



# Pre-enrolment Information for Overseas students (Melbourne)



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Footscray VIC 3011 Phone: +61 3 9077 6074 Fax: +61 3 9012 4535  
Website: [www.iipd.edu.au](http://www.iipd.edu.au) Email: [info@iipd.edu.au](mailto:info@iipd.edu.au)

## ABOUT STUDYING IN AUSTRALIA

Did you know Australia has the third highest number of International students in the world? Australia has been internationally acknowledged in providing excellent education and training. That is why it is one of the most preferred study destinations amongst overseas students. In regards to education and training, students also enjoy the country's social, sporting and other outdoor activities. Students often experience the exceptional city places, its entertainment facilities, its splendid natural environment and distinctive wildlife. With its multicultural & diverse people, Australia is a safe place to live while studying. Australia also provides international students with wonderful opportunities and experiences, not only on their personal front, but also professional development.

**International Institute for Professional Development (IIPD)** is a Registered Training Organisation (RTO), training its students in the Vocational Education Sector (VET Sector), in line with the Australian Qualifications Framework (AQF) which ensures that all awards provided by IIPD, are nationally recognized. IIPD delivers practical and career-oriented training to their students who gain hands-on skills & experience required by employers when taking on prospective employees.

IIPD is registered on the Commonwealth Register for Institutions and Courses for Overseas Students (CRICOS) at the Federal Government level with the Department of Education, Employment and Workplace Relations (DEEWR) to deliver courses to overseas students studying in Footscray (Melbourne, Victoria) and Parramatta (Sydney, New South Wales) in Australia.

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

International Institute for Professional Development offers high quality internationally pertinent award courses and this is enforced through State and Commonwealth government legislations.

### Before Applying

- Check if you meet Entry Requirements
- Check requirements and conditions for student visa at <http://www.border.gov.au>
- Visa Fees (Generally starts from AUD 550)
- Read our refund policy
- please note that satisfactory course progress performance in academics must be maintained at all times

## LOCATION OF INSTITUTE

Apart from its Sydney campus, International Institute for Professional Development has one campus in Melbourne which caters to students from overseas.

The Footscray campus is a short walk from the Footscray railway station and close to cafes, shops, public transport, restaurants and minutes by bus from the train station.

Melbourne offers a beautiful and a safe place to study and also offers several avenues for recreational activities.

Melbourne offers a very serene landscape for International students. The following site provides a great deal of information about Melbourne and also publishes medina (student accommodation) prices for rentals in various Melbourne suburbs. [www.visitmelbourne.com/](http://www.visitmelbourne.com/)

### **Travelling to IIPD by Public Transport**

IIPD is approximately half a kilometer 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 center 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.

In case of difficulty to locate the venue of the IIPD campus, students are advised to 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.

### **College address is as follows:**

Suite 6, 79 Paisley Street  
Footscray,  
VIC 3011

## **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 recognized by IIPD as sufficient to satisfy the English language entry requirements:

- International English Language Testing System (IELTS) score 5.5 for all Certificate & Diploma qualifications & score 6 for all Advanced Diploma qualifications overall band with no individual lower band than 5.5 & 6.0 respectively.
- ISLPR 3+
- TOEFL 530 (paper PBT)/197(computerized)
- Cambridge FCE – First Certificate in English
- TOEIC 600-700

- Students must be of a minimum age of 18 years or older

## COMPLETION OF YEAR 12

Students seeking admission must have completed year 12 with First Division 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 International Institute for Professional Development, courses are designed to provide intensive training for career success progression in a professional learning environment that is both challenging and motivating.

## EQUIPMENT & LEARNING RESOURCES

- + Most up to date learning resources and training and assessment strategies
- + Audio-visual teaching aids resources.
- + Computer labs
- + Free Internet access
- + Free wireless internet access
- + Care and counseling
- + Library for research
- + Language Assistance

## COURSES OFFERED & FEES

The qualifications are delivered by combining face-to-face trainer lead theory and practical lessons. The students are required to purchase text and CD's 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 OFFERED & FEES

Course Name	Duration	Fee
BSB40215 Certificate IV in Business (CRICOS: 086904D)	38	\$ 9500
BSB61015 Advanced Diploma of Leadership & Management (CRICOS: 092089B)	80	\$ 16500
FNS40615 Certificate IV in Accounting (CRICOS: 092086E)	38	\$ 9500
FNS50215 Diploma of Accounting (CRICOS: 092087D)	52	\$ 13500
FNS60215 Advanced Diploma of Accounting (CRICOS: 092088C)	80	\$ 16500
SIT50416 Diploma of Hospitality Management (CRICOS: 091004J)	78	\$ 15500
Cert III in Spoken and Written English (CRICOS: 085182G)	31	\$ 7250

