Pre-enrolment Information for Overseas students (Melbourne)

Suite 6, 79 Paisley Street,
Footscray VIC 3011 Phone: +61 3 9077 6074 Fax: +61 3 9012 4535
Website: www.iipd.edu.au Email: info@iipd.edu.au
ABOUT STUDYING IN AUSTRALIA

Did you know that the proportion of international students studying in Australia is the third highest of any country in the world?

Australia is acknowledged internationally as providing excellent education and training. That’s why it is one of the most preferred study destination amongst overseas students. As well as top quality education and training, students enjoy Australia’s social, sporting and other outdoor activities. Students often experience the exceptional city places, the great entertainment facilities, the splendid natural environment and distinctive wildlife. With its multicultural and diverse population, Australia is a safe place to live your life.

Australia provides international students with wonderful opportunities and experiences.

The International Institute for Professional Development (IIPD) is a vocational education institute and Registered Training organisation which delivers training under the Australian Qualifications Framework (AQF) and in line with the VET Quality Framework. These Frameworks ensure that all awards provided by Registered Training Organisations (RTO) are nationally recognised.

IIPD deliver practical and career oriented training to students who gain the hands-on skills and experience required by employers when taking on new employees.

IIPD is registered on the Commonwealth Register for Institutions and Courses for Overseas Students (CRICOS) to deliver courses to overseas students studying in Victoria.

Australian government legislation requires strict quality assurance practices and codes to be in place so that international students in Australia enjoys a level of service and financial protection that is unrivalled.

IIPD offers high quality internationally relevant award courses and this is enforced through State and Commonwealth government legislation.

Before Applying

- Check if you meet the entry requirements
- Read our refund policy
- Please note that 80% attendance and satisfactory academic performance must be maintained
- This is not a migration or scholarship program

IIPD’S LOCATION

IIPD’s Melbourne campus is at Footscray. The campus is a short walk from the Footscray railway station and close to shops, public transport and restaurants. The train trip from the centre of Melbourne to Footscray takes about ten minutes.

Travelling to IIPD by Public Transport

IIPD is approximately half a kilometre from Footscray railway station. To walk to IIPD from Footscray station, exit the station at Irving Street, head southwest on Irving Street towards Leeds Street (34mtrs), turn right into Leeds Street (62mtrs), then turn left into Paisley Street.
**Travelling to IIPD by car from the city**
Heading west from the centre of the city, merge from Spencer Street to Dynon Road. Continue along Dynon road to Hopkins Street Footscray. Turn into Irving Street, continuing on to French Street. Turn left from French Street into Paisley Street.

If you have difficulty the IIPD campus, you should visit [www.google.com.au](http://www.google.com.au) and click on the Maps link and find directions. Street view options are available for ease.

---

**ABOUT MELBOURNE**

Melbourne offers a beautiful and safe place to study and many opportunities for recreational activities.

Melbourne offers a perfect place to stay for International students. The following site provides a great deal of information about Melbourne and also publishes median prices for rentals in various Melbourne suburbs. [www.visitmelbourne.com/](http://www.visitmelbourne.com/)

**IIPD’s address is:**
Suite 1-6, 79 Paisley Street
Footscray, VIC 3011

---

**COURSE ENTRY REQUIREMENTS**

The following are the broad entry requirements for all courses offered by IIPD. Please read the information on individual courses for any special /extra requirements.

**ENGLISH PROFICIENCY**

The following tests results are recognised by IIPD as sufficient to satisfy the English language entry requirements:

- International English Language Testing System (IELTS) score 5.0 or above for most Certificate qualifications and score 6 for all Diploma and above qualifications. Overall band with no individual lower band than 5.
- ISLPR 3+
- TOEFL 530 (paper PBT)/197 (computerised)
- Cambridge FCE – First Certificate in English
- TOEIC 600-700
- Students must be of a minimum age of 18 years or older

**COMPLETION OF AUSTRALIAN YEAR 12 EQUIVALENT**

Students seeking admission must have completed year 12 or equivalent Australian qualifications in their country. Those not meeting the requirement will not be considered for admission.

**AGE REQUIREMENT**

Currently the institute does not enroll students who are under 18 years of age. Students applying for admission must ensure that they are above 18 years of age before commencement of semester or arrival in Australia.
FACILITIES

At IIPD, courses are designed to provide intensive training for career success in a professional learning environment that is both challenging and motivating.

