



# **Leaders Institute of Training and Education Melbourne, Australia**



## **International Student Prospectus**

Australian Registered Training Organisation No. 41313, CRICOS ID 03503G

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# Welcome

**Welcome to Leaders Institute of Training and Education**, a leading training organisation in Australia, and fully registered with the Australian Skills Quality Authority.

At Leaders Institute of Training and Education, we care about our students and take pride in their achievements. Our fundamental aim is to provide an environment which is conducive to learning and which assists students to reach their full potential.

Our facilities are excellent and our trainers are fully qualified in their areas of expertise. Graduates will be able to seek employment in positions relevant to their qualification, and may be able to pursue further studies at university.

We understand the challenges which students face when studying away from their own country. Our dedicated and professional staff provides support and assistance in regard to your academic needs and are able to provide advice on accommodation and a range of personal issues.

We look forward to welcoming you to our Institute.

# Campus Facilities

## Campus Location

Leaders Institute of Training and Education is conveniently located at 636 Sydney Road, Brunswick, VIC 3056.

With just ten minutes ride from Melbourne epicentre the CBD, Sydney Road is a tourist attraction that is famous for its incredible array of cafes, restaurants, pubs, bars, shops and professional services, each with a unique and authentic vibe.



## Classrooms

Our classrooms are modern, air-conditioned and have facilities that are well equipped for effective learning.



## Student Administration and Support Services

Student Administration is your first point of contact for any queries. Students also have access to student support services.



## Course Overview

Course Title	National Code	CRICOS Code	Tuition Fees	Duration (including holidays)
Diploma of Business	BSB50215	092222B	\$10,000	50 weeks
Certificate II in Security Operations	CPP20212	092221C	\$800	7 weeks

# Our Courses

## Diploma of Business

<b>National Code:</b>	BSB50215
<b>CRICOS Code:</b>	092222B
<b>Duration:</b>	50 weeks (including holidays) – 20 hours per week of scheduled classes for 40 weeks
<b>Tuition Fees:</b>	\$10,000

### **Course Description**

The BSB50215 Diploma of Business is designed to help you to gain an understanding of the techniques for general business management and develop skills in managing fundamentally important business functions.

The Diploma of Business provides a comprehensive foundation in the business disciplines including management, accounting, administration and human resources while also emphasising skills such as communication and ethics. The course can provide a pathway to 2nd year entry into a Bachelor's degree as well as producing knowledgeable employees for entry level business positions.

These skills are highly portable and once learned can be applied across industry sectors.

### **Entry Requirements**

- A minimum IELTS score of 5.5 in all areas.
- Satisfactory completion of Australian Year 12 or equivalent or a Certificate IV.
- Students must be over 18 years of age at commencement of the course.

### **Course Structure**

The Diploma of Business consists of 8 units of competency as detailed below:

- BSBADM502 Manage meetings
- BSBFIM502 Manage payroll
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBRSK501 Manage risk
- BSBWOR501 Manage personal work priorities and professional development
- BSBADM506 Manage business document design and development
- BSBFIM501 Manage budgets and financial plans
- BSBCMM401 Make a presentation

### **Assessments**

Assessment methods include written assignments, tests, projects, case studies, and role plays/demonstrations.

## Certificate II in Security Operations

**National Code:** CPP20212

**CRICOS Code:** 092221C

**Duration:** 7 weeks – 20 hours per week of scheduled classes for 7 weeks

**Tuition Fees:** \$800

### **Course Description**

The Certificate II in Security Operations seeks to provide prospective candidates seeking a career in the Security Industry with key skills in areas of Security Operations, Law and Conflict Management and Resolution. Given the current context in which the industry operates in, all candidates must have basic to intermediate skills in the English language, have excellent presentation, a willingness to listen and participation in this qualification.

