



**Magill College Pty Ltd Trading as Magill College Sydney**

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 [www.magill.edu.au](http://www.magill.edu.au)

**PRE-ENROLMENT INFORMATION PACK 2017**

**MAGILL COLLEGE SYDNEY  
PRE-ENROLMENT INFORMATION PACK  
2017 (Brochure)**

**It is important that all students read the entire contents of the Pre-enrolment Information Pack 2017 (Brochure) which aims to enable students to make informed decisions about studying at Magill College Sydney. Should you have any queries or concerns in regard to any component of this Pre-enrolment Information Pack 2017 (Brochure), please ensure that you contact the College and/or address these issues prior to your enrolment.**



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### Welcome to Magill College Sydney

**“Deciding to empower your life with professional skills greatly affects the world you live in.”**

Magill College Sydney would like to invite you to study at our warm and welcoming College located in the heart of Sydney.

It is our aim to provide excellence in all aspects of Vocational Education and Training (VET) and to be a positive force behind our students in the fulfilment of their study and career goals.

Our highly qualified and experienced trainers/assessors, administration staff and our excellent computer and classroom facilities ensure that at Magill College Sydney, students are learning according to current industry standards and in a technologically advanced learning environment.

Magill College is a Registered Training Organisation (RTO) and adheres to administrative, staffing, facility, marketing, financial, quality assurance, delivery and assessment standards that are regulated by the national regulator for Australia’s vocational education and training sector, the Australian Skills Quality Authority (ASQA). ASQA regulates courses and training providers to ensure that nationally approved quality standards are met. ASQA is the national regulating body that regularly audits RTOs and in instances when there are major changes, such as relocation, added campuses and variations to the scope of registration.

Magill College Sydney is located at **Level 4, 388 Sussex Street, SYDNEY NSW 2000**. The College is surrounded by some of Sydney’s best known restaurants, cafes, takeaway shops, refreshment and entertainment venues. Students are immersed in the friendly, multicultural and cosmopolitan environment of Sydney’s Central Business District (CBD).

The Sydney CBD is known for its large shopping complexes, sporting arenas, Darling Harbour, and its easy access to all parts of Sydney. It is a multicultural area with many different nationalities and gourmet choices in a friendly and relaxed atmosphere. Public transport by trains and buses makes all Sydney metropolitan and country areas extremely accessible.

We would like you to enjoy your time in Sydney and especially at Magill College Sydney. Education can often be a once in a lifetime experience. We are here to assist you in benefiting from your experience of studying at Magill College Sydney and to enjoy the many other benefits that Sydney has to offer.

#### GENERAL COURSE INFORMATION

General requirements for acceptance into Magill College’s courses:	<p>Magill College Sydney does not accept any students under 18 years of age and therefore it is a mandatory requirement that all participants wishing to enrol must be at least 18 years of age.</p> <p>For international students whose first language is not English, the minimum course entry requirement is a level of English language proficiency of 5.5 IELTS, a TOEFL iBT score of 46 (or equivalent as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of HSC Year 12, or equivalent.</p> <p>For mature age entry students (aged 21 years or above) relevant work experience is generally expected and it may be possible to provide an entry pathway to the course by utilising the student’s underpinning skills and knowledge, or completed training.</p>
Recognition of Prior Learning (RPL) and Credit Transfer (CT)	<p>Magill College offers the option of course credit known as <b>Recognition of Prior Learning (RPL)</b> and <b>Credit Transfer (CT)</b> also known as Recognition of Current Competencies (RCC). Students who believe they have already achieved some of the competencies in the course may apply for RPL. An essential requirement of RPL is to provide proof that you currently have the required competencies. Competencies for which RPL is being requested may have been developed through formal education and training, through work experience and training or through life experience.</p> <p>After RPL is granted, your course schedule must be reviewed and any reduction in the scheduled course length and the reasons for the reduction recorded and placed in your student file.</p> <p>Any course duration reduction as a result of RPL granted to students must be indicated on the Confirmation of Enrolment (CoE), if granted prior to the issue of a visa, <u>or</u> on PRISMS if granted after the issue of a visa.</p> <p>For further information please contact the Administration Manager Ms <b>Grace Kim</b> on (02) 8061 6980 or email: <a href="mailto:admin@magill.edu.au">admin@magill.edu.au</a></p>
Student Orientation	<p>Orientation is conducted on the first day of course commencement. Its purpose is to fully inform new students of most aspects of life at the College, and to provide an introduction to studying, Sydney’s costs of living, transportation, facilities, banking and accommodation, and to understand culturally appropriate and respectful</p>