EQUIPMENT & LEARNING RESOURCES

+ Up-to-date learning resources and strategies
+ Audio-visual teaching aids resources.
+ Computer labs
+ Free Internet access
+ Free wireless internet access
+ Care and counseling (referrals if required)
+ Library for research
+ Language Assistance

COURSES AND FEES

The qualifications are delivered by combining face-to-face trainer lead theory and practical lessons. Students are required to purchase text and/or CDs which contain interactive training material and downloadable versions of text and assignments. Our instructors may provide additional notes or reference material or a combination of both.

In addition, all students can access IIPD’s internet facilities outside class hours and the institute encourages students to do their own research after class hours.

All trainers and instructors are available for assistance after hours on email.

COURSES AND FEES

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIT30813 Certificate III Commercial Cookery</td>
<td>50 Weeks</td>
<td>$11,000</td>
</tr>
<tr>
<td>SIT50313 Diploma of Hospitality</td>
<td>65 Weeks</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

(For more information, please check course brochure)
**ADDITIONAL FEES AND CHARGES**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderation on appeal (per assessment task per unit)</td>
<td>No charge</td>
</tr>
<tr>
<td>“Make up” class (in support of the completion within expected duration policy) (per class)</td>
<td>No charge</td>
</tr>
<tr>
<td>Additional statement of attainment (one statement of attainment will be provided free of charge each term)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Replacement Diploma / Certificate</td>
<td>$100.00</td>
</tr>
<tr>
<td>Academic support class (for two-hour class)</td>
<td>No charge</td>
</tr>
<tr>
<td>Repeat of unit</td>
<td>$750.00</td>
</tr>
<tr>
<td>“One-on-one” mentoring (for two-hour class)</td>
<td>No charge</td>
</tr>
<tr>
<td>Replacement ID card</td>
<td>$10.00</td>
</tr>
<tr>
<td>RPL assessment (per unit of competency)</td>
<td>$150.00</td>
</tr>
<tr>
<td>LLN skills assistance (per hour)</td>
<td>No charge</td>
</tr>
</tbody>
</table>

**ASSESSMENT**

Assessments are conducted in accordance with the guidelines outlined in the relevant Training Package and the National Standards for NVR RTOs. Assessments are competency based, which means that the outcome of each assessment is Competent or Not Yet Competent.

At IIPD assessment is:

- **Valid**
  Assessment techniques actually assess what they claim to assess.

- **Reliable**
  Assessment approaches provide consistent results every time.

- **Fair**
  The same assessment is used for each learner or situation, while still being flexible

- **Flexible**
  Different types of assessments are used to assess the student – e.g. verbal, doing, question and answer.
Assessment in each unit or module varies, and may include in addition to other assessments.

Tests and assignments

- Projects
- In-class exercises
- Reports and research projects
- Observations in class
- Practical demonstration

Details are provided in individual course brochures on our website.

All courses require students to demonstrate some or all of their learning in practice as one form of evidence for assessment of the skills achieved.

## TIMETABLE

- No student will be required (or permitted) to attend classes for more than eight (8) hours on a single day
- No student will be required (or permitted) to attend classes before 8:00am or after 9:00pm

## DEFERRAL, SUSPENSION OR CANCELLATION OF ENROLMENT POLICY

Under certain limited circumstances, a student’s enrolment may be deferred or temporarily suspended at the request of the student.

Deferment means to delay the commencement of a course.

Suspension of enrolment means to temporarily put studies on hold (adjourn, delay, postpone).

## DEFERMENT OR SUSPENSION OF ENROLMENT BY STUDENT

Students who wish to defer or temporarily suspend their enrolment can apply to do so only if the course in which they were enrolled is unavailable, their visa is delayed or there are compassionate or compelling circumstances (as defined in the Compassionate or Compelling Circumstances Policy).

## SUPPORTING DOCUMENTS

Supporting documents must be provided by a student to support an application for deferment, suspension or cancellation. Supporting documents may include medical certificates, death certificates, police reports, psychologist's reports and any other relevant documents. Supporting documents must be original documents or certified copies of original documents.

## STUDENT APPLICATION FOR DEFERMENT PRIOR TO COMMENCEMENT

A request by a student for a deferment prior to course commencement must be made using the application for deferment, suspension or cancellation of enrolment. The application must be addressed to the Student Services Manager. The application must be accompanied by supporting documents. When the application is processed, and if a deferment is granted, the student will receive a revised offer of enrolment (a revised Enrolment Agreement) and a revised CoE.
NOTIFYING A STUDENT THE OUTCOME OF AN APPLICATION FOR DEFERMNT PRIOR TO ENROLMENT

An applicant for deferment prior to commencement will have a written notification result of the application which will be available within 10 working days from the lodgment of the application.