The Certificate II in Security Operations is clustered into 4 areas comprising of the following:

- Risk Management and Conflict Resolution
- Client Services and The Security Industry
- Safety
- Security Operations

### **Entry Requirements**

- A minimum IELTS score of 5.5 in all areas
- Satisfactory completion of Australian Year 10 or equivalent or a Certificate IV
- Students must be over 18 years of age at the commencement of the course

### **Course Structure**

The course consists of the following units of competency:

- CPPSEC2001A Communicate effectively in the security industry
- CPPSEC2002A Follow workplace safety procedures in the security industry
- CPPSEC2003B Work effectively in the security industry
- CPPSEC2004B Respond to security risk situation
- CPPSEC2005A Work as part of a security team
- CPPSEC2006B Provide security services to clients
- HLTFA311A Apply first aid
- CPPSEC1003A Apply security procedures for the responsible service of alcohol
- CPPSEC2010A Protect safety of persons
- CPPSEC2011B Control access to and exit from premises
- CPPSEC2012A Monitor and control individual and crowd behaviour
- CPPSEC2014A Operate basic security equipment
- CPPSEC2017A Protect self and others using basic defensive tactics
- CPPSEC3002A Manage conflict through negotiation
- CPPSEC3005A Prepare and present security documentation and reports
- CPPSEC3013A Control persons using empty hand techniques
- CPPSEC3017A Plan and conduct evacuation of premises
- CPPSEC2015A Patrol premises
- TLIE2007A Use communication systems

### **Assessments**

Assessment methods include written assignments, tests, projects, case studies, role plays and practical demonstrations.



## Transfer between Registered Providers

The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. Leaders Institute of Training and Education will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to them as detailed in their application.

If students wish to apply for a letter of release, they will need to apply to the Institute for a **letter of release**. There is no cost attached to applying for a letter of release; however, students will need to contact Department of Immigration and Border Protection (DIBP) to seek advice on whether a new visa is required. All applications will be assessed on the basis of the Institute's Policy, Conditions of Enrolment, the Fee Payment and Refund Policy, the study plan and declaration submitted by the student in their application.

Documented evidence supporting circumstances/reasons for seeking a release letter must be included with this application.

## Deferral, Suspension and Cancellation

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the Institute.

Reasons for suspending your enrolment are limited to extenuating circumstances such as:

- Personal illness (e.g. you are going into hospital)
- Bereavement (death to an immediate member of family)
- Serious illness to an immediate member of family

If you know that you will not be attending classes during the study period, you should contact the Institute and arrange an appointment to discuss your circumstances. Subsequent to your meeting and after providing documented evidence supporting circumstances/reasons for seeking suspension or cancellation of enrolment you will be required to formally apply for the deferral or suspension.

The Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to Department of Immigration and Border Protection (DIBP) by the Institute and this may affect the status of a student visa.



# Studying at Leaders Institute of Training and Education

## Course Delivery

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

The duration of the course specified in the course information includes only formal training. Students are required to spend a minimum of 20 hours per week for individual study (including self-paced learning, research, learning activities and assessment activities) in addition to their scheduled timetable.

## Course Assessment

A number of approaches to course assessment are used by Leaders Institute of Training and Education. Assessment approaches may be undertaken by practical demonstrations, case studies, projects, assignments, presentations, role plays, written tests and exams.

## Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment and will result in a written warning and repeating the VET unit of competency, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from the Institute.

## USI - Unique Student Identifier

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Institute during the enrolment process.

Leaders Institute of Training and Education will not be able to issue a Certificate, a Statement of

Attainment or an academic transcript if a USI has not been provided. For details on USI, visit [www.usi.gov.au](http://www.usi.gov.au).

## Recognition of AQF Qualifications / Credit Transfers

Students who have completed identical units from their course at other institutions will be given recognition/ credit on presentation of a verified transcript, Award or Statement of Attainment. Application for credit transfer must be lodged in writing.

## Recognition of Prior Learning (RPL)

Students who believe they already have some of the competencies in the course they wish to study may apply for Recognition of Prior Learning (RPL). An essential requirement of RPL is proof of competency. This may involve providing copies of your resume and/or work performance appraisals, job position descriptions, and any certificates of informal or formal training. You may be asked for contact details of people who can vouch for your skill level: supervisors from current or previous workplaces, clients, or some character references from the community. Examples of other useful records include letters from employers and records of your professional development sessions.

To apply for RPL, fill out the RPL application form provided during enrolment.

## Our Obligation to You

Leaders Institute of Training and Education is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF

# Student Visa Obligations

## Overseas Student Health Cover

Overseas Student Health Cover (OSHC) is a health insurance that covers the cost of medical and hospital care, which international students must have while in Australia for the duration of their course of study. OSHC will also pay for most prescription drugs and emergency ambulance transport. The OSHC premium cover must be paid before a student visa is issued. Leaders Institute of Training and Education can organise cover for you if you wish. Contact our Student Services.

