melbourne, VIC 3000, Ph: 9650 1014 or 9827 2930
	Clinic: AAA Doctors 3rd Floor, 423 Bourke St, Melbourne, VIC 3000 Ph: 9642 2456
Hospital:	St Vincent's Hospital Melbourne 41 Victoria Pde, Fitzroy, VIC 3065 Ph: 9288 2211
	The Alfred Hospital Commercial Road, Melbourne, VIC 3004 Ph: 9276 2022
	The Royal Melbourne Hospital Grattan Street, Parkville, VIC, 3052 Ph: 9342 7000
Dentist	The Dentists Level 1, 2 Collins St, Melbourne, VIC 3000 Ph: 9650 4380
Counselors	Life Resolutions, Suite 614, 530 Little Collins Street, Melbourne 9380 4444
Pharmacies/Chemists	Exhibition Pharmacy 7/242 Exhibition St, Melbourne VIC 3000 Ph:9662 9444
	Nova Pharmacy Shop 55 QV Retail Centre, Swanston St, Melbourne VIC 3000 Ph:9654 4470
	Melbourne City Pharmacy 7/108 Bourke St, Melbourne VIC 3000 Ph: 9639 9797
Community Health Centre	Out Doors Inc 231 Napier St, Fitzroy, VIC, 3065 Ph: 9419 381

Physiotherapist	Melbourne Sports Medicine Centre Level 4, 250 Collins St, Melbourne, VIC, 3000 Ph: 9650 9372
Religious Institutions	Anglican Anglican Church Of Australia Diocese Of Melbourne Gisborne St, Melbourne, VIC, 3000 Ph: 9662 2391
	Catholic St. Francis' Church 326 Little Lonsdale St, Melbourne VIC 3000 Ph: 9663 2495
Islamic	Melbourne International Fellowship Lv19/ 446 Collins St, Melbourne, VIC, 3000
Hindu	Hindu Society Of Victoria Shri Shiva Vishnu Temple 52 Boundary Rd, Carrum downs, VIC 3201
Buddhists	Melbourne Buddhist Centre (FWBO) 302 Little Lonsdale St, Melbourne, VIC, 3000, Ph: 9670 8595
Lawyer & Migration Agent	James Au & Associates, Level 2, 417 Collin St, Melbourne, VIC 3000, Ph: 96148887
Law Institute of Victoria	470 Bourke St, Melbourne , VIC 3000, Hotline: 96025000
Study in Australia	http://www.studyinaustralia.gov.au/
Youth Central	http://www.youthcentral.vic.gov.au/

Relevant Legislation

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

Work Health & Safety	http://www.worksafe.vic.gov.au/
Equal opportunity	http://www.humanrightscommission.vic.gov.au/
RTO & CRICOS registration	http://www.asqa.gov.au
Educational Services for Overseas Students (ESOS)	https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx
Department of Immigration and Border Protection (DIBP)	http://www.border.gov.au/

Education and Training reform Act	Education and Training Reform Act 2006 http://www.legislation.vic.gov.au/domino/web_notes/ldms/pubstatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\$FILE/06-024a.pdf
	Education and Training Reform Regulations 2007 http://www.vrqa.vic.gov.au/Documents/regulations20070627_1.pdf

It is the responsibility of all staff to ensure the requirements of relevant legislation are met at all times. Use the web sites indicated, or contact the Student Support 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.

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 Windsor for all students and staff.

Scope

The Student Code of Conduct applies to all students of Windsor, 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 in order to pursue their goals;
- access counseling 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 Windsor 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 Windsor to discuss academic or course progress
- meet or carry out all activities agreed with Windsor in relation to maintaining course progress or academic performance

- 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 Windsor
- Fails to comply with WHS regulations or willfully 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 Windsor to maintain course or academic progress.

Student Support Services

The Director of Studies, student contact officers, teaching staff and administrative staff of Windsor are available to provide general advice and assistance with matter such as studying, homework, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact the Director of Studies or the student contact officer who may refer them to external support services if required. Windsor will not charge for support services it supplies or for referring students to external support services. Students will have to pay any fees charged by external support services that they use.

Support Services	Staff Name	Email
Student Contact Officer	Clement Eruva	ceruva@windsorcollege.edu.au
Student Support Officer	Sunjae Kim	skim@windsorcollege.edu.au
Student Contact Officer/Student Support Officer	James Hislop	jhislop@windsorcollege.edu.au
Fees and refunds	Clement Eruva	ceruva@windsorcollege.edu.au

Breach of Conduct

A Student breach of conduct occurs when a student behaves in a manner described below:

- Assaults, attempts to assault or threatens a person on Windsor premises.
- Acts contrary to Equal Opportunity practices of Windsor 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 Windsor.
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by Windsor
- Deliberately obstructs any teaching activity, examination or meeting of Windsor
- 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 Windsor in the performance of their duties
- Willfully damages or wrongfully deals with any College property.
- Attends Windsor 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

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 Windsor.

Visa Requirements

The Department of Immigration and Border Protection (DIBP) publishes a full list of mandatory and discretionary student visa requirements on their web site. Follow the <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/Trav/Stud>

Change of address

Upon arriving in Australia you are required to advise Windsor of your residential address and telephone number and of any subsequent changes to your residential address. This is extremely important. Windsor 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 Windsor 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

Student Initiated Deferral, Suspension or cancellation of Enrolment

This policy 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/

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. Windsor is required to monitor, review and takes intervention action when a student is in danger 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 can find out more about purchasing OSHC at the Department of Health and Aging

International Student Course Progress

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/

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.

