

# 國際課程指引



BOX HILL  
INSTITUTE



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如果您想要了解所有課程的詳細信息，請訪問boxhill.edu.au。這裡有所有課程的完成要求，學費及學分等信息。本手冊所包含的信息更新至印刷之日（2018年7月）。Box Hill學院保留變更、修改或刪除課程設置細節和本手冊所包含的其他相關信息的權利。

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註冊培訓機構號:4687

學院招收海外學生註冊登記號:02411J

M1888 V11 12/18

# 是時候 開始行動了！

在 **Box Hill** 學院您可以培養一個終身的興趣，找到新的激情，或為開啟一段新的職業旅程做好準備。最棒的是，您可以有機會在澳大利亞最有活力，最受支持與認可的培訓機構之一完成這一切。

在這裡，一切皆有可能——而您需要做的隻是邁出您的第一步。

## 為什麼選擇博士山學院？

### 豐富的教育經驗

Box Hill 學院創立於 1924 年，是一家總部坐落在墨爾本，擁有全球網絡的前沿教育培訓機構。

我們是一家在政府註冊並由政府資助的培訓機構，擁有現代化的設施，高水准的課程，資深的師資隊伍，出色的安全保障和文化氛圍。選擇在博士山學院學習，就是選擇在公認的最適合國際學生學習的澳洲院校學習。

### 我們榮獲了多個澳大利亞培訓獎項：

- › 2017 年年度最佳國際培訓機構入圍獎
- › 2016 年年度最佳大型培訓機構獎
- › 維多利亞國際教育獎：國際教育優異獎 (TAFE2015) 和 2015 年度卓越國際學生獎（職業培訓）
- › 2015 年度最佳國際培訓機構入圍獎
- › 2015 年度最佳大型培訓機構入圍獎
- › 2013 年度國際培訓機構大獎
- › 2012 年度最佳大型培訓機構大獎

這些獎項展示了我們在為國際學生提供職業教育和職業培訓的各個方面所取得的突出成就。

### 強有力的學習支持：小班授課

我們每年招收超過三萬五千名學生，是澳洲最大的職業教育和培訓 (VET) 以及高等教育提供機構之一。

### 課程選擇

2017 年，學院提供近 490 門課程，包括許多國際課程和行業課程。這些課程包括證書類課程，文憑類課程，大專和本科課程。我們還為國際學生選擇了一系列多樣化的課程。

### 學院地址

我們的主校區位於 Box Hill，距離墨爾本中央商務區 (CBD) 僅 13 公裡。我們的學生同時也可以使用位於墨爾本市中心的我們的夥伴學校“墨爾本成人教育中心”的教育資源。

### 獲取更高學位的途徑

Box Hill 學院同時提供職業教育和培訓 (VET) 以及高等教育課程。

我們提供多種獲取更高學位的途徑，包括證書課程和文憑課程，以及大學本科和碩士學位課程。這些課程可以為你提供實現你學習目標的多種途徑。此外，還可以讓你同時獲得職業證書和學位兩種資質。

### 為什麼選擇職業教育和培訓？

我們提供的課程相比其他大學課程更專注於實際動手能力和實用性，而且課程所花時間更短。

職業教育和培訓 (VET) 課程可以成為您未來繼續深造學習的墊腳石。

我們提供的職業教育和培訓 (VET) 課程緊扣行業發展的需求，專注於您真正所需的工作技能。並且我們的 VET 課程採用小班授課，每個學生都有更多的與老師學習的時間。所以無論您正要開始工作還是重新進入職場，Box Hill 學院都能為您的教育和未來職業發展提供更多的機會。