You can find out more about OSHC at [www.health.gov.au](http://www.health.gov.au) and [www.study.vic.gov.au](http://www.study.vic.gov.au)

## Full Time Study

Australian law requires international students to study, a full time study load. A full-time study load is normally a minimum of 20 hours per week for at least 34 weeks each calendar year or continuous 12-month period.

## Attendance

International students studying VET courses are expected to attend all classes. International students will be reported to the Department of Immigration and Border Protection if the students attend less than 80% of scheduled classes for their course.

Reporting a student to DIBP is likely to result in the cancellation of the student's COE (Confirmation of Enrolment).

## Academic Progress

If students do not make satisfactory academic progress they may be reported to DIBP which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in any two consecutive study periods (one study period equals one term). A failure in more than 50% of units in one study period will trigger a review of academic progress by the Institute and the implementation of an intervention strategy. Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a

completed unit. In order to have the best chance of maintaining satisfactory progress you must:

- Attend all theory and practical classes and pay attention to the work and activities undertaken in class;
- Study the theory and practice the skills that are taught in class;
- Ensure that you are present for all assessment activities scheduled by the teachers;
- Make an appointment with the Student Support Officer if you are having any difficulties with your studies.

In addition to the above minimum requirement, the Institute will implement counselling procedures and an intervention strategy when your teachers think you may be in danger of not meeting the requirements. Counselling and intervention may be triggered by any of the following events:

- Failing key units in a study period
- Failing two or more core units in any study period

If students fail to meet the requirements of satisfactory course progress, they will be reported to DIBP

## Change of Address

Upon arriving in Australia you are required to advise the Institute of your residential address and telephone number and of any subsequent changes to your residential address. It is extremely important that students notify the Institute of a change of address as, under Section 20 of the ESOS Act, the Institute is obliged to serve a notice at your last known address if you breach a student visa condition relating to attendance or academic performance. The Institute may also send warning notices to you which are aimed at helping prevent breaches of your visa conditions. As per Tuition Protection Service (TPS) update, international students are required to update their current address at least every six months. It is your responsibility and in your own interests to details at the Institute to ensure you receive important information about your course, fees and possible breaches of your student visa.

Additional information on student visa issues is available on the DIBP web site at <http://www.border.gov.au/>

# Important Information

## Working in Australia

Australian Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 40 hours per fortnight during the Institute's study periods and full-time during breaks.

## Student complaints and appeals procedure

The Institute has a Student Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. If after completing The Institute's informal and formal complaints processes, a student dissatisfied with the outcome may submit an internal appeal. If still dissatisfied with this outcome, the student may request mediation through the Overseas Student Ombudsman.

## Student under 18 years of age

All students studying at Leaders Institute of Training and Education must be at least 18 years of age at the time of arrival in Australia or else provide evidence that they will turn 18 when they arrive in Australia. Prospective students applying for a course, who are under 18 years of age at the time of application, must have their application signed by their parents or legal guardian in order for their application to be considered.

## School-aged dependents

There are requirements for compulsory school attendance for dependants of international students. In Victoria it is compulsory for children to attend school until the age of 16. The choice of schools includes public schools, private schools and religious schools. People over the age of 16 can continue to attend school until they have completed year 12. Dependants of persons holding a student visa may be required to pay full fees in any school or university that they enrol in whilst in Australia.

## ESOS Framework

The Australian Government wants overseas students to have a safe, enjoyable and rewarding place to study.

Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000, and the National Code 2007. Leaders Institute of Training and Education is governed by the ESOS framework and is committed to fulfil its obligations under the Act. For full description of ESOS Framework please refer to:

[https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

## Legislation

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

- Occupational Health & Safety  
<https://www.legislation.qld.gov.au/legisln/current/workhsa11.pdf>
- Equal Opportunity  
<https://www.business.qld.gov.au/business/employing/employee-rights-awards-entitlements/anti-discrimination-eeo>
- VET Quality Framework  
<http://www.asqa.gov.au/>
- Department of Immigration and Citizenship  
<http://www.border.gov.au/Trav/Stud>

It is the responsibility of all Institute staff to ensure the requirements of relevant legislation are met at all times. Please refer to the websites indicated, or contact the Institute if you require further information. There may be additional, course-specific, legislation that is relevant. Information about relevant legislation will be provided during the course.

## Use of personal information

Information is collected during your enrolment in order to meet the Institute obligations under the ESOS Act and the National Code 2007 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

Information collected about you during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected during your enrolment cannot be disclosed without your consent where authorised or required by law.

