

INTERNATIONAL SUMMARY COURSE GUIDE



BOX HILL
INSTITUTE

2019

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For detailed information on all courses, including assessment requirements, fees and units visit boxhill.edu.au. The information contained in this publication is correct at time of print (October 2018). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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IT'S TIME TO MAKE YOUR MOVE

At Box Hill Institute you can nurture a lifelong interest, find a new passion, or prepare yourself for a new career. And the best part is that you can do it in one of the most vibrant, supportive and recognised training environments in Australia. Once you're here, anything and everything is possible – you just need to take the first step.

WHY BOX HILL INSTITUTE?

A wealth of educational experience.

Established in 1924, Box Hill Institute is a premier education provider based in Melbourne, Victoria and with a global network. We are a government registered and funded training provider, offering modern facilities, courses of high standard, credentialed teaching staff, excellent security and value.

When you study at Box Hill Institute you are studying with an Australian Institute that is nationally recognised as the best in Australia for international students.

We have won many Australian Training Awards.

- › Finalist of the 2017 International Training Provider of the Year: Australian Training Awards
- › Winner of the 2016 Large Training Provider of the Year
- › Winner of the Victorian International Education Awards: Excellence in International Education – TAFE 2015 & International Student of the Year 2015 – VET
- › Finalist of the International Training Provider of the Year Award in 2015
- › Finalist for the Large Training Provider of the Year Award for 2015
- › Winner of the International Training Provider of the Year for 2013
- › Winner of the Large Training Provider of the Year 2012.



This demonstrates outstanding achievement in all aspects of vocational education and training to international students.

Big support: Small class sizes

With an annual enrolment base in excess of 35,000 students, we are one of the largest Vocational Education and Training (VET) and higher education providers in Australia.

Course options

In 2017, the Institute delivered approximately 490* courses including many internationally and within industry. These courses covered certificates, diplomas, associate degrees and degrees.

We have selected a range of diverse courses which are available to international students.

Campus locations

Our main campus is in Box Hill, just 13kilometres from Melbourne's central business district (CBD). Students also have access to our Melbourne City campus with our partner school the Centre for Adult Education (CAE).

PATHWAYS TO DEGREES

Box Hill Institute offers both Vocational Education and Training (VET) and higher education courses.

We offer many learning pathways from Certificate and Diploma level to even a Bachelor or Master degree. Pathways give you options to reach your study goals. Plus you could gain two qualifications in the same time – a diploma and a degree

WHY VET?

Our courses are generally shorter in length and tend to be more hands-on and practical than other university courses.

A VET course can be a good steppingstone to further study. Developed with industry, our VET courses focus on the job ready skills you need. Plus, VET classes are smaller, which give you more time with the teaching staff. So whether you're starting out or re-entering the workforce, Box Hill offers you many opportunities for your education and future career.



*2017 BHI Annual Report

WHY CHOOSE BOX HILL INSTITUTE?

10 REASONS TO STUDY AT BOX HILL INSTITUTE



Be amongst the action and achieve your goals!

Join our community of inspiring students and alumni who have achieved their study and career goals with us.



Getting you job ready, with an advantage!

Here to help you get a job quicker! 85% of our students are employed within 6 months of completing their study, and they earn a higher salary after graduating than university graduates!*



Setting you up for success.

We have many exclusive and inspiring partnerships with industry leaders. We know what employees need and want to ensure you are prepared and ready.



Connecting you to the experts.

Our expert teachers have a wealth of knowledge and years of hands-on experience to ensure you learn from the best. Our teachers and trainers are recognised as leaders in their field, maintaining strong industry connections.



State of the art training facilities.

Get a real taste of what it's like to work on the job, using our industry tools and techniques in our simulated work environments and Integrated Technology Hub.



The perfect mix to meet your study needs.

Our personalised learning approach offers flexibility while you study. We offer a variety of learning environments including online learning, work place based, mobile learning and the traditional face to face classroom setting.



You choose your pathway.

If you're thinking of Higher Education, our courses offer seamless pathways into a higher qualification at Box Hill Institute or with our university partners.



Be rewarded and recognised for studying.

We have a range of scholarships available to help you study.



Transport concession

The iUSEpass initiative allows international students enrolled in a full time undergraduate course to purchase a half-price annual myki ticket for the zone/s in which they study.



Internationally recognised Australian training Institution.

Study with an award-winning educator; recognised as the 2016 Australian Large Training Provider of the Year.



*National Centre for Vocational Education Research (NCVER) 2017.

REAL WORLD TRAINING

Box Hill Institute's partnerships with industry leaders offer you real world training environments.

Box Hill Institute achieves high employability outcomes by ensuring you train in modern facilities that simulate real work environments.

So you can get an extra advantage, we combine contemporary teaching and learning practices with specialist equipment in world-class facilities. This means you get real or simulated training work experience that employers are looking for when entering the workforce, upgrading qualifications or changing careers.

The Institute is home to a number of leading centres delivering industry focused training solutions.

- > Centre of Excellence in Biosecurity
- > Specialist Centre for Services for Small to Medium Enterprises
- > Specialist Centre for Information and Communications Technology
- > Centre for Excellence in Climate Control and Refrigeration

The Box Hill Institute Integrated Technology Hub provides collaborative learning spaces for the building services and electro-mechanical technologies industries.

EXPERIENCED AND PASSIONATE TEACHING STAFF

Box Hill Institute's teaching style is practical, personal and flexible. Training and learning is always guided, collaborative and hands-on – so you'll always be supported.

To ensure you receive the theory and practical training you need in current industry standards, our instructors bring current industry experience, unique life and educational backgrounds and innovative ideas to our learning centres.

Our passionate teaching staff deliver courses and subjects that are industry orientated and job specific, ensuring your learning experiences.

Box Hill Institute students gain current industry best practice training in real business locales



WE SPEAK FOR AIR CONDITIONING

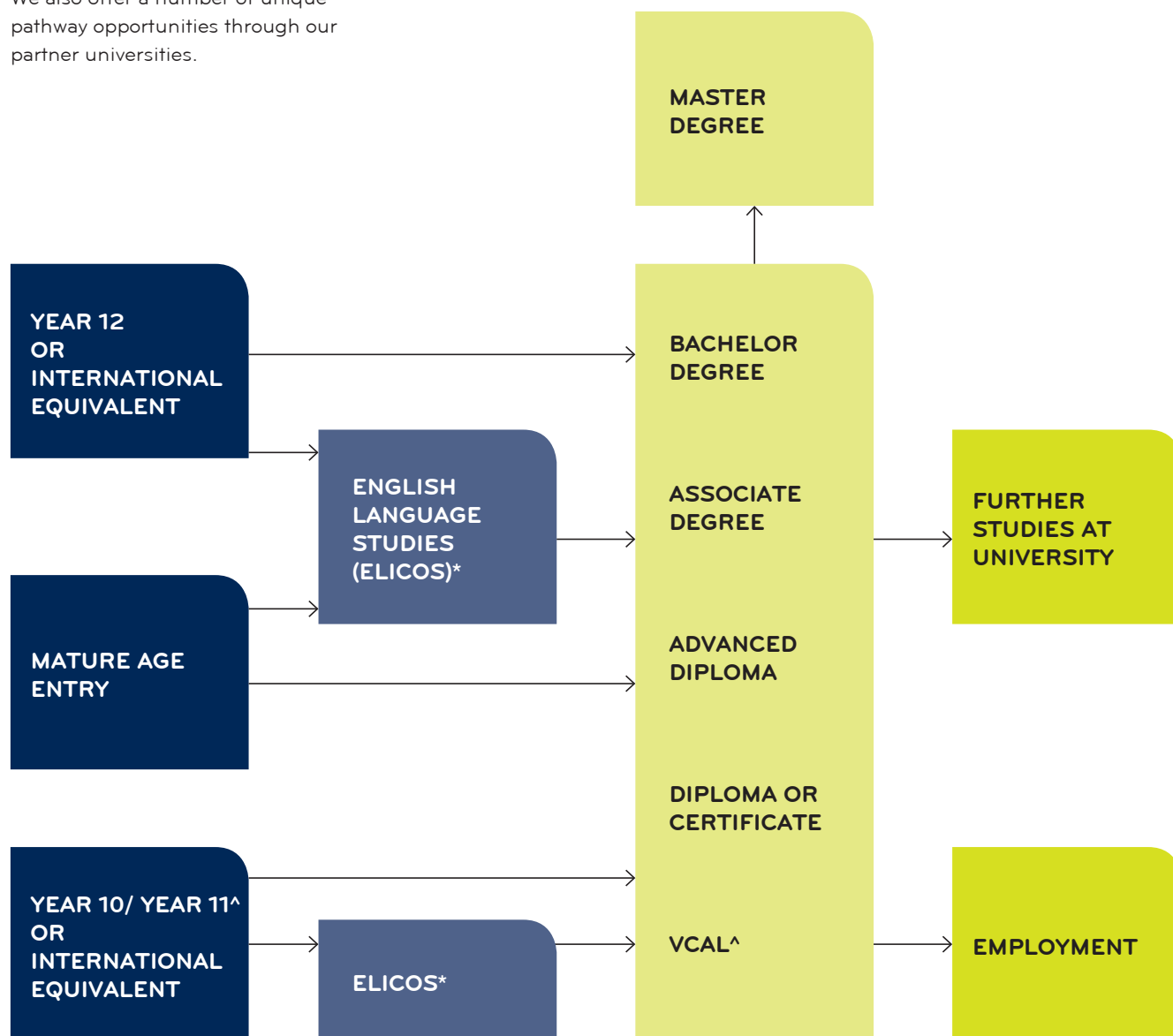


STUDY OPTIONS

We let you choose your course type, duration and study area. Box Hill Institute offers a variety of course types to give you the skills and qualification level you need. The majority of our courses are nationally accredited, so a qualification from Box Hill Institute is recognised nationally and globally.