\*2017 Box Hill 學院年度報告



\*2017 BHI Annual Report

# 為什麼選擇 Box Hill學院？

## 選擇Box Hill學院的十個理由



加入行動者的行列，實現你的目標！

加入我們充滿活力的社區。這裡有能夠激發你靈感和激情的同學，也有完成了學業並實現了職業目標的校友。



職場優勢讓你就業無憂

在這裡的學習可以幫助你更快就業。

我們85%的學生在畢業后的6個月內找到了工作，而且他們的收入高於大學畢業生！\*



為你的成功做好準備

我們與眾多行業的領導者建立了獨家的合作伙伴關係。

我們熟知雇主的需求，並且努力確保你已經為此做好了準備。



幫助建立你與專家的聯繫

我們專業的教師隊伍具有豐富的知識和多年的實踐經驗，能確保你跟隨名師學習。我們的教師和培訓師都是業界公認的領袖，並始終與業界保持著緊密的聯繫。



最先進的訓練設施

在我們模擬的工作環境以及融合技術中心，你可以通過使用我們的工業設施和技術獲得在行業一線工作的真實體驗。



融合多種學習方式，滿足你個性化的學習需求

我們個性化的學習方式為您的學習提供充分的靈活性。我們提供包括在線學習，在實際工作場所的學習，移動學習和傳統課堂面授在內的多種學習環境。



你自己選擇求學路徑

如果你正在考慮高等教育，我們的課程可以無縫連接Box Hill學院或其他合作院校的高等教育課程。



你的學習會得到充分的獎勵和認可

我們提供一系列的獎學金來支持你的學習。



交通費減免

iUSEpass方案允許全職就讀本科課程的國際學生購買一張可在他們院校所在的區域內使用的半價交通年卡。



受到國際認可的澳洲教育培訓機構

在一所有備受贊譽的院校學習；Box Hill學院被國家職業教育研究中心認定為2016年度澳大利亞最佳大型培訓服務提供機構。



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

# 行業 一線實訓

Box Hill 學院與行業領導者的夥伴關係，將為您提供在真實的工作環境中接受培訓的機會。

Box Hill 學院保證您在現代化的設施所模擬的真實工作環境中接受培訓，這也確保了我們的畢業生的高就業率。

我們將現代的教學方法與世界一流的專業設施相結合，使您獲得另一項額外的優勢。這意味著無論你剛進入勞動力市場，還是打算提升您的學歷，或是改變職業發展方向，您將會獲得雇主最需要的真實或模擬訓練的工作經驗。

我們學院擁有一系列先進的培訓中心，提供緊扣行業需求的培訓方案。

- 生物科技專業培訓中心（生物安全性）
- 中小型企業服務專業中心
- 信息與通訊科技專業中心
- 氣候控制與製冷中心

## 富有經驗和熱情的教師團隊

Box Hill 學院的教學風格注重實踐性、個性和靈活性。培訓和學習始終在教師指導、學生協作和實際操作相結合的模式下進行，因此您會在學習的過程中一直得到所需的幫助。

為確保您獲得現今行業標準所需的理論與實際的培訓，我們的講師會將當前的行業經驗，獨特的生活與教育背景以及創新理念帶入我們的學習中心。

我們富有激情的教師團隊會教授圍繞行業和具體工作的項目和課程，以保証您獲得良好的學習經驗。

Box Hill 學院融合技術中心也為建築服務業和機電技術產業提供了協作學習空間。



# 合作院校

Box Hill學院能為你提供到多所合作院校深造的路徑，並幫助你轉移學分到這些學校。我們所提供的深造路徑可以幫助你同時獲得兩種資質。一個是從Box Hill學院獲得的職業培訓資格，另一個是從Box Hill學院或合作大學獲得的學位。這種升學途徑並不一定需要更長時間才能完成學業，因為在Box Hill學院完成的職業培訓課程可能會為學生在相關領域的大學課程提供學分減免。Box Hill學院的合作大學院校包括：

## 迪肯大學（聯邦政府招收海外學生院校及課程註冊登記號：00113B）

Box Hill學院的學生可以通過教育銜接課程去迪肯大學進修。迪肯大學在其位於維多利亞州內的四個校區為學生提供靈活的學習方式。Box Hill學院能為有志於在迪肯大學獲得學位資格的學生提供理想的鋪路石。

## 樂卓博大學（聯邦政府招收海外學生院校及課程註冊登記號：00115M）

樂卓博大學在維多利亞州內擁有八個校區，可為Box Hill學院的學生提供申請學位的機會。這一獨特的課程提供給學生在其位於墨爾本Bundoora校區學習的機會，以獲得大學本科及研究生學位。