It is a requirement of the VET Quality Framework that students can access personal information held by the Institute and students may request corrections to information that is incorrect or out of date. Apply in writing to Administration Manager if you wish to view your own records.



# Living in Melbourne

Melbourne is the capital city of the State of Victoria. It is situated on the banks of Yarra River and around the beautiful beaches of Port Phillip Bay. It is an attractive, spacious city with an abundance of parks, gardens, sporting venues and scenic places. Melbourne is also a sprawling city with suburbs extending up to 50km from the city centre. Melbourne is a truly multicultural city. The population is approximately 4.5 million. There are now people from over 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines and over 2,300 elegant and cosmopolitan restaurants, bistros and cafés.

Melbourne is considered to be the fashion (and shopping) capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets.

Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs.

Leaders Institute of Training and Education is located at 636 Sydney Road, Brunswick 3056, VIC.

The area, Sydney Road, is famous for its shopping strips where you can find variety of food, consumer goods and various super and discount stores to meet all sorts of needs. There is a train station just 4 minutes' walk from your college, and regular trams run along Sydney road throughout the day till late night. All sort of facilities such as post office, medical services and libraries are also available just within minutes of walk from the college.

## Climate

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

**Spring** September - November 12-20 c

**Summer** December to February 28-32 c

**Autumn** March to May 12 - 20 c

**Winter** June to August 10 - 15 c

Melbourne does not have a specific wet season - it can rain at any time of the year.

## Multiculturalism

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



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

## Language

Although English is the official language, more than 2.4 million Australians speak a language other than English at home; more than 800,000 speak an Asian language, the most common being Mandarin, followed by Cantonese and Vietnamese, and another 800,000 speak a European Union language.

## Religion

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

## Food

Australia has a fantastic variety of food. Its top quality meat, fish, fruits and vegetables are exported to markets worldwide. There is a large range of fruit and vegetables available at Australian produce markets. Students should have no difficulty finding the foods that they are used to at home.



## Electricity

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

## Transport

Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. With regard to public transport, metropolitan cities, including Melbourne, are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long.



Visit Public Transport Victoria at <http://ptv.vic.gov.au/> for details.

Tickets for Melbourne's Myki public transport ticketing system, which covers trams, trains and buses, must be purchased prior to travel at train stations, some tram stops or retail outlets such as 7Eleven. Tickets are not available on public transport. For more information, visit: [www.myki.com.au](http://www.myki.com.au). Fare evasion attracts steep fines.

## Driving

Students may drive in Australia on a valid Overseas Driver's Licence, but if the document is not in English, the visitor must carry a translation with the permit. An International Driver's Licence alone is not sufficient.

## Taxis

Metered taxicabs operate in all major cities and towns. Students can find taxi ranks at transport terminals, main hotels or shopping centres or can hail taxis in the street. A light and sign on the roof indicates if a taxi is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. You do not need to tip taxi drivers.

## Telephones

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

## Budgeting

Students should work out a budget that covers accommodation, food, transport, clothing and entertainment. Childcare, if applicable, should also be taken into account. For more information on Living in Australia costs, visit [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

## Money and banks

Australian currency is the only legal tender in Australia. When students first arrive, money from other countries can be changed at the exchange facilities located at international airports, banks and major hotels. Travellers' cheques are easier to use if already in

Australian dollars, however, banks will cash travellers' cheques in virtually any currency. Major hotels and some shops, depending on individual store policy, will also cash travellers' cheques. It is a good idea to set up an Australian bank account. You will need to provide visa details and evidence of residency. Banking services in Australia are extremely competitive. All major banks have branches in cities and regional centres.

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

Normal bank trading hours

Monday to Thursday 9.30 am – 4.00 pm

Friday 9.30 am – 5.00 pm

Some banks are open Saturday mornings.

## Credit Cards

Credit cards are widely accepted around Australia. The most commonly accepted credit cards are Visa, MasterCard, American Express and Diners Club.

## Currency

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5, \$10, \$20, \$50 and \$100. Coins used are the silver-coloured 5 cent, 10 cent, 20 cent and 50 cent coins and the gold-coloured \$1 and \$2 coins.

## Tipping

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



The following types of accommodation are available for international students.