PATHWAYS

There are many pathway options at Box Hill Institute. Begin your studies with us from Certificates, Diplomas, and Advanced Diplomas, to Associate Degrees, Bachelor Degrees as well as Graduate Diploma and Masters. We also offer a number of unique pathway opportunities through our partner universities.



[^]Victorian Certificate of Applied Learning (VCAL)

*English Language Intensive Course for Overseas Students (ELICOS)

PARTNER UNIVERSITIES

Box Hill Institute can help you gain credit transfer and pathways to further studies with our World Ranked University Partners.

Benefits of pathways include the opportunity to gain two qualifications, a Vocational Training qualification from Box Hill Institute and a degree from Box Hill Institute or through one of the Institute's partner universities. Pathways programs do not always take longer to complete because a qualification at Box Hill Institute may allow students to gain credits towards a degree in a similar field of choice. Box Hill Institute's partner universities include:

DEAKIN UNIVERSITY CRICOS PROVIDER NUMBER: 00113B

Pathway opportunities are available for Box Hill Institute students to Deakin University. Deakin University offers opportunities for flexible learning across its four Victorian campuses. Box Hill Institute provides the ideal stepping stone to Deakin University and the prospect of achieving a degree qualification.

LA TROBE UNIVERSITY CRICOS PROVIDER NUMBER: 00115M

With eight campuses across Victoria, La Trobe University is a degree pathway option available to Box Hill Institute students. This unique pathway opportunity enables students to study at its Bundoora Campus in Melbourne, to achieve an undergraduate or postgraduate qualification.

MONASH UNIVERSITY CRICOS PROVIDER NUMBER: 00008C

As one of Australia's largest universities, Monash University delivers a large range of study areas which are available to Box Hill Institute students through an innovative pathways alliance. Monash University offers a diverse learning environment for international students to achieve undergraduate and postgraduate outcomes to excel in industry and enterprise.

AUSTRALIAN CATHOLIC UNIVERSITY CRICOS PROVIDER NUMBER: 00004G

Pathway opportunities are available for Box Hill Institute students to Australian Catholic University. These pathways arrangements provide a smooth transition for students who want to take their studies further through the university's six campuses in Australia.

Please note:

Entry into all courses depends on availability and the successful completion of all requirements or award of the lower level qualification. Discipline specific entry requirements might apply. Check individual university websites for pathways details.

BOX HILL AND HOW TO GET THERE

Box Hill is easy to get to by train, bus and tram. Plus, if you're a new student we offer a free airport pick up.

BOX HILL: OUR CENTRE

Located just 13 kilometres from Melbourne City, Box Hill has developed into a major centre for the eastern region for:

- > business, retail and banking
- > employment and education
- > health and community services
- > as well as being a major hub for
- > transport and housing.

The Victorian Government has designated Box Hill a 'Central Activities Area', which is an alternative to the Melbourne Central Business District (CBD).

Box Hill is home to around 4,000 residents with a high level of cultural diversity.

The area offers specialty shopping with a distinct Asian influence. Box Hill shoppers can experience a mix of environments and choose between:

- > traditional outdoor shopping and restaurants
- > open-air pedestrian mall
- > large shopping centre which includes a fresh food market.

Residential property in Box Hill ranges from:

- > traditional houses in tree lined streets
- > multi-level apartments
- > purpose-built student accommodation.

Visit www.boxhill.com.au for more information.

GETTING AROUND

From buses to trains to trams to cars, walking and cycling, it's easy to get around Melbourne on public transport.

The Box Hill Institute campus is located within easy walking distance to business, shops, trams and trains.

Train, bus or tram services run from the early morning to very late at night.

Melbourne's tram network is the largest in the world. Melbourne's roads are well set out, around the city and beyond, into the regions and the wonderful Victorian countryside.

If you're a keen cyclist, you can join many others who cycle to work, study for fun.



Did You Know?

The iUSEpass initiative allows international students enrolled in a full-time undergraduate course (Bachelor Degree or Associate Degree) or a higher VET course (Advanced Diploma or Diploma) to purchase a half-price annual myki ticket for the zone/s in which they study.

For more information, please have a look at:
www.ptv.vic.gov.au/tickets/fares/concession/tertiary-students
It's easy to apply!

PTV APP

The PTV mobile app allows you to view service times, use the journey planner and set your favourite stops throughout Victoria for faster access to public transport information on the go.

Download your free travel app from PTV, the app is available on iPhone and Android.

Visit www.ptv.vic.gov.au/getting-around/mobile-apps for more information.



MYKI

myki is your ticket to travel on Melbourne's trains, trams and buses, V/Line commuter train services and buses.

The reusable smart card is easy to use. Simply top up before your journey and then touch on and touch off at a myki reader as you travel.

You can buy and top up your myki at over 800 retailers including all 7-Eleven stores, the ticket office window at Premium Stations and staffed V/Line commuter stations, from a myki machine (full fare myki cards only) located at all train stations and major tram and bus interchanges, and by calling **1800 800 007** (6am – midnight daily).

Visit:

www.ptv.vic.gov.au/tickets/myki



TRAIN INFORMATION



Lilydale/Belgrave line	Box Hill Station	Get off at Box Hill station: > walk two blocks towards Nelson Road to Box Hill Campus (Nelson) > walk towards Elgar Road to Box Hill Campus (Elgar)
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TRAM INFORMATION



Tram No 109	Docklands – Box Hill	Get off at: > Stop 56 for Elgar campus > Stop 57 for Nelson campus
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BUS INFORMATION



270	Mitcham (via Blackburne North)	Get off at Box Hill station: > walk two blocks towards Nelson Road to Box Hill Campus (Nelson) > walk towards Elgar Road to Box Hill Campus (Elgar)
271	Ringwood (via Park Orchards)	
279	Templestowe (via Middleborough Road) / Doncaster Shopping Town	
732	Upper Ferntree Gully (via Burwood)	
733	Oakleigh (via Mt Waverley)	
735	Nunawading (via Burwood East)	
765	Mitcham (via Forest Hill)	
768	Deakin University (via Canterbury Road)	
903	Altona / (via Heidelberg) Mordialloc (via Chadstone)	
281	Deakin University (via Elgar Road) / Templestowe	
284	Doncaster (via Union Road)	
293	Greenborough (via Doncaster Shopping Town)	
302	City (via Eastern Fwy)	
612	Chadstone Shopping Centre (via Camberwell)	
766	Burwood (via Mont Albert)	
767	Southland Shopping Centre (via Chadstone)	

CAMPUS INFORMATION

Box Hill Institute has campuses in the eastern suburb of Melbourne and in Melbourne's Central Business District (CBD).