## 莫納什大學（聯邦政府招收海外學生院校及課程註冊登記號：00008C）

作為澳大利亞最大的大學之一，莫納什大學通過與Box Hill學院的創新聯盟，為學生提供了寬闊的學習領域。同時，它也為國際學生獲取學士和研究生學位提供了多樣化的學習環境，為他們在未來的職場行業發展加油助力。

## 澳大利亞凱斯林大學（聯邦政府招收海外學生院校及課程註冊登記號：00004C）

銜接課程給Box Hill學院的學生提供了到澳大利亞凱斯林大學進修的機會。教育銜接課程確保學生可以順利的過渡到澳大利亞凱斯林大學所有的六個校區繼續深造學習。

### 敬請注意：

學生能否入讀相關課程取決於課程開設的可行性，申請者是否滿足所有要求，以及是否成功取得了之前低一級的課程資格認證。每所大學特定的入學規則要求適用於此，請參考合作院校網站上關於銜接課程（Pathway Program）的具體介紹和要求。

# BOX HILL 的位置以及如何到達

Box Hill交通便利，可搭乘火車、巴士和電車到達。此外，如果您是新生，我們還提供一次免費的機場接機。

## BOX HILL: 我們的中心

Box Hill距離墨爾本市中心僅僅13公裡，是墨爾本東區一個重要的商業、零售業和銀行業中心。集中了各類就業、教育、健康和社區服務。這裡同時也是重要的區域交通樞紐和居民區。

維多利亞洲政府將Box Hill設計規劃為在墨爾本CBD（中央商務區）之外的“中央活動區”。Box Hill擁有大約 4,000 具有多元文化背景的常住居民。在購物方面，尤其受到顯著的亞洲元素影響。Box Hill 的購物者可以感受到一系列不同的體驗，並可以從中選擇：

- › 傳統的室外購物和餐廳
- › 室外開放的購物步行街，以及有新鮮果蔬菜市場的大型購物中心

Box Hill的住房有一系列不同的類型，包括：

- › 傳統樹蔭小路裡的別墅
- › 多層公寓樓
- › 學生專用住宿樓

參考網站[www.boxhill.com.au](http://www.boxhill.com.au) 來獲取更多的信息

### 日常出行

從巴士到火車，電車到汽車，步行還是騎車，墨爾本為大眾提供了便捷的公共交通。

Box Hill 學院校區坐落在距離商業、店鋪、電車和火車站的步行範圍之內。火車、巴士和電車提供從清晨到深夜全天候的運營服務。

墨爾本擁有世界上最大規模的電車網絡。墨爾本的城市有著規整的道路規劃設計，由城市延伸四通八達，一直從市中心通到美麗的維多利亞州鄉下。

如果您是騎行愛好者，您也可以加入這裡的騎車一族，騎自行車去上班、學習和娛樂。



## 您知道嗎？

使用iUSEpass可以讓就讀全日制本科課程（本科學位或大專學位）或高級VET課程（高等文憑或畢業文憑）的國際留學生以半價購買可在他們院校所在區域內使用的交通卡（Myki）年票。

關於如何輕鬆申請交通卡，請訪問如下網站：  
[www.ptv.vic.gov.au/tickets/fares/concession/tertiary-students](http://www.ptv.vic.gov.au/tickets/fares/concession/tertiary-students)

# 校區 信息

**Box Hill** 學院在墨爾本中央商務區（**CBD**）和墨爾本東區都設有分部

BOX HILL 校區位於墨爾本東區，距離墨爾本市中心大約13公裡。

Box Hill 校區緊鄰Box Hill購物中心，這裡也是當地公共交通的中轉站。從Box Hill 購物中心搭乘火車、電車和巴士您可以方便地抵達墨爾本的各個城區。