The student will be notified the outcome of the application for deferment by use of either the:

- "Notice of approval for deferment, suspension or cancellation of enrolment", or the
- "Notice of rejection of application for deferment, suspension or cancellation of enrolment".

STUDENT APPLICATION FOR SUSPENSION

- A request for temporary suspension of enrolment must be made using the application for deferment, suspension or cancellation of enrolment. The application must be addressed to the Student Services Manager. The application must be accompanied by supporting documents.
- An application for suspension must be submitted at least 10 working days before the date of the requested suspension. A student may request a suspension of up to six months.

NOTIFYING A STUDENT THE OUTCOME OF AN APPLICATION FOR SUSPENSION OF ENROLMENT

- An applicant for a suspension of enrolment will have written notification of the result of the application available within 10 working days of lodgment of the application.

EFFECT OF DEFERRAL, SUSPENSION OR CANCELLATION OF ENROLEMENT ON A STUDENT VISA

Deferral, suspension or cancellation of an enrolment is likely to have an effect on a student's visa. Students should contact the nearest DIAC office or refer to http://www.immi.gov.au/students/students/chooser/ for further information. All deferrals, suspensions and cancellations of enrolment are notified to DIAC via the PRISMS system and all documentation about the deferral, suspension or cancellation of a student is filed in the student's file.

DEFERRALS, SUSPENSIONS OR CANCELLATIONS BY IIPD

Under certain limited circumstances, a student’s enrolment may be deferred, suspended or cancelled by IIPD.

- Deferment means to delay the commencement of a course.
- Suspension means the temporary postponement of enrolment during a course.
- Cancellation means termination of enrolment in a course.

SUSPENSION

IIPD may temporarily suspend a student’s enrolment if the student’s behavior is assessed an unacceptable for an educational setting. The Student Services Manager in consultation with the CEO/Academic Director is responsible for making this assessment. This is referred to as suspension of enrolment due to misbehavior.

GROUND TO SUSPEND A STUDENT FOR MISBEHAVIOUR

IIPD may suspend the student due to his/her misbehavior if the student:
• has been in breach of the IIPD Student Code of Conduct
• is assessed by the CEO/Academic Director as providing a threat to the well-being of other students or staff
• has being assessed as behaving in a way such as to constitute serious misconduct

Applicants are advised of each of these grounds for suspension due to misbehavior prior to signing the Enrolment Agreement.

If the suspension of a student’s enrolment will result in the student being unable to complete the course within the course duration as specified on the eCoE, the student must apply for a course extension by making a written request with the Student Services Manager. The student will be advised to check with the nearest DIBP office for information about the impact of the extension of the course on the student’s visa.

CANCELLATION

IIPD may cancel the enrolment of a student if the student:
• is in breach of a condition of ongoing enrolment, including: the requirement to attend at least 80% of all scheduled classes every study period the requirement to not plagiarise, collude or cheat the requirement to pay agreed tuition fees by the dates agreed in the Enrolment Agreement
• has been in breach of the IIPD Student Code of Conduct
• is assessed by the CEO/Academic Director as providing a threat to the well-being of other students or staff
• has being assessed as behaving in a way such as to constitute serious misconduct
• fails to meet the requirements of the course progress policy
• fails to pay tuition fees

Applicants are advised of each of these grounds for deferment, suspension or cancellation prior to signing the Enrolment Offer and Acceptance Agreement.

NOTICE OF INTENTION TO DEFER, SUSPEND OR CANCEL ENROLMENT

Where a deferment, suspension or cancellation is initiated by IIPD, the student will receive a notice of intention to defer, suspend or cancel enrolment.

IIPD FEE REFUND POLICY

This refers to those instances where:
• the course does not start on the agreed starting day, or
• the course ceases to be provided at any time after it starts but before it is completed, or
• the course is not provided in full to the student because a sanction has been imposed on IIPD under the Education Services for Overseas Students Act 2000; and
• the student has not withdrawn before the day of default.