### Home Stay

This option is an opportunity for students to live in a private home, with a local family, couple or single person and learn about Australian life. You may need to compromise with living arrangements as you will need to fit in with the household's routines and expectations. You will need to think about the things that are important to you. You may need to ask about how adaptable meal times are in relation to your studies and other commitments. You may also want to consider how the other people will feel about your friends visiting, your music and the hours that you keep.

There are different types of home stay arrangements:

- 1. Full Board:** usually includes a furnished room (bed, desk, lamp, wardrobe), three meals per day and bills (electricity, gas and water, but not telephone and internet). Some homestay providers may even do your laundry.
- 2. Half Board:** Usually includes a furnished room (bed, desk, lamp, wardrobe) and bills (electricity, gas and water, but not telephone and internet). You have the use of the cooking and laundry facilities in the house.
- 3. Board in Exchange:** Usually means free, or low cost, accommodation (including bills), in return for household duties such as cleaning, or childcare.

### Lease/Rent:

Renting an apartment or house is done through a real estate agent. You must sign a contract called a "lease" to rent the house, either month-by-month, or sometimes a 6-month, 12-month or 2-year lease

is required. The lease entitles you to private use of the property for the duration of the lease. The advantage of this is privacy and independence. You must pay a bond (the equivalent of one month's rent, to cover any damage you may do to the premises). You are responsible for paying all bills (except fixed water charges and council rates), maintenance of the property and providing all your own furniture and household items.

If you choose a house or apartment in a popular area, there will be much competition. The real estate agent selects the tenants who they believe are the most stable and able to meet the requirements of the lease.

The following types of accommodation are available with its **approximate cost per week:**

1. Full Board (Home stay): A\$110.00 - A\$270.00
2. Half Board: A\$ 70.00 - A\$ 100.00 (plus expenses)
3. Board in Exchange: Free or low cost (below A\$70.00)
4. Leasing a House/Flat (shared): A\$80.00 - A\$300.00 (unfurnished)

### Useful internet sites for student housing are:

<https://www.airbnb.com.au/>  
<http://sha.com.au/>  
<http://www.lestudent8.com>  
<http://www.find-studentaccommodation.com>  
<http://www.youthcentral.vic.gov.au>  
<https://flatmates.com.au/>  
<http://www.studymelbourne.vic.gov.au>  
<http://studyinaustralia.gov.au>  
<http://homestaydirect.com.au>

### Useful rental accommodation websites are:

[www.realestate.com.au](http://www.realestate.com.au)  
[www.domain.com.au](http://www.domain.com.au)  
[www.realestateview.com.au](http://www.realestateview.com.au)



# Cost of Living

Australia is a sophisticated, friendly country that enjoys one of the highest standards of living in the world. Melbourne is a reasonably priced city providing good quality living and abundant accommodation.

According to the Australia Government website [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au), the average international student in Australia spends about \$360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel and other incidental costs.

Students will need a minimum of A\$18,600 per year (excluding tuition) to cover living expenses. The cost of living, however, depends a lot on the kind of accommodation a student chooses. A married student with dependents will need approximately an additional A\$4,000 per year for each dependent.

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

## Food Personal Effects/Services

Milk 1 litre \$2.50	Shoes 1 pair \$70.00
Bread 1 loaf \$2.50	Jeans 1 pair \$80.00
Apples 1 kg \$4.00	Toothpaste 140g \$4.00
Potatoes 1 kg \$1.00	Shampoo 500ml \$8.00
Eggs 1 dozen \$5.50	Hairdresser \$25.00 to \$85.00
Cereal 1kg \$4.50	T-shirt \$20.00
Rice 1 kg \$4.00	Public transport \$7.52 - daily ticket (zone 1+2, weekdays)

## Some useful supermarket websites:

<http://www.woolworths.com.au/>

<http://www.coles.com.au/>

<http://www.aldi.com.au/>

# Student Support Services

All staff at Leaders Institute of Training and Education are available to provide general advice and assistance with matters such as studying, assessment, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact a Student Support Officer who may refer them to external support services if required.

## Orientation

Orientation is conducted prior to the commencement of the course. Its purpose is to fully inform new students of most aspects of life at the Institute and to provide an introduction to studying at Leaders Institute of Training and Education, Melbourne's costs of living, transportation, facilities, banking and accommodation. It's a good opportunity to ask all your questions, to meet other students and Institute staff. If you are unable to attend the Orientation program, please ensure that you access the Orientation presentation online prior to commencement at Leaders Institute of Training and Education.