Box Hill 學院同時擁有一處位於墨爾本市中心Flinders Lane的校區，此校區坐落於市中心火車網絡樞紐Flinders Street火車站的正對面。

我們的Lilydale Lakeside校區可以乘坐火車到達，從墨爾本市中心出發隻需要不到一小時的車程。

我們所有的校區都緊鄰商店、咖啡館、餐館和公共交通。



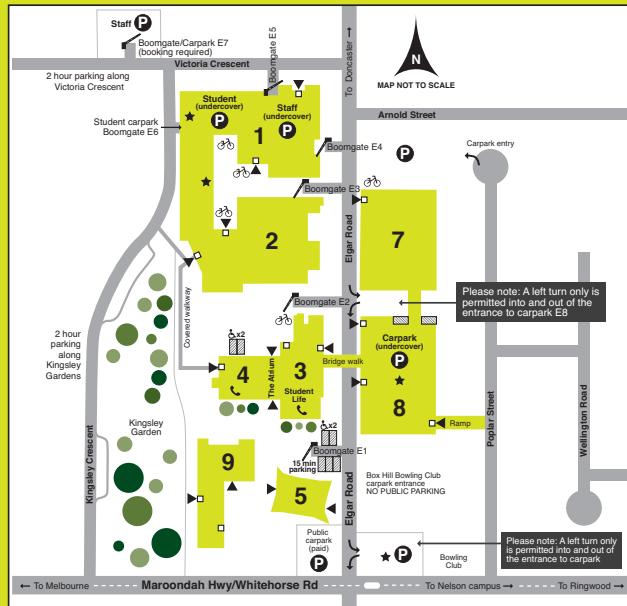
All our campuses are  
**SMOKE FREE** – giving  
you healthier places  
to learn and work