DEFAULT BY THE STUDENT

This refers to those instances where:
• the course starts on the agreed starting day, but the student does not start the course on that day (and has
not previously withdrawn); or
• the student withdraws from the course (either before or after the agreed starting day); or
• IIPD refuses to provide, or continue providing, the course to the student in one or more of the following events:
  - the Student failed to pay an amount he or she was liable to pay IIPD, directly or indirectly (including any course money collected by education agents on behalf of IIPD, in order to undertake the course);
  - the student breached a condition of his or her Student visa;
  - misbehavior by the Student.

If a student cancels their enrolment before the commencement date of a course and requests a refund:

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 weeks or more before the agreed starting day</td>
<td>20% of the Tuition Fee shall be retained by IIPD</td>
</tr>
<tr>
<td>4 to 10 weeks before the agreed starting day</td>
<td>30% of the Tuition Fee shall be retained by IIPD</td>
</tr>
<tr>
<td>Less than 4 weeks before the agreed starting day</td>
<td>No refund</td>
</tr>
<tr>
<td>After the agreed starting day</td>
<td>No Refund</td>
</tr>
<tr>
<td>Because of Visa Refusal</td>
<td>Full refund</td>
</tr>
</tbody>
</table>

A written request for refund must be using the refund application form along must be provided along with supporting documentation. The refund will be processed within 28 days of the written request being received.

No refund will be issued to any Student who has deferred their enrolment.

MARKETING

IIPD is required to inform you certain information so that you are not deceived or misled. It is important that you should note the following points:-

• The institute makes no claims about employment outcomes that you might gain as a result of undertaking a course of study by us.
• Your enrolment in a course with us does not guarantee your automatic acceptance into another course offered by this institute or a course of study offered by any other institute/University.
• Migration to Australia is an issue that is no way associated with your studies at the institute. The Institute is required to recruit students in an ethical and responsible manner and provide information which enables students to make informed decisions about studying with us.
• We are required to ensure that your qualifications, experience and English language proficiency are appropriate to the course in which you wish to enroll. Please read our entry requirements which describe the requirements for acceptance into a course, including the minimum level of English language proficiency,
educational qualifications or work experience requirement.

AGENTS

The institute chooses an education agent to represent us after due diligence i.e., the agent has an appropriate knowledge and understanding of the Australian international education industry and has a reputation for honesty and integrity in dealing with international students.

FORMALISATION OF AGREEMENT

You are required to sign a written agreement between you and the Institute which sets out the services to be provided, fees payable and information in relation to refunds. The Institute will not accept any fees or charges prior to the agreement being signed.

All students are to complete an 'Enrolment Agreement' on acceptance into any course offered by IIPD and prior to paying any fees to International Institute for Professional Development. The student will previously have submitted an application form and received information relating to living in Australia and studying at IIPD.

An enrolment Agreement is only issued when a student has submitted an application for study. Student Administration will provide each potential student with an enrolment agreement as the final stage of acceptance into a course of study with IIPD. This agreement is to be signed and submitted by the student with appropriate payment and documentation to support their enrolment. The application form, refund policy and standard conditions of enrolment will be incorporated into the agreement.

This agreement must be signed and returned to IIPD as an indication that the student accepts the terms and conditions which applying when studying at IIPD.

Please read the detailed enrolment policy on our website in policies page.

ACCOMODATION AND LIVING EXPENSES

An international single student living in Melbourne requires approximately AU$18,000-$21,000 for living expenses each year (Australian Education International)

(Note: This figure does not include tuition fees.)

Remember that your cost of living in Melbourne will vary according to your lifestyle. For example, eating out at restaurants all the time will increase your living costs a lot, as will driving a car (you will have to pay for petrol, registration, maintenance and insurance, as well as the car itself). For more information visit:


SUGGESTED WEEKLY BUDGET

Remember figures are in Australia dollars and likely to be estimated:

- Accommodation $150 to $300 (for a room in a shared house or apartment) per week
- Food A$60 to A$100 per week
- Public transport A$25 to A$50 per week
SHORT TERM ACCOMODATION

A range of suitable accommodation is available for short stays immediately on arrival. These expenses are payable by students directly to the owners of the premises. IIPD can arrange this short term accommodation on behalf of students. Students are advised to contact IIPD early as availability is seasonal and most places require some advance payments with the bookings.

LONG TERM ACCOMODATION

Long term accommodation for overseas students is available. This includes rental and home stay accommodation. IIPD provides accommodation assistance to overseas students including advice on location, tenancy agents, and rental agreements etc. Overseas students are provided with a list of internet sites and agents so that they can select their accommodation in advance. IIPD is happy to make accommodation bookings on behalf of students. Students are advised to contact IIPD before signing any contract or paying any money to real estate agents.