## Arrival Assistance

An airport pick-up service is available to arriving students, upon request. This is undertaken as part of a meet-and-greet service and usually requires at least one week's notice to the Institute by email.

## Accommodation Assistance

Leaders Institute of Training and Education does not have its own accommodation facilities. However, accommodation assistance will be provided to students upon request. There is a fee for service. Two weeks' notice prior to arrival is required.

## Student Counselling

Stress, financial difficulties, health, family, relationship issues and social issues can all affect your ability to settle into study. Our student counsellor offers a confidential support service and external referral where necessary.

# Fees and Charges

- Tuition Fee – Please refer to individual course information
- Enrolment Fee \$250
- Resources and Material Fee – Please refer to individual course information
- Enrolment Variation Fee \$100
- Unit Repeat Fee \$300
- Reassessment fee \$20
- Overseas Bank Transfer Fee \$30
- RPL Fee Varies for qualifications and units
- Administration Fee \$200
- Change of CoE Fee \$100
- OSHC (Overseas Student Health Cover) Fee: To be advised upon application. (Students can also organise health cover on their own)

All fees are quoted in Australian dollars and are subject to change without notice.

Fees for the first term of study are payable on initial enrolment and should be forwarded with the enrolment form. Fees for subsequent terms are payable prior to the commencement of each term.

# Refund Policy

All refund requests are conditional on the following:

- The Institute must have received funds in order for any refunds to be made available (i.e. cheques are cleared, telegraphic transfers have been received);
- Any debts to the Institute must be paid in full or the outstanding amounts will be deducted from the refund.

## The Australian Government refuses visa

If the student visa application or visa renewal is refused by the Australian Government, a full refund of course fees less the Administration Fees will be made. In order to receive the refund students will have to provide authenticated evidence of the student visa refusal to the Institute.

However, no refunds will be granted where:

- An international student, currently in Australia, has their student visa cancelled by the Department of Immigration and Border Protection (DIBP) for a breach of visa conditions; or
- An international student, currently in Australia, has their student visa extension application refused by the Department of Immigration and Border Protection (DIBP) after the commencement of their studies, for not meeting visa requirements.

## Provider default on delivery of qualification

In an unlikely event that the Institute is unable to start or deliver the course, the student can choose to accept either:

- a refund of the course fees, which will be issued to the student within 14 days; or
- to be placed in an alternative course with the Institute or another provider. If the Student chooses placement in an alternative course, the student must sign a new written agreement to indicate the student accepted the placement.

If the student chooses to receive a refund of the course fees, the Institute will calculate the unspent portion of the tuition fees paid to date (that is tuition fees the student has paid for but has not been delivered by the Institute). The refund will be paid within 14 days on which the course ceased to be provided.

If the Institute is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service (TPS) will provide the student with options for suitable alternative courses (if any such courses are available) or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director.

## Withdrawal from the course

Where written notice of withdrawal is received by the Institute before the start date of the course, the Institute will refund the fees as per the table below less the administration fee of \$200.

Where notice of withdrawal is received	Refund of fees paid for first term	Refund of fees paid for subsequent terms
At least 28 days prior to course commencement date	80%	100%
Less than 28 days but more than 14 days prior to course commencement date	70%	100%
Less than 14 days prior to course commencement date	No refund	100%

Refunds will be made available within 28 days (20 working days) of written notification being received by the Institute.

## Special circumstances

Where a student withdraws from the course and returns home because of exceptional and extenuating circumstances of a compassionate nature, such as a death or severe illness in the immediate family, 100% of all the unspent fees paid less any administration fees will be refunded.

## Refund procedure

The Student must complete an Application for Refund form to apply for a refund and attach all evidence and supporting documentations. Such document may include, but is not limited to:

- a letter from DIBP advising of a rejection of the student visa application or a refusal to extend a student visa; or
- proof of extenuating circumstances of a compassionate nature; or
- an unconditional offer letter from another institution along with a DIBP approved letter to transfer

For the Institute defaults on the agreement, refunds will be made within 14 days of the default date.

All other refunds will be made within 28 days (20 working days) of written notification from the student being received by the Institute.

Refunds will be paid to the student or to the person nominated by the student on the refund application in Australian Dollars

### Payment of Refunds

Payment of refunds to the applicant will be made in Australian dollars by a bank draft or telegraphic or electronic transfer (or other approved payment options).