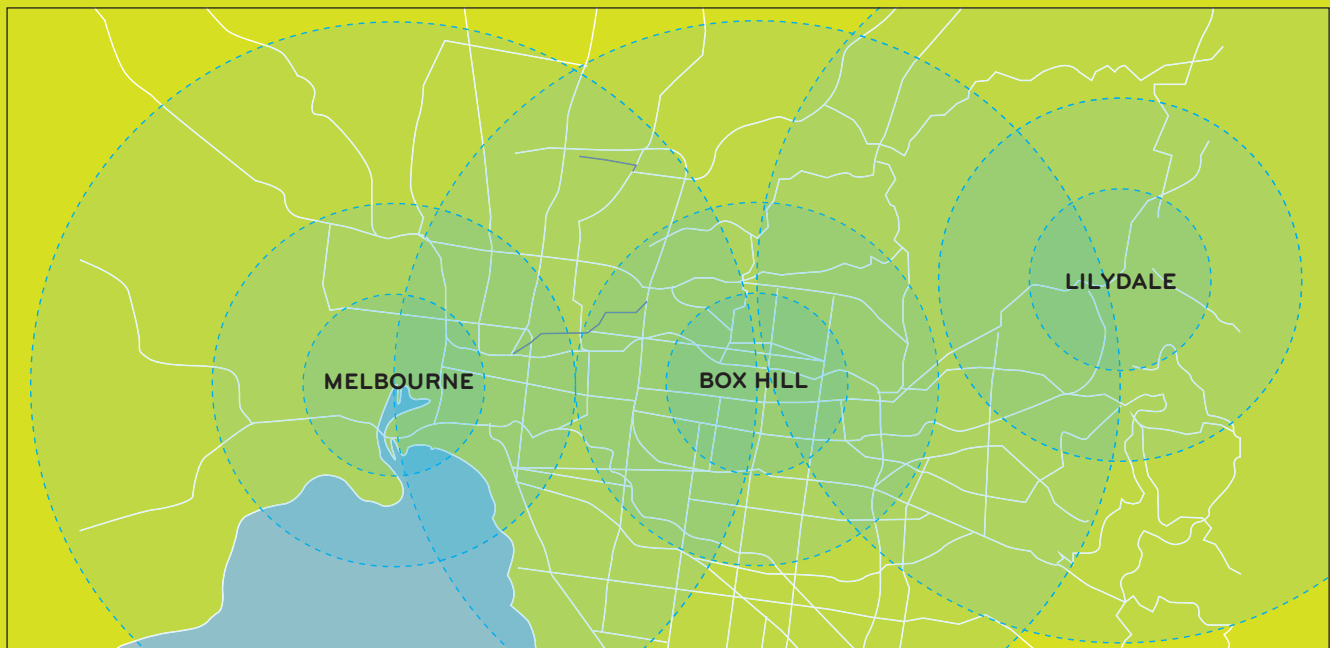
Located in the eastern suburbs of Melbourne, Box Hill is located approximately 13 kilometres from Melbourne City.

The Box Hill Central shopping centre is right next door and is the local public transport hub for the Box Hill campus. From Box Hill Central you can catch regular trains, trams and buses around Melbourne.

Box Hill Institute also offers a city based campus in Flinders Lane. This is located directly opposite the major train network in Flinders Street Station.

Our Lilydale Lakeside campus is easily accessible by train, less than an hour from the city.

All campuses are a short walk to shops, cafés, restaurants and public transport.



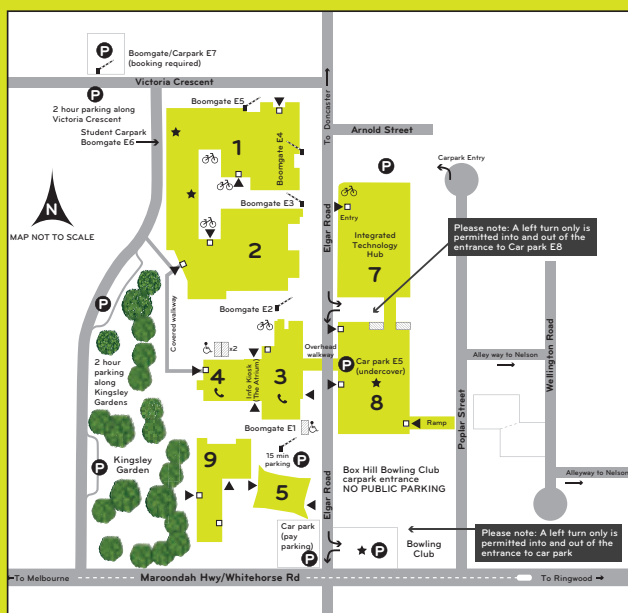
All our campuses are **SMOKE FREE** – giving you healthier places to learn and work

Box Hill Institute Group

BOX HILL CAMPUSES

ELGAR

465 Elgar Road, Box Hill



NELSON

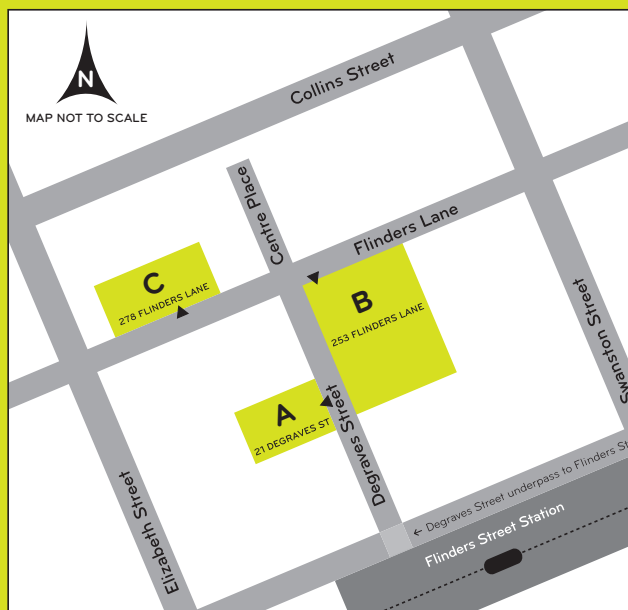
853 Whitehorse Road, Box Hill



CITY CAMPUS

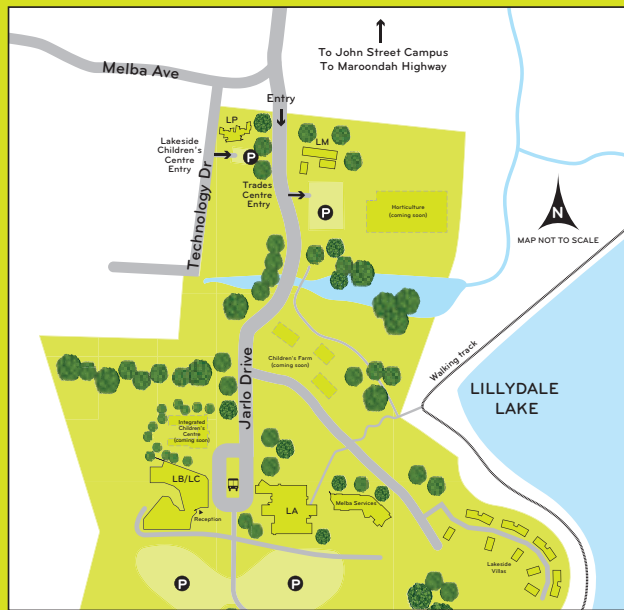
Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne



LILLYDALE LAKESIDE CAMPUS

Jarlo Drive, Lilydale



INTERNATIONAL STUDENT SUPPORT SERVICES

Box Hill Institute provides a wide range of student services and support to students to help you make the most of your studies and campus life.

BOX HILL INSTITUTE IS A STUDENT FRIENDLY INSTITUTE

The Institute provides a wide range of services to support international students.

Box Hill Institute's support services and facilities help you succeed in your educational, career and personal development goals, and to enjoy your learning experiences.

These services include:

- › information about courses
- › application and enrolment procedures
- › visa requirements (including renewals)
- › overseas student health cover
- › free airport pick-up services
- › free accommodation placement service
- › study support
- › further study opportunities
- › recreational activities.

The Box Hill area has a well-integrated multicultural community and a full range of community services, including a market within a shopping precinct.

STUDENT ADMINISTRATION

The Student Administration Centre (Elgar) provides you with information and assistance in your time with us, including enrolments, exemptions, ID cards, public transport concessions, refunds, results (including replacement copies), certificates and student records. The CAE Customer Service Hub provides information and assistance for you at our City campus.

STUDENT ACTIVITIES

Student Life helps you to enjoy student life through activities and communications to help you to meet other students, find out more about help available, gain skills, contribute to your campus community (maybe adding to your resume or course credits) and have fun. The Student Activities and Media team post up-to-date news of events happening and student life on StudentWeb, social media and noticeboards across the campuses.

LIBRARY

The library opening hours vary throughout the year. Please check our StudentWeb pages for the latest information.

- › Elgar Campus Library Building E3, Level 2, 465 Elgar Road, Box Hill
- › Melbourne City Campus CAE Library Building B, Level 2, 253 Flinders Lane, Melbourne

Free Wi-Fi

Students have access to free Wi-Fi on all campuses and

Software

All enrolled students have access to MS Office 365 subscriptions.