More information for Accommodation click here:
www.melbournehomestay.org
www.melbournehomestay.net

STUDENT VISA REQUIREMENT

All students should be aware of the following student visa requirements:

- You must be enrolled as a full-time student at all times (at least 20 hours per week)
- You must leave Australia when your studies are complete and/or when their visa expires
- You must make satisfactory academic progress and meet attendance requirements (at least 80%).
- You must meet the costs of Overseas Student Health Cover to for the period of their enrolment.
- You must provide International Institute for Professional Development with your address in Australia and a local telephone number on which you are able to be contacted.
- You cannot transfer to another institution within the first six (6) months of your arrival in Australia, or if your program is of less than six months duration, you must remain at International Institute for Professional Development for the duration of their program. (The Department of Immigration and Border Protection and/or IIPD may approve in exceptional circumstances a transfer which does not meet this rule).
- You must ensure that any school-aged dependants accompanying you to Australia attend school. Students will be required to pay full school fees for dependents enrolled in either a government or non-government school. Visit www.liveinvictoria.vic.gov.au/living-in-victoria for more information.

EDUCATION OF ACCOMPANYING DEPENDENTS

If you are coming to Australia as an overseas student on a student visa, you should be aware that you will be required to pay full fees for any of your school-aged dependents who accompany you and who are enrolled in either a government or non-government school in Australia. Information about the enrolment and fees for temporary visa holders and dependents of overseas students may be obtained from:
OVERSEAS STUDENT HEALTH COVER

All international visitors to Australia under a student visa are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay for this cover prior to arriving in Australia. Students are covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

www.ahm.com.au
www.overseasstudenthealth.com
www.medibank.com.au
www.oshcworldcare.com.au
www.nib.com.au

Remember you are covered from the day you arrive Australia (even though you may not have your card).

ESOS FRAMEWORK INFORMATION

Information collected about students on the enrolment application form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information collected on the enrolment application form and during enrolment can be disclosed without consent where authorised or required by law.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa condition.

The following is from information provided by Australian Education International (AEI) (www.aei.gov.au). The Australian Government wants overseas students in Australia 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.

The following is a link to information about the ESOS Framework provided by the Australian government.

PROTECTION FOR OVERSEAS STUDENTS

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at http://cricos.deewr.gov.au. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students.

Please check carefully that the details of your course - including its location - match the information on CRICOS.

YOUR RIGHTS

The ESOS framework protects your rights, including:
YOUR RESPONSIBILITIES

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
## EMERGENCY CONTACT DETAILS

<table>
<thead>
<tr>
<th>For information about</th>
<th>Who to contact</th>
<th>How</th>
</tr>
</thead>
</table>
| Policies and procedures that affect you                   | Student Services Manager                    | Suite 1 - 6, 79 Paisley Street Footscray, Victoria 3011  
Web: [www.iipd.edu.au](http://www.iipd.edu.au) |
| Your ESOS rights and responsibilities                    | Department of Education, Employment and Workplace Relations | ESOS Helpline: 1300 615 262  
Website: [www.aei.gov.au](http://www.aei.gov.au) |
|                                                            |                                             | Email: [emosmailbox@dewr.gov.au](mailto:emosmailbox@dewr.gov.au) |
| Your Visa matters                                         | Department of Immigration and Border Protection | Website: [www.immi.gov.au](http://www.immi.gov.au)  
Phone: 131881 in Australia  
Contact the DIBP office in your country |
| Transport (Trains, trams, buses)                          | Public Transport Victoria                   | Helpline: 1800 800 007 (6am - midnight daily)  
| Overseas Student Ombudsman                                | Contact Centre                              | Phone: 1300 362 072  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)  
Web: [www.oso.gov.au](http://www.oso.gov.au) |
| Emergency                                                 | Police, Ambulance, or Fire ONLY             | Helpline: 000 |
CAMPUS LOCATION AND CONTACT DETAILS

Suite 1 - 6, 79 Paisley St Footscray Victoria 3011 Australia
Telephone (main): +61 3 9077 6074/ 1300 786 456
Fax: 03 9012 4535
24 Hour Contact: +61 433 287 880
Website: www.iipd.edu.au
Email: info@iipd.edu.au