## Box Hill Institute Group

### BOX HILL CAMPUSES

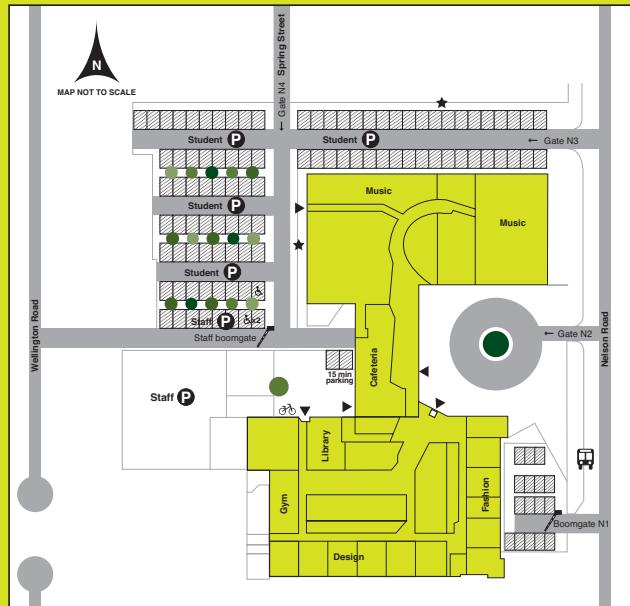
#### ELGAR

465 Elgar Road, Box Hill



#### NELSON

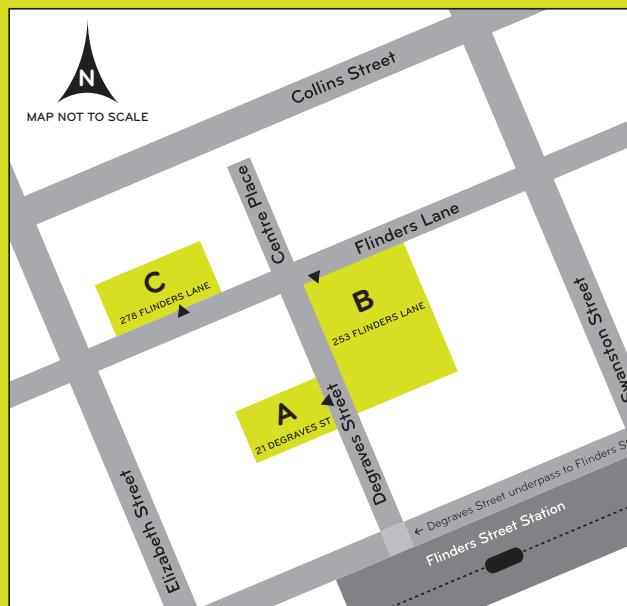
853 Whitehorse Road, Box Hill



### CITY CAMPUS

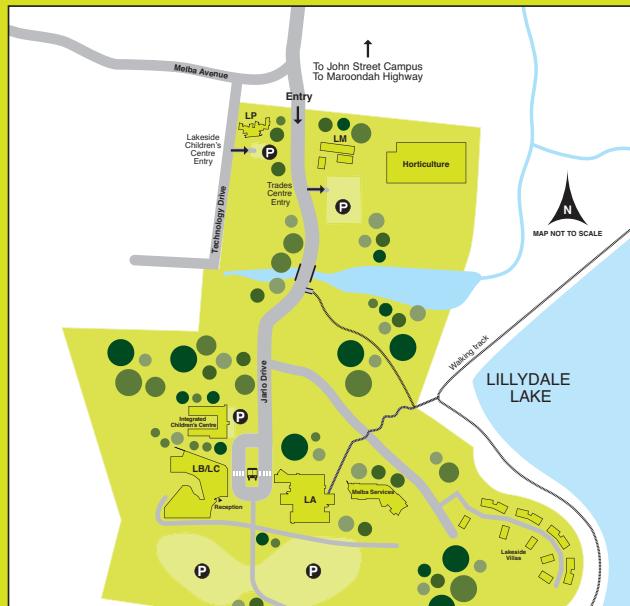
#### Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne



### LILYDALE LAKESIDE CAMPUS

Jarlo Drive, Lilydale



# 生活在墨爾本

墨爾本：絕好的居住地。墨爾本被譽為世界上最安全，最適合居住，工作和學習的城市之一。

墨爾本：絕好的居住地。

世界最宜居城市之一

在經濟學人智庫所做的宜居程度調查中（基於五大類別：穩定性、健康、文化與環境、教育和基礎設施），從2011年到2017年墨爾本均居世界“最宜居城市”之首。

墨爾本被譽為世界上最安全，最適合居住，工作和學習的城市之一。墨爾本中央商務區（CBD）是一個充滿活力的商務、娛樂和居住中心。

我們的城市為您提供多種多樣豐富精彩的景點和活動，包括：

- › 風格獨特的建築——從維多利亞時期的建築直到現代風格的結構和空間設計
- › 風景優美的海灘，享受隨處可見的公園和花園
- › 便捷的公共交通確保方便的出行
- › 豐富的世界級商業和娛樂活動
- › 多樣性文化影響下的城市藝術生活

作為澳大利亞藝術、文化和體育之都，墨爾本以其擁有多個大型運動場、體育俱樂部、演唱會、劇院、美術館、大型市場和各類節慶活動而享有盛譽。當然絕對值得一提的還有墨爾本精彩絕倫的購物中心、咖啡館、飯店、酒吧和俱樂部。

澳大利亞的多元文化之都

墨爾本的人口數量超過四百萬，由來自140多個國家不同種族的居民所組成。這座城市歡迎來自於不同文化的人們來豐富它的魅力和獨特氣氛，我們經常可以看到經營不同國家美食的餐館彼此相鄰。

墨爾本以其多元文化著稱，這一點可以從中國城（唐人街），萊恭街（意大利風情區）以及巴拉克拉瓦（猶太人聚集區）展現出來。

## 一天四季

墨爾本同時以其獨特而不可預知的“一天四季”氣候而聞名。墨爾本的氣候四季分明，既有夏季的炎熱也有冬季的清涼。每一天可能會在24小時內從陰雨連綿轉到豔陽四射。我們建議您多帶幾套不同的衣服（包括夏日短衫和冬天的夾克衫），以應對變幻莫測的天氣。

墨爾本地區在冬季並沒有降雪，但從墨爾本市區乘車隻需幾小時就可抵達維多利亞州最主要的滑雪場，在那裡有各種各樣的冬季滑雪和雪上活動設施。一般而言，冬季會從六月持續到八月，氣溫一般在10到15攝氏度之間。夏季會從12月持續到2月份，平均氣溫在25到35攝氏度之間。在菲利普港灣有很多適合夏季遊玩的沙灘。

## 生活開銷

我們建議您最少持有不少於20,290 澳元/年的資金預算，以用於住宿、交通、書本和材料的支出。請注意這些支出是在課程支出之外的費用。如果有處在求學年齡的陪讀親屬與您同行，請注意這些陪讀親屬也必須作為付費學生一同註冊。關於更多信息請參考如下網站：

[www.homeaffairs.gov.au/Trav/Stud/More](http://www.homeaffairs.gov.au/Trav/Stud/More)