ONLINE STUDENT DIARY AND APP

The Online Student Diary is accessed through the StudentWeb homepage or the Student Diary App. This diary is more than a calendar of dates; it helps you get organised, shows you how to use the supports and services available; and includes valuable information for those at Box Hill Institute for the first time.

SUPPORT FOR STUDENTS WITH DISABILITIES

Box Hill Institute and CAE helps students with a disability to fulfil their potential. Students with a disability are strongly encouraged to make early contact and consult confidentially with our Disability Liaison Service to discuss their needs and, if required, develop an Individual Learning Support Plan. Please bring documentation of your disability or medical condition.

EDUCATIONAL AND PERSONAL COUNSELLING

Counsellors at Box Hill Institute and CAE provide a free and confidential service to assist you with a range of issues, including coping with stress, relating to others, time management and study skills. In addition to face-to-face counselling, counsellors also provide an E-Counselling which allows you to confidentially consult a counsellor through email any time of day or weekend from any online computer via StudentWeb.

CAREERS COUNSELLING

Careers counselling services are offered at both the Box Hill and CAE campuses. You can clarify your interests, plan a next step and gain a better understanding of education and training options.

STUDY SUPPORT

The Institute understands the specific needs of International students and offers extra academic assistance.

Academic support is offered through:

- > one to one sessions where students can obtain assistance with English language and guidance on how to complete and/or improve their assignment work
- > group programs and workshops for students to improve their academic learning skills, everyday conversation techniques, their study skills, language and employability skills
- > specialist language and study programs are also developed for specific groups of International students in collaboration with teachers
- > language assessments and self study language programmes that are developed under the guidance of the learning and language advisor to target areas in need of improvement.

Study support also includes mathematics & technology support, online and face-to-face across all campuses, for all courses.

FREE AIRPORT TRANSFER SERVICE

For new students, if required, you will be met and welcomed when you arrive in Melbourne and transported to your initial accommodation.

You must notify Box Hill International at least 7 days before your flight arrives. Cancellations must be made 7 days or more before your arrival date to avoid extra fees. Please note: If you request this service but do not use the service you will be charged AUD\$115 if you do not cancel the service within 7 days or more.

ORIENTATION PROGRAM

Box Hill Institute offers a comprehensive orientation program for new international students and attendance is compulsory. Students are provided with important information to help them make a successful transition to living and studying in Melbourne. Information and activities include:

- > orientation to the local environment and use of public transport
- > accommodation assistance
- > health insurance and medical services
- > personal safety at home and in public places such as the beach
- > campus familiarisation
- > Institute expectations
- > support services available on all campuses
- > useful skills for academic success and employment
- > compliance with student visa requirements
- > useful applications and software for study
- > online orientation option for students who cannot make the face to face orientation.

LOCATE A REPRESENTATIVE IN YOUR COUNTRY

You may locate a representative in your country by visiting this link on the website: www.boxhill.edu.au/International/International-Agents

LIVING IN MELBOURNE

Melbourne: a great place to live. Melbourne enjoys a reputation as one of the safest cities in the world to live, work and study.

MELBOURNE: A GREAT PLACE TO LIVE

ONE OF THE WORLD'S MOST LIVEABLE CITIES

Melbourne has been ranked No.1 as the world's "Most Liveable City" for seven years in a row – 2011-2017 – by the Economist Intelligence Unit's liveability survey (based on five broad categories: stability, healthcare, culture and environment, education and infrastructure).

Melbourne enjoys a reputation as one of the safest cities in the world to live, work and study. The Central Business District (CBD) is a dynamic commercial, entertainment, and residential precinct.

Our city offers so much of interest and activity including:

- › Distinctive architecture—Victorian Era buildings through to modern structures and spaces
- › Beautiful beaches, parks and gardens to enjoy
- › Accessible public transport to ensure ease of travel
- › A wide variety of world class events – for business and entertainment
- › Diversity, with many cultures influencing the city.

As Australia's arts, cultural and sporting capital, Melbourne boasts many internationally renowned sports arenas, sporting teams, live music, theatres, art galleries, markets and festivals of all kinds. And let's not forget the fantastic shopping, cafes, restaurants, bars and clubs!

AUSTRALIA'S MULTICULTURAL CAPITAL

Melbourne's population of over four million people includes a broad ethnic mix from over 140 countries. The city is welcoming to people from different cultures and this all adds to its charm and atmosphere. It is common to see restaurants of various cuisines all located near one another.

Melbourne is famous for its diversity which can easily be seen by strolling around Chinatown, Lygon Street or Balaclava.

FOUR SEASONS IN ONE DAY

Melbourne is well known for its unpredictable and unique 'four seasons in one day' weather. The climate has four distinct seasons throughout the year from hot summers through to coolish winters. A day can start off cloudy and raining, then within the same 24 hours become sunny and hot. It is recommended to bring a variety of clothing to cater for the seasons such as summer shorts and winter jackets.

Melbourne itself does not receive snow in winter, but located only a couple of hours away from Melbourne are Victoria's major snow fields offering ski and snow related activities during the winter months. Winter is from June to August with temperatures averaging around 10-15 degrees Celsius. Summer is from December to February where temperatures can average around 25-35 degrees Celsius. Located around Port Phillip Bay, there are a plenty of beaches to enjoy during the summer months.

LIVING EXPENSES

It is advised to set aside a minimum AUD\$20,290 per year for expenses such as accommodation, daily travel, books and materials. These expenses are required in addition to course fees. If school-aged dependents will also be accompanying you, these dependents must be enrolled as fee-paying students. For more information go to www.homeaffairs.gov.au/Trav/Stud/More

DINING AND FOOD

Melbourne's diversity of cultures is reflected in its thousands of restaurants, cafes, bistros and bars. Melburnians can enjoy over 2,300 restaurants, bars and pubs. There's something for everyone's taste and price range. Throughout the year, the city celebrates the importance of good food and wine with several festivals dedicated to enjoying all things food-related.

SEE VICTORIA AND AUSTRALIA

For day trips or a weekend away in Victoria, you've got plenty to choose from with areas like the Yarra Valley and the Mornington Peninsula offering excellent vineyards, cottages, luxury accommodation and various activities, all within one and a half hours drive from Melbourne.

Travelling further afield in Victoria, the Penguin Parade at Phillip Island is a must see. Plus, enjoy surf beaches along the Great Ocean Road or experience the magnificent High Country mountain region. For up-to-date information go to www.visitvictoria.com

The rest of Australia is also easily reached by plane, train or bus. Why not visit famous landmarks such as the Whitsunday Islands in Queensland, Sydney Harbour in New South Wales or Ayers Rock/Uluru in the Northern Territory?

HOW TO APPLY

Each Box Hill Institute course has its own entry requirements. Each course listing in this guide provides you with details on eligibility, selection criteria, study mode and how to apply.

There are two ways of applying for a course at Box Hill Institute:

1. Apply direct to Box Hill Institute
2. Application through
 - > our authorised representatives in your country
 - > most Australian Education Centres
 - > Box Hill Institute booth at education exhibitions.

Submit the application form and the required documents to:

Box Hill International
Box Hill Institute
465 Elgar Road Box Hill,
Victoria 3128 Australia

The application form can be downloaded from the Box Hill Institute website:

<https://www.boxhill.edu.au/international/international-students/>
or by removing the form at the back of this booklet.

Email: int-applications@boxhill.edu.au

NOTE:

Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

1. CHECK ADMISSION REQUIREMENTS

You must meet the entry requirements to be eligible to gain entry into a course. Check to see if the course requires any additional requirements such as:

- > attendance at an information session or interview
- > demonstration of portfolio if required
- > completion of audition or assessment.

2. SUBMIT YOUR APPLICATION

If your application is successful, you will receive a Letter of Offer for a place at Box Hill Institute.

The time taken to assess your application depends on the prerequisites that need to be met. For example, applications for media, art, design and music often take longer than other programs.

If your application is unsuccessful, you will receive notification stating the reasons for this.

ABOUT YOUR OFFER

The Letter of Offer may include conditions.

Unconditional offers

If there are **no conditions**, secure your place by accepting the offer as soon as possible.

Conditional offers

If there are **conditions**, all conditions stated in the Letter of Offer must be met before accepting the offer. You are required to show evidence that you have met these conditions, for example: results of IELTS test, etc.

3. ACCEPT YOUR OFFER

ACCEPTANCE OF OFFER

- > you must read the Refund Policy and the Student Agreement Form with Box Hill Institute which accompanied the Letter of Offer
- > you must return the signed copy of the Student Agreement with Box Hill Institute either by fax, mail or email. (NOTE: Fees will not be accepted until we have received the signed copy of the Student Agreement with Box Hill Institute)
- > pay the Course Fees and the Overseas Student Health Cover (OSHC), as stated in Letter of Offer, by bank cheque, credit card or telegraphic transfer.