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.

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 Windsor 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.

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:

Spring	September - November 12-22 degrees
Summer	December to February 28-32 degrees
Autumn	March to May 12 - 20 degrees
Winter	June to August 10 - 15 degrees

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. Some universities have their own spiritual groups on campus.

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 drivers 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 phones 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 counseling 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

Cost of Living and Money Matters

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: -

Full Board (Homestay)	AU\$200 - AU\$270 per week
Student house	AU\$150 - AU\$200 per week
Half - Board	AU\$150 - AU\$200 per week (plus expenses)
Leasing a House/Flat	AU\$200 - AU\$350 per week (unfurnished)

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: <http://sha.com.au/>
<http://www.find-studentaccommodation.com/> <http://www.youthcentral.vic.gov.au/> <http://www.studyinaustralia.gov.au/>

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.

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

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/Home/NotLoggedIn> 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 fees 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/employee-entitlements/protections-at-work/protection-from-discrimination-at-work>

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 <http://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>

For more details about the legislative requirements around transferring courses, you can visit:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD7.aspx>

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 <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page>

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 <http://www.ombudsman.gov.au/contact-us>

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

Who?	Why?	How?
Windsor College	For policies and procedures that affect you	www.windsorcollege.edu.au
The Department of Education and Training	For your ESOS rights and Responsibilities - International Students	Ph: 1300 615 262 https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSenquiries/Pages/Default.aspx
Department of Immigration and Border Protection (DIBP)	For visa matters - International Students	<ul style="list-style-type: none"> • www.border.gov.au • Phone 131 881 in Australia • Contact the DIBP office in your country.

Australian Skills Quality Authority (ASQA)	For information on your Vocational education and training	http://www.asqa.gov.au/for-students/for-students.html
The Overseas Student Ombudsman	For information on external complaints and appeals – International Students	http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page

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.

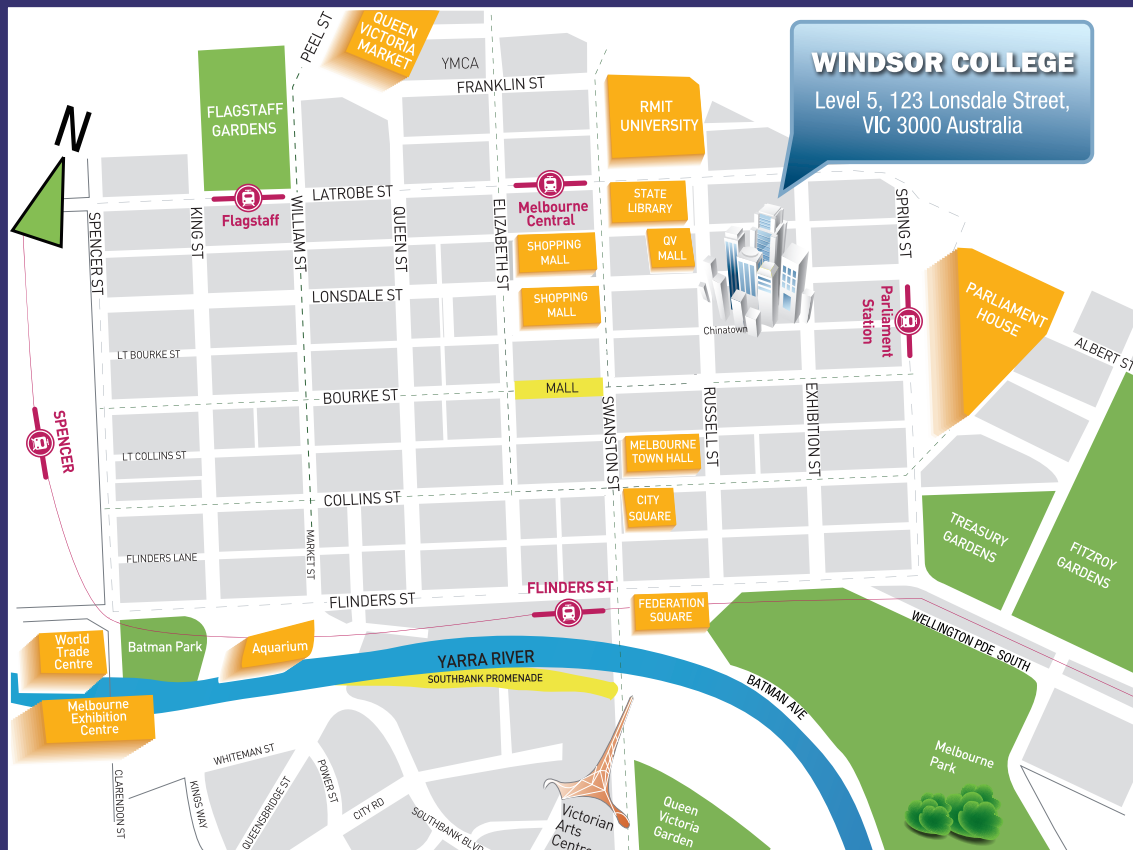
Windsor supports the following external independent providers for this mediation service at no cost to the students:

International Students on a student Visa:

The Overseas Student Ombudsman Phone: 1300 362 072 or

Complaints <https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=oco-complaint-form>

Post: Commonwealth Ombudsman, GPO Box 442, Canberra ACT 2601



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