## Student's Rights to Appeal

- Any student who is refused a refund by the Institute may appeal within 14 days in writing to Student Administration.
- The Institute's appeal process does not circumscribe the student's right to pursue other legal remedies.

This agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws.

# Application Form

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The following form is to be completed by students wishing to study with Leaders Institute of Training and Education. All potential students must complete the following form to initiate their enrolment process. Complete the form with as much information as possible. Once completed ensure registered copies of all supporting documentation and the Application Fee of AU \$100.00 is to be returned to Leaders Institute of Training and Education.

## Applicant Details:

Nationality: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Gender:      Male      Female

Date of Birth: \_\_\_\_\_

Are you currently studying in Australia?                      Yes / No (*please circle*)

## Courses:

I Wish To Apply For The Following Course(s):

Course	Tick

## Start Date:

*Please note: This is to identify your preferred option and is no guarantee of a start date.*

When would you best like to start your course (please circle):

February     April     July     September

**Personal Details** *(in your home country):*

Address: \_\_\_\_\_

State/Province/Region: \_\_\_\_\_ Post Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Visa Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**English Language Proficiency:**

Is English your first language? **Yes / No** *(please circle)*

IELTS / TOEFL Score: \_\_\_\_\_

*(Attach certified copy of certificate)*

Other English language Qualification: \_\_\_\_\_

*(Attach certified copy of certificates)*

**Previous Educational Qualifications:**

Identify any previous qualifications that you have attained including highest level of schooling:

Award / Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/ State: \_\_\_\_\_

Award / Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/ State: \_\_\_\_\_

Award / Qualification: \_\_\_\_\_

Year Awarded: \_\_\_\_\_

Institution Attended: \_\_\_\_\_

Country/ State: \_\_\_\_\_

## Employment History:

List any applicable work experience / employment details below:

Occupation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Time Frames: \_\_\_\_\_

Occupation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Time Frames: \_\_\_\_\_

Occupation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Time Frames: \_\_\_\_\_

*Please attach copy of curriculum vitae and any relevant documents.*

## Disability:

Do you consider yourself to have a disability, impairment or long-term condition that may impact on your studies (*You may indicate more than one area.*)

Hearing/Deaf     Physical     Vision     Learning Other

## Recognition of Prior Learning / Credit Transfer

Do you intend to apply for Recognition or Prior Learning or Credit Transfers? **Yes / No**

(please circle)

If yes, then please supply us with all relevant documentation, qualifications and experience and refer to our Recognition of Prior Learning and Credit Transfer Policies and procedures available on our website.

### Details in Australia (if known)

Address: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Applicant Checklist

Leaders Institute of Training and Education warmly welcomes overseas students. In order for us to process your application without delay can you please make sure that you have you completed all sections of this Application Form and have attached the following:

- Certified copies of all your academic qualifications (translated into English)
- Certified IELTS score / Proof of English Language Proficiency (5.5 IELTS or equivalent)
- Certified copy of your passport
- Copy of your Visa (if applicable)
- Relevant employment details (if applicable)
- Payment of Application Fee

### Applicant Declaration

I understand that by completing and sending the required application fee with this form I am applying for enrolment into the course indicated above and if successful in this application will receive a Letter of Offer and Written Agreement confirming my enrolment details.

I also understand that this is an application to study and fees associated with this application only relate to the application to study and not the tuition fees. Arrangement for the payment of tuition

fees will be included in the 'Written Agreement' which will be issued once the application has been assessed. I understand the RTO has the right to reject my application prior to issuing a 'Letter of Offer' and 'Written Agreement' and that the application fee paid is non-refundable.

I have read and understood the 'Student Course Guide' including the information relating to tuition fees and associated costs, the refund arrangement of course fees, and general information and conditions of studying in Australia as an international student.

APPLICANT'S SIGNATURE

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Payment Details:**

The application fee of \$100.00 (non-refundable) is payable with this application form. Please indicate your payment method below

**EFT Banking Details:**

Account Name: Leaders Institute of Training and Education

BSB: 063225 — A/C No: 10439998

Commonwealth Bank of Australia

**Pay By Credit Card:**

Account Type:  Visa       MasterCard       AMEX       Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

Amount \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Note: A payment processing fee applies to credit card payments (VISA, MasterCard & American Express: 2%, Diners Club: 3%), plus applicable GST. Exemptions may apply.

*I authorise the above named business to charge the credit card indicated in this authorisation form according to the terms outlined above. This payment authorisation is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorised user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.*