OBTAIN YOUR PRE-DEPARTURE PACKAGE AND STUDENT VISA

After your acceptance documents have been received, Box Hill Institute will send you:

your Confirmation of Enrolment (COE) for application of your student visa

- > Box Hill Institute's Online Student Arrival Guide containing information on pre-departure and living in Australia information about accommodation and airport reception arrangements. Please submit the Accommodation and Airport Transfer Request Form a minimum of seven (7) working days prior to your arrival date
- > you will need to apply for your student visa through an Australian diplomatic mission or one of Box Hill Institute's representatives.

“Box Hill institute is a large school with full facilities, many international students, many campuses and it is easy to connect to the city and other places around Melbourne.”

JAMIE TRAN VAN KHA
SIT31016 CERTIFICATE III IN PATISSERIE (CRICOS: 092302B)

Jamie Tran Van Kha has embraced the philosophy of Vietnam’s KOTO – Know One, Teach One, where he obtained his Certificate II in Kitchen Operation. He obtained a scholarship from KOTO and completed a SIT31016 Certificate III in Patisserie (CRICOS: 092302B) with Box Hill Institute in 2016. He is now studying a SIT40716 Certificate IV in Patisserie (CRICOS: 092303A) and a SIT50416 Diploma of Hospitality Management specialising in Patisserie (CRICOS: 091006G). When he’s finished his course, he plans to use his passion for pastry to teach disadvantaged children and help create a bright future for them.

“I love studying at Box Hill as there are small classes and many different cultures but we are all learning together and helping one another. Our teacher is a professional chef and he has experience that he shares with us to help us become a good team,” he said.

Jamie said, “Box Hill institute is a large school with full facilities, many international students, many campuses and it is easy to connect to the city and other places around Melbourne. I’m proud that Box Hill Institute has partnered KOTO to sponsor disadvantaged children and help them train for a job. Thanks to KOTO founder, Jimmy Pham and Box Hill institute, I can stand on my own two feet and support my family and other people.”



ELICOS	Intake Dates		Course fee/per week
English Language Intensive Courses for Overseas Students (ELICOS) CRICOS: 092294G (Academic purpose) / 092296F (General English)	Intake dates for 2019 Term 1: 17 January–22 February 21 February–28 March Term 2: 11 April–17 May 16 May–21 June Term 3: 4 July–9 August 8 August–13 September Term 4: 26 September–1 November 31 October–6 December	Intake dates for 2020 Term 1: 23 January–28 February 27 February–3 April Term 2: 16 April–22 May 21 May–26 June Term 3: 9 July–14 August 13 August–18 September Term 4: 1 October–6 November 5 November–11 December	AUD \$300

ENGLISH - OCCUPATIONAL ENGLISH TEST	Campus			
English for Health (OET Preparation) CRICOS: 097282E	BH	January, July		AUD \$8,500 20 weeks

ART & DESIGN			Academic requirements	IELTS	Course fee	Duration
CUA60315 Advanced Diploma of Graphic Design CRICOS: 093400C	BH	January, July	Diploma of Graphic Design or international equivalent	5.5	AUD \$14,040	1 year
CUA50715 Diploma of Graphic Design CRICOS: 093399B	BH	January, July	Year 11 or international equivalent with folio & phone interview / Certificate IV in Design or international equivalent	5.5	AUD \$16,000	1 year
CUA50915 Diploma of Photography and Photo Imaging CRICOS: 097279M	BH	January, July	Year 11 or international equivalent, successful completion of the Certificate IV in Photo Imaging	5.5	AUD \$13,400	1 year
CUA40715 Certificate IV in Design CRICOS: 093398C	BH	January, July	Year 11 or international equivalent	5.5	AUD \$8,530	6 months
CUA41115 Certificate IV in Photography and Photo Imaging CRICOS: 097278A	BH	January, July	Year 11 or international equivalent	5.5	AUD \$11,000	6 months

AUTOMOTIVE						
AUR50216 Diploma of Automotive Technology CRICOS: 091702E	BH	January, July	Certificate IV in Automotive Mechanical Diagnosis or international equivalent	5.5	AUD \$8,365	6 months
AUR40216 Certificate IV in Automotive Mechanical Diagnosis CRICOS: 091655G	BH	January, July	Certificate III in Light Vehicle Mechanical Technology or international equivalent	5.5	AUD \$8,365	6 months
AUR30616 Certificate III in Light Vehicle Mechanical Technology CRICOS: 091607D	BH	January, July	Year 10 or international equivalent	5.5	AUD \$16,900	1 year

AVIATION						
AVI50215 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)^~ CRICOS: 092291M	BH, MA	March	Year 12 or international equivalent	5.5	AUD \$106,900	14 months
AVI50415 Diploma of Aviation (Instrument Rating)^ CRICOS: 092292K	BH, MA	January, July	A current CASA Private Pilot / Commercial Licence+	5.5	AUD \$45,700	13 weeks

BH Box Hill Campus (Elgar, Nelson) · C City Campus · L Lilydale Campus · MA Moorabin Airport

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

ACCOUNTING & BUSINESS		Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
CRS1201262 Bachelor of Commerce (Applied) CRICOS: 073180J	C	February, July, November	Year 12 or international equivalent	6.0	AUD \$16,340/yr	3 years	
CRS1201263 Associate Degree of Commerce (Applied) CRICOS: 073181G	C	February, July	Year 12 or international equivalent	6.0	AUD \$16,340/yr	2 years	
BSB50215 Diploma of Business CRICOS: 087174C	BH	July	Year 12 or Certificate IV in Business or international equivalent	5.5	AUD \$6,660	6 months	
BSB40215 Certificate IV in Business CRICOS: 086907A	BH	January	Year 11 or international equivalent	5.5	AUD \$6,870	6 months	
FNS40615 Certificate IV in Accounting [#] CRICOS: 090726E	BH	January, July	Year 11 or international equivalent	5.5	AUD \$6,870	6 months	
BEAUTY							
SHB50115 Diploma of Beauty Therapy [#] CRICOS: 089047E	BH	January, July	Year 11 or international equivalent	5.5	AUD \$17,000/yr	1.5 years	
BUILDING							
22268VIC Advanced Diploma of Building Design (Architectural) CRICOS: 085932G	BH	January	Year 12 or international equivalent	5.5	AUD \$14,770/yr	2.5 years	
EARLY CHILDHOOD							
CRS1201270 Bachelor of Early Childhood Education CRICOS: 075815G	L	February, July	Diploma of Early Childhood Education and Care or international equivalent or Year 12 or international equivalent	7.0	AUD \$17,480/yr	3.5 years or 4 years	
CHC50113 Diploma of Early Childhood Education and Care CRICOS: 081446K	BH	January, July	Year 12 or international equivalent	6.0	AUD \$14,770/yr	1.5 years	
FASHION							
CRS1201269 Bachelor of Fashion CRICOS: 071727F	BH	February	Year 12 or international equivalent	6.0	AUD \$18,730/yr	3 years	
CRS1300160 Bachelor of Fashion Merchandising CRICOS: 080247C	C	February	Year 12 or international equivalent	6.0	AUD \$18,730/yr	3 years	
HEALTH & COMMUNITY SERVICES							
CRS1400046 Bachelor of Community Services CRICOS :082590E	L	February, July	Diploma of Community Services		AUD \$16,970/yr	2 years	
			Year 12 or international equivalent	6.0	AUD \$16,970/yr	3 years	
CHC52015 Diploma of Community Services CRICOS :093809M	BH, L	January, July	Year 12 or international equivalent	5.5	AUD \$14,770/yr	1.5 years	
HLT54115 Diploma of Nursing [#] CRICOS: 092870C	BH, C, L	January, July	Year 12 or international equivalent	7.0	AUD \$17,370/yr	1.5 years	
CHC33015 Certificate III in Individual Support [#] CRICOS: 090743D	BH, L	January, July	Year 10 or international equivalent	6.0	AUD \$8,110	9 months	
HOSPITALITY							
CRS1201266 Bachelor of Hospitality Management CRICOS: 058293C	C	February, July, November	Year 12 or international equivalent	6.0	AUD \$16,650/yr	3 years	
CRS1201267 Associate Degree in Hospitality Management CRICOS: 058292D	C	February, July, November	Year 12 or international equivalent	6.0	AUD \$16,650/yr	2 years	
SIT50416 Diploma of Hospitality Management specialising in Bars, Hotels, Restaurants CRICOS: 091006G	BH	January, July	Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants or equivalent	5.5	AUD \$8,010	6 months	