(Course details and more info please check course brochure)

## ADDITIONAL FEES AND CHARGES

Activity	Fee
Moderation on appeal (per assessment task per unit)	No charge
“Make up” class (in support of the completion within expected duration policy) (per class)	No charge

Additional statement of attainment (one statement of attainment will be provided free of charge each term)	\$50.00
Replacement Diploma / Certificate	\$50.00
Academic support class (for two-hour class)	No charge
Repeat of unit (Third attempt onwards)	\$500.00
“One-on-one” mentoring (for two-hour class)	No charge
Replacement ID card	\$10.00
RPL assessment (per unit of competency)	\$150
LLN skills assistance (per hour)	No charge

## COST OF LIVING

The following table provides a list of approximate prices, in Australian dollars, of some typical foods, goods and services that you can compare with those in your home country:

Litre of Milk	\$1.10	Popular CD	\$30.00
Cappuccino	\$3.50	Movie Ticket	\$18.00
Loaf of Bread	\$3.50	Rice (1kg)	\$3.50
McDonald’s Big Mac	\$9.85	Phone call (Local)	\$ 0.50
Kilo of Apples	\$4.00	Toothpaste	\$ 3.00
Kilo of Potatoes	\$3.00	Shampoo	\$ 3.00
Can of soft drink	\$3.00	Petrol per Litre	\$ 1.50
Whole Chicken	\$10.00		

## ASSESSMENT

Assessments are conducted in accordance with the guidelines outlined in the relevant Training Package and the *Standards for RTOs 2015*. Assessments are competency based, which means that the outcomes of assessment are *Satisfactory or Not Yet Satisfactory and the outcomes of the unit are Competent and Not Yet Competent*. At the IIPD assessments are:

- **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 module varies, and may include in addition to other assessments.

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

**Details are listed in individual course brochures on our website.**

All courses require the 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.

Deferral 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 in, 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 RTO 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 (Confirmation of Enrolment).

## NOTIFYING A STUDENT THE OUTCOME OF AN APPLICATION FOR DEFERMENT 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 of 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 DIBP office or refer to <http://www.border.gov.au/students/students/chooser/> for further information. All deferrals, suspensions and cancellations of enrolment are notified to DIBP 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 as unacceptable for an educational setting. The RTO Manager in consultation with the CEO is responsible for making this assessment. This is referred to as suspension of enrolment due to misbehavior.

## GROUNDS 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 as providing a threat to the well-being of other students or staff
- has been 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 RTO 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 have a satisfactory competency achieved every study period (50 percent and more), the requirement to not plagiarize, 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 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:

Student Withdrawal	10 weeks or more before Semester	20% Less of tuition fees will be refunded
Student Withdrawal	4 to 10 weeks before Semester	40% Less of tuition fees will be refunded
Student Withdrawal	Less than 4 weeks before Semester	60% Less of tuition fees will be refunded

Student Withdrawal	After Semester commencement -irrespective of visa grant outcome for Local International student	No Refund
Student Withdrawal	Because of Visa Refusal	If the student is refused a visa, IIPD will provide a full refund deducting the enrolment fee.

The written request must be made in the refund form along with the necessary documentation. The refund will be processed within 28 days of the written request being received.

If a Student is able to demonstrate that matters beyond their control have resulted in the request for a refund of a portion of tuition fees that have been paid in advance, that Student may be eligible for a refund.

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

## MARKETING

The institute 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 make 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

The institute is required to sign a written agreement between you and the College 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 International Institute for Professional Development and prior to paying any fees to International Institute for Professional Development.

The student will previously have submitted an application form and received all information relating to living in Australia and studying to International Institute for Professional Development.

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 International Institute for Professional Development. 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.