## 餐飲與美食

墨爾本多樣性的文化尤其體現在數以千計的餐館、咖啡廳、小酒館和酒吧中。墨爾本居民享受著超過2300間餐廳、酒吧和公共俱樂部。每個人都可以找到適合自己口味與消費水平的理想選擇。在每一年裡，整個城市都會舉行多個美酒與美食的慶典，讓人們可以盡享與美食相關的一切。

## 在維多利亞和澳大利亞旅游觀光

在維多利亞州內的一日遊，您可以有多重選擇。從美麗的Yarra Valley（亞拉河谷）到Mornington Peninsula（莫寧頓半島），到處都有漂亮的酒莊，整潔的農舍，令人享受的休閒住宿，以及多種多樣的精彩活動，而所有這一切都隻需一個半小時的車程就能到達。

如果您旅行的腳步進深到維多利亞州的原野深處，在Phillip Island（菲利普島）觀看企鵝歸巢將是您不可錯過的旅程。此外，您還可以欣賞大洋路上陡峭的海邊懸崖，體驗壯美的高原山脈。關於更多更新的信息請參考我們的網站

[www.visitvictoria.com](http://www.visitvictoria.com)

澳大利亞的其他地方也很容易通過搭乘飛機、火車、巴士到達。許多澳洲著名的旅遊勝地諸如昆士蘭州的聖靈群島，新南威爾士州的悉尼情人港，或者是位於北領地世界聞名的的埃爾斯岩/烏魯魯都非常值得一去。

# 如何申請

每一門Box Hill學院開設的課程都有其相應的入學要求。這本指南中的每一個課程都會為您提供相應課程的申請資格、甄選條件、學習模式和申請方式的詳細信息。

有兩種申請Box Hill學院課程的方式：

1. 直接向Box Hill學院申請
2. 通過以下渠道申請：
  - 我們在您國家授權的代表處。
  - 大多數的澳大利亞教育中心
  - 在教育展覽中的 Box Hill學院展示位

將申請表格、所需的文件和50澳元（不可退款）的申請費遞交到：

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

申請表格可以從Box Hill學院的網站上下載

（下載鏈接<https://www.boxhill.edu.au/international/international-students/>），或使用附在這本手冊背面的申請表格。

我們的聯系郵件：

Email: int-applications@boxhill.edu.au

## 敬請注意：

Box Hill學院隻招收在課程開始時滿18周歲的國際學生。

## 成為BOX HILL學院學生的輕鬆三步驟

### 1. 了解入學要求

您必須滿足課程入學的最低要求。並查看該課程是否需要任何額外的條件。例如：

- > 需要參加之前的諮詢介紹會或參加面試
- > 展示你以前的作品檔案
- > 完成初試或評估

### 2. 遞交申請

如果您的申請成功，您將會受到Box Hill 學院發出的錄取通知書（Letter of Offer）。用來評估您申請的時間取決於入學需要滿足的前提條件。例如：申請媒體、藝術、設計和音樂的課程通常會比申請其他課程的評估時間更長。

如果您的申請未能成功，您將會收到通知，得知你未獲錄取的原因。

關於您的錄取通知

錄取通知書可能會包含一些條件。

無條件錄取

如果您收到無條件錄取通知，我們建議您儘快接受此錄取通知以確保您在學院的位置。

有條件的錄取

如果您收到的是有條件的錄取通知，您必須在接受正式錄取之前滿足所有錄取通知書裡提到的條件。您需要提供足夠的證據來證明您已經滿足了這些條件，例如：雅思成績單，等等。

### 3. 接受錄取通知

#### 錄取通知的接受

請您務必閱讀Box Hill 學院發給您的錄取通知書所附帶的退款條例（Refund Policy）和學生協議表格（Student Agreement Form）。

請您務必返還一份由您簽名的Box Hill學院學生協議，您可以通過傳真、郵件或電子郵件將該協議返還給學院。

（請注意：我們在收到帶有您簽名的Box Hill學院學生協議之前不會收取學費。）

您可以通過銀行支票、信用卡或者電匯的方式來繳納您的錄取通知書中所規定的課程學費和海外留學生健康保險費用（Overseas Student Health Cover-OSHC）。