HOSPITALITY CONTINUED		Campus	Intake Dates	Academic requirements	IELTS	Course fee	Duration
SIT50416 Diploma of Hospitality Management specialising in Commercial Cookery CRICOS: 091006G	BH	January, July	Certificate IV in Commercial Cookery	5.5	AUD \$7,905	6 months	
SIT50416 Diploma of Hospitality Management specialising in Patisserie CRICOS: 091006G	BH	January, July	Certificate IV in Patisserie	5.5	AUD \$7,955	6 months	
SIT40416 Certificate IV in Hospitality specialising in Bars, Hotels, Restaurants CRICOS: 090965A	BH	January, July	Year 12 or international equivalent	5.5	AUD \$6,865	6 months	
SIT40516 Certificate IV in Commercial Cookery CRICOS: 092305K	BH	January, July	Certificate III in Commercial Cookery or international equivalent	5.5	AUD \$7,540	6 months	
SIT40716 Certificate IV in Patisserie CRICOS: 092303A	BH	January, July	Certificate III in Patisserie or international equivalent	5.5	AUD \$9,775	6 months	
SIT30816 Certificate III in Commercial Cookery CRICOS: 092304M	BH	January, July	Year 11 or international equivalent	5.5	AUD \$14,870	1 year	
SIT31016 Certificate III in Patisserie CRICOS: 092302B	BH	January, July	Year 11 or international equivalent	5.5	AUD \$14,870	1 year	

INFORMATION COMMUNICATION TECHNOLOGY

CRS1201256 Bachelor of Computer Systems CRICOS: 053076G	BH	February, July, November	Year 12 or international equivalent	6.0	AUD \$18,110/yr	3 years
CRS1201257 Associate Degree in Computer Systems CRICOS: 054850M	BH	February, July, November	Year 12 or international equivalent	6.0	AUD \$18,110/yr	2 years
ICT60515 Advanced Diploma of Computer Systems Technology CRICOS: 086755A	BH	January, July	Certificate IV in Computer Systems Technology	5.5	AUD \$19,760	1 year
22445VIC Advanced Diploma of Cyber Security CRICOS: 097281F	BH, C	January, July	Successful completion of Certificate IV in Cyber Security	5.5	AUD \$19,240	1 year
CRS1201271 Diploma of Computer Systems CRICOS: 075289B	BH	February, July	Year 12 or international equivalent	5.5	AUD \$18,110	1 year
ICT50315 Diploma of Information Technology Systems Administration CRICOS: 086630C	BH	January, July	Certificate IV in Information Technology	5.5	AUD \$13,430	1 year
ICT50715 Diploma of Software Development CRICOS: 086692M	BH	January, July	Certificate IV in Information Technology	5.5	AUD \$13,430	1 year
ICT50615 Diploma of Website Development CRICOS: 086678J	BH	January, July	Certificate IV in Information Technology	5.5	AUD \$13,620	1 year
ICT50415 Diploma of Information Technology Networking CRICOS: 086647E	BH	January, July	Certificate IV in Information Technology	5.5	AUD \$18,510	1 year
ICT41015 Certificate IV in Computer Systems Technology CRICOS: 086593C	BH	January, July	Year 11 or international equivalent	5.5	AUD \$13,420	1 year
ICT40115 Certificate IV in Information Technology CRICOS: 086525D	BH	January, July	Year 11 or international equivalent	5.5	AUD \$13,430	1 year
22334VIC Certificate IV in Cyber Security CRICOS: 097280G	BH, C	January, July	Year 11 or international equivalent	5.5	AUD \$10,500	1 year

LIBRARY STUDIES

CRS1400013 Bachelor of Library and Information Management CRICOS: 081464G	C	January	Year 12 or international equivalent	6.0	AUD \$16,600/yr	3 year
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BH Box Hill Campus (Elgar, Nelson) · C City Campus · L Lilydale Campus *Please refer to boxhill.edu.au for current course information. The duration of this course may change. Training packages may have changed since the publication of this guide. If changes have occurred, new students will be enrolled in the new course. **Note:** Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

MUSIC

CRS1400227 Master of Music (Contemporary Practice) CRICOS: 085846F	BH	February	Australian Bachelor degree or equivalent	6.5	AUD \$20,280/yr	2 years
CRS1400226 Graduate Diploma of Music (Contemporary Practice) CRICOS: 085847E	BH	February	Australian Bachelor degree or equivalent	6.5	AUD \$20,280	1 year
CRS1400176 Bachelor of Applied Music (Composition) CRICOS: 085407G	BH	February	Year 12 or international equivalent	6.0	AUD \$18,530/yr	3 years
CRS1201261 Bachelor of Applied Music (Performance) CRICOS: 085406G	BH	February	Year 12 or international equivalent	6.0	AUD \$18,530/yr	3 years
CRS1400175 Bachelor of Applied Music (Audio Production) CRICOS: 085408F	BH	February, July	Year 12 or international equivalent	6.0	AUD \$18,530/yr	3 years
CRS1201265 Bachelor of Applied Business in Music Industry CRICOS: 080263C	BH	February	Year 12 or international equivalent	6.0	AUD \$18,530/yr	3 years
CRS1400264 Bachelor of Sound Production CRICOS: 090693J	BH	February, July	Year 12 or international equivalent	6.0	AUD \$18,530/yr	3 years

SCIENCE

CRS1400045 Bachelor of Biosecurity Science CRICOS: 082589J	L	January	Year 12 or international equivalent	6.0	AUD \$19,550/yr	3 years
MSL50118 Diploma of Laboratory Technology CRICOS: 098108M	BH	February, July	Year 12 or international equivalent	5.5	AUD \$14,560/yr	2 years
MSL40118 Certificate IV in Laboratory Techniques CRICOS: 098116M	BH	February, July	Year 10 or international equivalent	5.5	AUD \$15,000	1 year

SPORT & FITNESS

SIS50612 Diploma of Sport Development CRICOS: 080121F	BH	January	Year 12 or international equivalent	5.5	AUD \$15,030	1 year
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VCAL

VCALSEN001 Victorian Certificate of Applied Learning (Senior) CRICOS 094507F	BH	January	Year 11 or international equivalent	5.5	AUD 11,960	1 year
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BH Box Hill campus (Elgar, Nelson) • C City campus • L Lilydale Lakeside campus

Note: Box Hill Institute only accept enrolments from International students who are 18 years of age or above at the time of course commencement.

FOOTNOTES

- > Please check boxhill.edu.au for up-to-date information.
- > The published fees are estimated for 2019 enrolments and subject to change.
- > Prices listed may not include annual equipment costs (textbooks, course equipments/ materials, excursions, uniforms, printing, etc). Please note Service and Amenities Fee is \$155 per year (indexed annually).
- > Course delivery and work placement may occur on weekends, evening classes or during term break
- > Some Box Hill Institute courses will be undertaken across two or more campus locations.

#Please refer to boxhill.edu.au for current course information. Course duration and structure may change since the publication of this guide. If applicable, changes will affect students enrolling in 2019.

^ Students undertaking this course will be enrolled at Box Hill Institute (BHI). SOAR Advanced Flight Training is contracted by BHI to deliver the training and assessment on BHI's behalf. Upon completion, you will receive certification from Box Hill Institute.

--Please refer to boxhill.edu.au for additional CASA requirements.

INTERNATIONAL STUDENT APPLICATION FORM



**BOX HILL
INSTITUTE**

Send your application to:

Box Hill International
Box Hill Institute
465 Elgar Road, Box Hill
VIC 3128
Australia

Telephone: +61 3 9286 9425
Facsimile: +61 3 9286 9334
Email: int-applications@boxhill.edu.au
Website: www.boxhill.edu.au

Please complete all sections using **BLOCK LETTERS** in **BLACK PEN**. Print your name as it appears in your passport.

SECTION 1: NAME AND CONTACT DETAILS

If you have previously been enrolled at BHI, provide your Student ID number

Title (please circle): Mr / Mrs / Ms / Miss

Gender: Male Female

Family Name:
(as indicated in passport)

Given Name:
(as indicated in passport)

Date of Birth:

 / /
(Date) (Month) (Year)

Address in Home Country:

(Number & Street name)
(City / Suburb)
(Country)
(Postcode)

Phone:

(Area Code)
(Number)

Fax:

(Area Code)
(Number)

Email:

Skype Address:

Postal Address:

(Number & Street name)
(City / Suburb)
(Country)
(Postcode)

Phone:

(Area Code)
(Number)

Fax:

(Area Code)
(Number)

Email:

SECTION 2: RESIDENCY AND OTHER DETAILS

Country of Birth:

Citizenship:

Passport Number:

Do you hold an valid
Australian visa:

Yes No

If yes, type
of visa: _____

Visa expiry date:

 / /

Will you have dependants
(family members) with you?