The "Enrolment Agreement shall contain as a minimum the following information:

Identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment; Provide an itemized list of course money payable by the student; Provide information in relation to refunds of course money; Set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the course

This agreement shall be signed and returned to International Institute for Professional Development as an indication that the student accepts the terms and conditions imposed when studying with to International Institute for Professional Development. 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-\$35,000 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 info visit <http://www.studyinaustralia.gov.au/en/Living-in-Australia>

## 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.melbournhomestay.org](http://www.melbournhomestay.org)  
[www.melbournhomestay.net](http://www.melbournhomestay.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 before their visa expires
- You must make satisfactory academic progress and meet attendance requirements (at least 80%, specified by the institute).
- 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. Current addresses for yourselves will be provided to the institute every six months.
- 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 Border Protection/The College may approve in exceptional circumstances a transfer which does not meet this rule).
- You must ensure that any school-aged dependents 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](http://www.liveinvictoria.vic.gov.au/living-in-victoria) for more information.
- For more information about visa conditions visit <http://www.border.gov.au/students/> or [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

## 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:

Website: <http://www.education.vic.gov.au/schoolprofessionals/default.htm>

## 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](http://www.ahm.com.au)

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

[www.medibank.com.au](http://www.medibank.com.au)  
[www.oshcworldcare.com.au](http://www.oshcworldcare.com.au)  
[www.nib.com.au](http://www.nib.com.au)

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

If student wish IIPD to arrange their OSHC on their behalf, then they need to mention the same on their enrolment form so that IIPD can arrange for its Students Health Cover. IIPD has uses BUPA insurance for all their student OSHC. The OSHC would vary from student's country & their Age. For more information students can look for an approx. quote by clicking on the following link

[https://www.bupa.com.au/health-insurance/cover/oshcquote?gclid=Cj0KEQjwx96-BRDyzY3GqcqZgcgBEiQANhd-ngVzZ2-hFsOLRq78AUyB\\_DFa6Lm4MDLkJVAT5TqtA4AaAoW\\_8P8HAQ](https://www.bupa.com.au/health-insurance/cover/oshcquote?gclid=Cj0KEQjwx96-BRDyzY3GqcqZgcgBEiQANhd-ngVzZ2-hFsOLRq78AUyB_DFa6Lm4MDLkJVAT5TqtA4AaAoW_8P8HAQ)

## ESOS FRAMEWORK INFORMATION

Students should be aware that information provided by them may be shared between the provider, Australian Government and designated authorities and if relevant with TAS. (Please open link in another window)

<http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-LegislativeFramework/ESOS-Act/Pages/default.aspx> -

The following is from information provided by Australian Education International (AEI) ([www.aei.gov.au](http://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.

## 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:



- You're right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted visas only if there are arrangements in place for your accommodation, support and welfare.
- Your rights to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- You're right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- Orientation and access to support services to help you study and adjust to life in Australia
- Who the contact officer or officers are for overseas students
- If you can apply for course credit
- When your enrolment can be deferred, suspended or cancelled
- What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- If attendance will be monitored for your course, and a complaints and appeals process.
- One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the principle course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission in the form of a release letter.
- If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

## 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
- Create or give authorization to IIPD for the creation of your Unique Student Identifier. (Refer Student Handbook)
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider's attendance policy, and

## USEFUL CONTACT INFORMATION

For information about	Who to contact	How
Policies and procedures that affect you	Student Services Manager is available to cater to your queries 24 X 7	Suite 1 - 6, 79 Paisley Street Footscray Victoria 3011 Web: <a href="http://www.iipd.edu.au">www.iipd.edu.au</a>
Your ESOS rights and responsibilities	Department of Education, Employment and Workplace Relations	ESOS Helpline: 1300 615 262 Website: <a href="http://www.aei.gov.au">www.aei.gov.au</a>
		Email: <a href="mailto:esosmailbox@deewr.gov.au">esosmailbox@deewr.gov.au</a>
Your Visa matters	Department of Immigration and Citizenship	Website: <a href="http://www.border.gov.au">www.border.gov.au</a>
		Phone: 131881 in Australia
Transport (Train, Buses, Ferries)	State Transit Authority	Helpline: 1800 800 007 (6am - midnight daily)
		Website: <a href="http://ptv.vic.gov.au/">http://ptv.vic.gov.au/</a>
Overseas Student Ombudsman	Contact Centre	Phone: 1300 362 072 Email: <a href="mailto:ombudsman@ombudsman.gov.au">ombudsman@ombudsman.gov.au</a> Web: <a href="http://www.oso.gov.au">www.oso.gov.au</a>
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 Emergency Contact: +61 433 818 822  
 Website: [www.iipd.edu.au](http://www.iipd.edu.au) Email: [info@iipd.edu.au](mailto:info@iipd.edu.au)