#### 獲取您出發前所需的相關信息和學生簽證

一旦收到您接受學校錄取通知書的文件，Box Hill學院將會向您出具：您申請學生簽證所需的登記確認（Confirmation of Enrolment）

Box Hill學院的在線學生入學指南（Box Hill Institute's Student Online Arrival Guide）提供了一系列從您出發前的準備到澳大利亞生活的相關信息，以及住宿和機場接待的安排。

請務必在你的到達日期前的至少七天提交住宿和機場轉車申請表。你還需要通過澳大利亞使館或Box Hill學院的代表處申請您的學生簽證。

“Box Hill學院是一個設施完善的大型學校，擁有眾多國際學生和多個校區。學校往市區和墨爾本其他地方的交通十分便利”

### JAMIE TRAN VAN KHA

SIT31016 法式糕點三級証書 (課程號: 092302B)

Jamie Tran Van Kha十分推崇越南KOTO訓練中心“認識一個教一個”的理念。他在這個訓練中心獲得了廚房操作的二級証書，並獲得了KOTO的獎學金。他於2016年在Box Hill學院獲得了法式糕點的三級証書 (SIT31016, 課程號: 092302B)。他現在正在進行法式糕點四級証書的學習 (SIT40716, 課程號: 092303A)，並同時攻讀酒店管理文憑 (法式糕點專業) (SIT50416, 課程號: 091006G)。他打算在完成學習之後利用自己的熱情教授貧困家庭的孩子法式糕點的制作，並幫助他們實現一個更美好的未來。

“我喜歡在Box Hill學院學習，因為這裡是小班授課。雖然文化很多樣，但是我們都在一起學習並互相幫助。我們的老師是一個有豐富經驗的專業廚師，他跟我們分享經驗，並幫助我們成為一個很好的團隊”。Jamie還說：“Box Hill學院是一個設施完備的大型學院，有許多國際學生和多個校區，而且學校往市區和墨爾本其他地方的交通也十分便利。我很驕傲Box Hill學院能夠和KOTO訓練中心合作一起資助貧困兒童，並幫助他們完成工作技能培訓。感謝KOTO的發起人，Jimmy Pham和Box Hill學院，讓我不但可以自食其力，而且能夠支持我的家庭和幫助其他人。”



ELICOS	Intake Dates	Course fee/per week			
English Language Intensive Courses for Overseas Students (ELICOS) CRICOS: 092294G (Academic purpose) / 092296F (General English)	<b>Intake dates for 2019</b>		<b>Intake dates for 2020</b>		AUD \$300
	<b>Term 1:</b> 17 January–22 February 21 February–28 March		<b>Term 1:</b> 23 January–28 February 27 February–3 April		
	<b>Term 2:</b> 11 April–17 May 16 May–21 June		<b>Term 2:</b> 16 April–22 May 21 May–26 June		
	<b>Term 3:</b> 4 July–9 August 8 August–13 September		<b>Term 3:</b> 9 July–14 August 13 August–18 September		
	<b>Term 4:</b> 26 September–1 November 31 October–6 December		<b>Term 4:</b> 1 October–6 November 5 November–11 December		
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
CUA60315 Advanced Diploma of Graphic Design CRICOS: 093400C	BH	January, July	Diploma of Graphic Design or international equivalent	5.5	AUD \$14,040
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
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
CUA40715 Certificate IV in Design CRICOS: 093398C	BH	January, July	Year 11 or international equivalent	5.5	AUD \$8,530
CUA41115 Certificate IV in Photography and Photo Imaging CRICOS: 097278A	BH	January, July	Year 11 or international equivalent	5.5	AUD \$11,000
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
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
AUR30616 Certificate III in Light Vehicle Mechanical Technology CRICOS: 091607D	BH	January, July	Year 10 or international equivalent	5.5	AUD \$16,900
AVIATION					
AVI50215 Diploma of Aviation (Commercial Pilot Licence - Aeroplane)~ CRICOS: 092291M	BH, MA	March	Year 12 or international equivalent	5.5	AUD \$106,900
AVI50415 Diploma of Aviation (Instrument Rating)~ CRICOS: 092292K	BH, MA	January, July	A current CASA Private Pilot / Commercial Licence+	5.5	AUD \$45,700

^ 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](http://boxhill.edu.au) for additional CASA requirements.