Yes No

Do you have any disability?
If yes, please specify

Yes No

SECTION 3 : COURSE PREFERENCES

COURSE NAME	INTAKE	YEAR	LOCATION
			<input type="checkbox"/> Box Hill <input type="checkbox"/> City <input type="checkbox"/> Lilydale
			<input type="checkbox"/> Box Hill <input type="checkbox"/> City <input type="checkbox"/> Lilydale
			<input type="checkbox"/> Box Hill <input type="checkbox"/> City <input type="checkbox"/> Lilydale

ELICOS English Program Only (Tick the type of program you are applying for)

<input type="checkbox"/> General English	Location: Box Hill	
<input type="checkbox"/> Academic English	Commencement Date:	Number of weeks:

SECTION 4: ENGLISH LANGUAGE PROFICIENCY

What is your first language? _____

RECENT USAGE OF ENGLISH (Please tick where appropriate and attach evidence)

- I have satisfactorily completed secondary/tertiary studies in Australia.
 I have successfully completed an approved ELICOS programme.
 I have sat an English proficiency test [IELTS Academic, TOEFL iBT, Pearson Academic, Cambridge Advanced (CAE)]

Test Name: _____ **Test Date:** _____ **Score:** _____

- Others (please specify) _____

SECTION 5: EDUCATION IN YOUR HOME COUNTRY

A certified copy or original transcripts of all official results must accompany this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If transcripts are in a language other than English, please supply translations.

Secondary School Studies (please record the highest level of secondary schooling which you completed)

NAME OF QUALIFICATION	YEAR	COUNTRY	COURSE COMPLETED
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Post-secondary Studies

NAME OF QUALIFICATION	YEAR	COUNTRY	COURSE COMPLETED
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)? If yes, you must attach a detailed course or unit (subject) syllabus. For information about Credit Transfer/RPL/Exemptions, please refer to:

<http://www.boxhill.edu.au/for-students/student-information/exemptions-and-credit-transfers>

Yes No

SECTION 6: EDUCATION IN AUSTRALIA

If you have studied any course in Australia, you must attach certified copy or original transcripts of all official results; release letter, attendance letter, copy of passport and visa with this application. Please include the grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete.

Have you studied any course in Australia?

Yes No

INSTITUTION	COURSE NAME	YEAR	COURSE COMPLETED
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7: STATEMENT OF PURPOSE

To be granted a student visa, applicants must be both a Genuine Student and a Genuine Temporary Entrant - refer to the Department of Home Affairs website: <https://www.homeaffairs.gov.au/trav/visa-1/500-?modal=/trav/stud/more/genuine-temporary-entrant>. Please provide a Statement of Purpose to demonstrate your knowledge of Box Hill Institute and your selected course(s), and relevance of the course to your previous study, experience and expected course outcomes. You may also be asked to be available for an interview as part of assessing your application.

SECTION 8: EMPLOYMENT EXPERIENCE

If you believe you have relevant employment experience, please attach a copy of your Curriculum Vitae/Resume to your application.

SECTION 9: HOW DID YOU HEAR ABOUT BOX HILL INSTITUTE?

How did you hear about BHI?

- Family/Friend Education Agent Exhibition/Education Fair Internet/Website Advertisement
 Others, please specify _____

SECTION 10: FINANCIAL SUPPORT

The costs for my study and stay in Australia are provided by:

If you have been granted a scholarship/sponsorship, please provide a letter from your sponsor(s).

- Self Family
 Spouse Scholarship/Sponsorship

SECTION 11: PRIVACY STATEMENT

The Institute is required to comply with the federal and state privacy regimes. The information you have provided to the Institute will be used, where applicable, for purposes of assessing your application, accepting your enrolment, assessing your welfare needs (if any), processing and advising you of your assessment results and other communications to you as required. Where you have been asked to provide us with a unique identifier of another organisation, we will only use this identifier for the purposes to which you have consented or for which we may use it as authorised by law. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition. A condition of your application and enrolment is that you consent to release of your results or statement of progress to your employer, sponsoring organisations or government agencies where appropriate. You can request access to your personal information by writing to Box Hill International at the contact address below, or by sending an email to privacy@boxhill.edu.au. If you do not wish to provide the requested information, this may restrict the range of services and educational program that the Institute can offer you.

SECTION 12: APPLICATION FEE PAYMENT

You can pay the **non refundable** application fee of **AUD\$50** by credit card, money order or bank draft made payable to Box Hill Institute.

Tick one:

MasterCard – AUD\$50

Visa – AUD\$50

Cardholder's name:

Card No.

Expiry date:

Cardholder's signature:

Card Verification No:

(This is the last 3 numbers on the signature panel)

This payment is for:

(Name of Applicant)

(Date of Birth)

STUDENT DECLARATION

- ▶ I declare that the information supplied in this application and the supporting documentation is true and complete.
- ▶ I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that Box Hill Institute may withdraw an offer of a place or cancel my enrolment in consequence.
- ▶ I declare that I am a genuine student & a genuine temporary entrant as outlined by the Department of Home Affairs website: <https://www.homeaffairs.gov.au/trav/visa-1/500-?modal=/trav/stud/more/genuine-temporary-entrant>
- ▶ I consent to Box Hill Institute to obtain official records from any educational institutions in which I have previously enrolled and/or my current or any past employer for the purpose of verifying my grades and/or qualifications or experience.
- ▶ I am fully responsible for my educational and living expenses while studying at Box Hill Institute.
- ▶ I have read and understood the Privacy Policy in Section 11.
- ▶ I confirm that I have read the Box Hill Institute Course Information for International Students in the BHI website or printed prospectus and fully understand the relevant sections including the requirements of my selected course, Schedule of Fees, Application Procedure and Refund Policy.
- ▶ I understand that as a requirement of the National Code of Practice 2018 (Standard 7) I may not transfer between registered providers within the first six (6) months of the commencement date of the principal course of study.
- ▶ I understand that the information provided to me by Box Hill Institute may be made available to Australian Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2018.
- ▶ I understand that Box Hill Institute is required to notify Australia Immigration authorities about changes to my enrolment, and any breach of Visa conditions relating to attendance and unsatisfactory academic progress.
- ▶ I understand that this agreement does not remove my right to take further action under Australia's consumer protection laws.
- ▶ I agree to abide by the statutes, regulations and policies of Box Hill Institute.

I have read and understood the above conditions and accept them in full.

Applicant's Signature

Date

Parent/Guardian's Signature

(If you are under 18 years of age this declaration must also be signed by your parent or guardian)

Date

Name of Parent / Guardian _____

APPLICATION CHECKLIST

Please ensure you attach the following documents with your application.

- Completed and signed application form
- Certified copy of the personal details page of your passport
- Certified copy of your English language qualification or provide details of your English proficiency
- Certified copy of all your academic qualifications, including secondary school studies
- Additional documents as outlined by the course entrance requirements (e.g. folio, personal statement)
- Course syllabus / detailed course outlines (if you are applying for credit exemption)
- Copy of Visa and CoE document(s) for all courses included in your current visa (if you are currently studying in Australia)
- Documentation verifying name change (if your academic documents are under a previous name)
- Certified official translation of any document not in English

AGENT ASSESSMENT REGARDING GENUINE TEMPORARY ENTRANT (GTE) & GENUINE STUDENT REQUIREMENTS

As an authorised representative of Box Hill Institute, you are asked to ensure that the student understands that student visa applicants must be both a GTE and a Genuine Student to be granted a visa. Please explain to the student the summary below which is based on the Department of Home Affairs website, and refer them to the website for further information: <https://www.homeaffairs.gov.au/trav/visa-1/500->

Agent declaration:

Student name: _____

Student date of birth: _____

For all students, declaration part A is applicable.

In addition:

- if the student has a low level of English, refer to declaration part B
- if the student is onshore, refer to declaration part C.

Part A: After interviewing the above named applicant, I declare that:

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Home Affairs.
- The applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- I am satisfied that the applicant has genuine access to the total funds required while in Australia, to cover all travel, OSHC, course fee and living costs for themselves and their family members.

Part B: If the student has a low level of English and therefore is unable to write a statement of purpose or respond to an interview in English, please ask the student to provide a statement of purpose in their own language, together with a translation of the statement and sign the following declaration yourself:

I declare that:

- the information in the statement of purpose is the student's own
- I have interviewed the student myself at length in relation to the matters which are relevant to the GTE requirement and am satisfied that the student is a genuine student and a genuine temporary entrant.

Part C: If the student is currently in Australia and changing their education provider or level of study:

I declare that:

- I am satisfied by their explanation for changing course and/or provider
- I have explained to the student the possible visa implications of changing their study plan.

Agent Representative Stamp	Counsellor/Agency Staff Name:
	Counsellor/Agency Staff signature:
Applicant Signature to acknowledge that the above is true and correct:	Date:

GTE Summary

The summary below is based on the Department of Home Affairs website. For further information, refer to:

<https://www.homeaffairs.gov.au/trav/visa-1/500->

A **Genuine Student** is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

Factors that are considered under the existing requirement to be a genuine applicant for entry and study as a student include: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.

A **Genuine Temporary Entrant (GTE)** is an applicant who has circumstances that support a genuine intention to enter and remain in Australia temporarily.

Factors that are considered under the GTE requirement include: the applicant's circumstances in their home country and likely circumstances in Australia; value of the course to the applicant's future; the applicant's immigration history; and any other relevant matter.

INTERNATIONAL STUDENT REFUND POLICY

1. REFUND POLICY

- 1.1 Each prospective and continuing international student (student) acknowledges and agrees to the terms and conditions of the international student refund policy on signing the International Student Application Form.
- 1.2 The terms and conditions set out in this International Student Refund Policy apply equally to commencing and continuing students unless otherwise specified.
- 1.3 Applications for refunds for international students must be authorised by the General Manager | Vice President International of Box Hill Institute (the Institute) or his or her nominee.
- 1.4 The Institute reserves the right to amend these terms and conditions at any time.
- 1.5 Where fees are paid by a party on behalf of the student, the Institute reserves the right to notify that party.
- 1.6 The Institute is obliged to inform the Department of Home Affairs of any change of status where a student completes his or her course early, transfers to another provider, is excluded on academic grounds and fails to meet his or her visa conditions, defers or intermits his or her study or otherwise changes the expected completion date of his or her study.
- 1.7 The funds covering the tuition fees must be clear at the time that the refund request is made by the student and all debts to the Institute must be paid before any refund can be made.
- 1.8 Refund requests for full or partial refunds must be made in writing on the Refund Application Form, must set out the reasons for the request and be accompanied by supporting documentation as appropriate. The refund request must be forwarded to:

**International
Box Hill Institute**
465 Elgar Road,
Box Hill
Victoria 3128
AUSTRALIA
- 1.9 The written Refund Application Form must include the date of the claim, the student's full name, and the basis for making the claim, the address and bank account details to which the refund is to be forwarded and the student's signature. Claims will not be processed where the signature on the claim does not match the student's signature as shown on other documents provided by the student for admission to the Institute.
- 1.10 This Policy, the Student Agreement and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia's consumer protection laws.

2. REFUNDS

Category	Time application received by Institute	Amount of refund for formal courses	Amount of refund for ELICOS	Documentary evidence required in addition to the Refund Application Form
A.1 Visa refusal before course commencement	At any time	All payments less Administration fee (\$50)	All payments less Administration Fee (\$50)	Original letter of refusal from the Department of Immigration and Border Protection
A.2 Visa refusal after course commencement	At any time	All tuition fees paid less fees for any study period completed and the school term in process at the time of visa refusal.	All tuition fees paid less fees for any study period completed and the school term in process at the time of visa refusal.	Original letter of refusal from the Department of Immigration and Border Protection

Category	Time application received by Institute	Amount of refund for formal courses	Amount of refund for ELICOS	Documentary evidence required in addition to the Refund Application Form
B Special circumstances	Prior to commencement of semester	All payments for upcoming semesters less Administration fee (\$50)	All payments for upcoming semesters less Administration fee (\$50)	Evidence or proof to the satisfaction of the Institute.
	After semester has commenced	All payments for current & upcoming semesters less 20% of current semester's fees	All payments for current & upcoming semesters less 20% of current semester's fees	Letter from the student and evidence of departure from Australia to the satisfaction of the Institute.
C Withdrawal by student, including but not limited to: 1. visa cancellation; and 2. transfer to another provider (subject to the Institute Student Transfer Policy)	More than 28 days before semester commences	All payments less 20% of next semester's fees	All payments less 20% of ELICOS fee for 20 weeks max	Withdrawal Proof of withdrawal from all subjects, boarding pass and letter from the student.
	28 days or less before semester commences	50% of next semester's fees	All payments less 50% of ELICOS fee for 20 weeks max	Visa Cancellation None
	On or after the day semester commences	No refund	No refund	Transfer Transfer acknowledgement according to Institute Student Transfer Policy
D.1 Offer of place withdrawn by Institute before course commencement, due to course cancellation or other circumstance (except when incorrect or incomplete information has been provided by student)	At any time	Alternative Box Hill course or full refund of pre-paid course fees for formal course	Alternative Box Hill course or full refund of pre-paid course fees for ELICOS course	Letter from student – acceptance of alternative course or withdrawal.
D.2 Part of course not offered by the Institute after commencement.	At any time	Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for formal course	Alternative Box Hill course or full refund of the unexpended portion of pre-paid course fees for ELICOS course	Letter from student – acceptance of alternative course or withdrawal.
E Package Courses				
1. A full refund will be made under the categories A1 and B as above (minus administration fee).				
2. All packaged Principal Course deposits are non – refundable.				

- 2.1 In the unlikely event that the Institute is unable to deliver a course or is unable to continue to deliver a course, the Institute will offer the student a place in an alternative Box Hill course. The student has the right to choose whether he or she would prefer a full refund of course fees, or to accept a place in another course. If the student chooses placement in another course, the Institute will ask the student to sign a document to indicate acceptance of the placement and any pre-paid fees paid for the original course will be transferred to the new course.
- 2.2 Where a student chooses not to accept a place in a new Box Hill course, the student must indicate in writing their decision to withdraw and to complete the International Application for Refund Form. All pre-paid course fees for the course which ceased being provided will be refunded within 2 weeks of the day on which the course ceased being provided.

INTERNATIONAL STUDENT REFUND POLICY CONT..

3. SPECIAL CIRCUMSTANCES

- 3.1 Special circumstances are determined at the discretion of the General Manager | Vice President International of the Institute, or his or her nominee, as preventing a student from taking up the course where:
- 3.1.1 Illness or disability prevents a student from taking up the course;
 - 3.1.2 The student has been excluded from the Institute for failure to meet progression rules and where fees were paid in advance of notification of that exclusion;
 - 3.1.3 There is death of a close family member of the student (parent, sibling, spouse or child); or
 - 3.1.4 Other special or extenuating circumstances, including political, civil or natural events affect the student.

4. REFUNDS FOR STUDENTS WHO OBTAIN PERMANENT RESIDENT VISA STATUS

- 4.1 Permanent resident status is recognised from the date that the permanent resident visa is formally notified to the student and not the date on which the application for the permanent visa was made.
- 4.2 If a student obtains Australian permanent resident status before his or her enrolment in a course but after the date of the Letter of Offer for the course, the fee-paying overseas place will be withdrawn. If the student wishes to continue study at the Institute he or she must apply for a local student place and will be subject to the same selection criteria applicable to these applicants and will be liable to pay the Tuition and Service and Amenity Fee for that course. If the student has already paid the tuition fees applying to international students for this semester, or any future semesters, a total refund of these fees is payable to the student.
- 4.3 If a student obtains a permanent resident status after enrolling in a course, the student will be liable to pay the tuition fees applying to international students for that semester in which the permanent resident status was granted.

5. PROCESSING TIME

- 5.1 In circumstances where a the Institute course does not start on the agreed starting date, or in which the Institute stops the course after it starts and before it is completed or where the course is not provided fully to the student because the Institute has a sanction imposed by a government regulator, the refund of fees will be paid in full to the student within 2 weeks.
- 5.2 In any other circumstance, the Institute will refund the amount within 4 weeks after receiving the completed and signed Refund Application Form together with appropriate supporting documentation.
- 5.3 Refunds will be made in Australian dollars to the same person or body from whom the original payment was received on behalf of the student.
- 5.4 Date of the notification for request for refund is the date the request for a refund is received at the International branch of the Institute.
- 5.5 In the event that a student wishes to contest the decision on a refund request, he or she would have access to the Institute's existing dispute resolution procedures. These procedures would not circumscribe the student's right to pursue other legal remedies.

6. TUITION PROTECTION SERVICE

The Tuition Protection Service (TPS) is a placement and refund service for international students. For more information visit: <https://internationaleducation.gov.au/regulatory-information> or <https://tps.gov.au/Home/>



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