Box Hill Institute RTO Code: 4687 CRICOS Number: 02411J.

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 \$6,870	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 <sup>#</sup> CRICOS: 090726E	BH	January, July	Year 11 or international equivalent	5.5	AUD \$6,870	6 months
BEAUTY						
SHB50115 Diploma of Beauty Therapy <sup>#</sup> 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 or 4 years	3.5 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 Year 12 or international equivalent	6.0	AUD \$16,970/yr 3 years	2 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 <sup>#</sup> 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 <sup>#</sup> 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	BH	January, July	Certificate IV in Hospitality specialising in Bars, Hotels,	5.5	AUD \$8,010	6 months

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.

<b>HOSPITALITY CONTINUED</b>		<b>Campus</b>	<b>Intake Dates</b>	<b>Academic requirements</b>	<b>IELTS</b>	<b>Course fee</b>	<b>Duration</b>
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
<b>INFORMATION COMMUNICATION TECHNOLOGY</b>							
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
<b>LIBRARY STUDIES</b>							
CRS1400013 Bachelor of Library and Information Management CRICOS: 081464G		C	January	Year 12 or international equivalent	6.0	AUD \$16,600/yr	3 year

## 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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## FOOTNOTES

- > Please check [boxhill.edu.au](http://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.

<sup>#</sup>Please refer to [boxhill.edu.au](http://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.

<sup>^</sup>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.

<sup>~</sup>Please refer to [boxhill.edu.au](http://boxhill.edu.au) for additional CASA requirements.

The information on course offerings contained on Page 13-16 is correct at printing November 2018.

# INTERNATIONAL STUDENT APPLICATION FORM

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](mailto:int-applications@boxhill.edu.au)  
Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)



BOX HILL  
INSTITUTE

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?

Yes  No

If yes, please specify

### 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)

General English      Location: Box Hill  
 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](mailto: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**

**Date**

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

**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

<b>Category</b>	<b>Time application received by Institute</b>	<b>Amount of refund for formal courses</b>	<b>Amount of refund for ELICOS</b>	<b>Documentary evidence required in addition to the Refund Application Form</b>
<b>A.1</b> 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
<b>A.2</b> 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

<b>Category</b>	<b>Time application received by Institute</b>	<b>Amount of refund for formal courses</b>	<b>Amount of refund for ELICOS</b>	<b>Documentary evidence required in addition to the Refund Application Form</b>
<b>B</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.
<b>C</b> Withdrawal by student, including but not limited to: <b>1.</b> visa cancellation; and <b>2.</b> 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	<b>Withdrawal</b> 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	<b>Visa Cancellation</b> None
	On or after the day semester commences	No refund	No refund	<b>Transfer</b> Transfer acknowledgement according to Institute Student Transfer Policy
<b>D.1</b> 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.
<b>D.2</b> 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.
<b>E</b> Package Courses				
<b>1.</b> A full refund will be made under the categories A1 and B as above (minus administration fee).				
<b>2.</b> 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 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://international.education.gov.au/regulatory-information> or <https://tps.gov.au/Home/>



BOX HILL  
INSTITUTE

TAFE VICTORIA

CONNECT WITH US



VISIT

*boxhill.edu.au/  
international*

CALL

TEL +61 3 9286 9425

FAX +61 3 9286 9438

ENQUIRIES

INTERNATIONAL@BOXHILL.EDU.AU

APPLICATIONS

INT-APPLICATIONS@BOXHILL.EDU.AU



FINALIST

Industry Collaboration Award  
[www.education.vic.gov.au/vta](http://www.education.vic.gov.au/vta)



WINNER

INTERNATIONAL TRAINING PROVIDER  
OF THE YEAR AWARD  
[www.australiantrainingawards.gov.au](http://www.australiantrainingawards.gov.au)

real skills for  
real careers

BOX HILL INSTITUTE GROUP

BOX HILL CAMPUS

Elgar 465 Elgar Road, Box Hill

CITY CAMPUS

253 Flinders Lane, Melbourne

LILYDALE LAKESIDE CAMPUS

Jarlo Drive, Lilydale