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	behaviour. In addition College staff will be introduced, a tour of the College will take place and an opportunity to ask questions will be given.
Change of Address	<p><b>The College is required to seek updates to student contact details at least every 6 months.</b> Upon arriving in Australia students are required to advise the College of their <b>residential address</b>, including <u>phone/mobile numbers, contact email address, emergency contact details</u> and any subsequent <u>changes to these details</u> using the <b>Student Contact Details</b> form that is available at the College Reception.</p> <p>The update of student contact details is very important. The College may send out warning notices to the student, which are aimed at helping to prevent breaches of student visa conditions. It is the student's responsibility and it is in the student's own interests that they always update their address details with the College to ensure that important information about the course, tuition fees and possible breaches of the student visa are received.</p>
Use of Personal Information	<p>Information is collected during the student's enrolment to meet the College obligations under the ESOS Act 2000 and the National Code 2007, and to ensure student compliance with the conditions of the student visa and the student's obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.</p> <p>Information collected about students during their enrolment can be provided, in certain circumstances, to the Australian Government (ASQA, Department of Education and Training and DIBP) and, if relevant, the Tuition Protection Service (TPS) Director. In other instances information collected during the student's period of enrolment can be disclosed without the student's consent, and where authorised or required by law.</p> <p>Students can access personal information held by the College and may request corrections to information that is incorrect or out of date. Please apply in writing to the Administration Manager using the <b>Document Request Form</b> available at the College Reception if you wish to view your own records.</p>
College Facilities	The College has general-purpose classrooms, wireless internet access, student facilities for study and computer access in the designated Student Common Room.
Assessment Methods	<p>Assessments are determined over a period of time and through various assessment activities. Competency is determined after evidence is gathered by a combination of classroom activities, written assessments, and practical application of skills and knowledge. A number of approaches to course assessment are used by College trainers/assessors. Assessment approaches may include: questioning; case studies; projects; assignments; presentations; role play; and/or written reports. Students will be given advance notice of the time and form of assessments.</p> <p>Students will be given an opportunity for at least one reassessment for a competency not achieved during their first attempt.</p>
Course Delivery	A number of approaches to course delivery are used by our college trainers. Course delivery approaches may include: trainer led classroom delivery; workshops; tutorials and supervised study. During class time students will be expected to participate by, for example, answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations, and role play situations.
Modes of study	The modes of delivery that may be utilised for this course include theory based classroom delivery, which would take place on the College campus, group discussions, lectures, group work, audio or visual presentations, self-directed learning through research, and problem-solving.
Attendance Requirement	<p>20 hours per week - BSB30115 Certificate III in Business;          20 hours per week - BSB40215 Certificate IV in Business;          20 hours per week - BSB50215 Diploma of Business;          20 hours per week - BSB60215 Advanced Diploma of Business;</p> <p>Australian law requires International students to attend a <b>full-time</b> study load, which is defined as 20 hours per week of face to face teaching. Please contact Magill College for allocated days and times.</p>
Satisfactory Attendance	Students must be aware that if the class attendance falls below 80% of the scheduled contact hours, or there is an absence from class of more than five (5) consecutive days without approval, the College is required to review the student's course involvement, and provide counselling, implement an intervention strategy and, if unsatisfactory attendance persists, report the student to the Secretary of the Department of Education and Training through PRISMS. This action will automatically alert the Department of Immigration and Border Protection (DIBP) and the student's visa may be cancelled. If the student's attendance falls below the <b>80% minimum attendance requirement</b> and the student has an unsatisfactory course progress, he or she will be reported and DIBP will be automatically notified, which may lead to the cancellation of the student's visa.



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Language, literacy and numeracy advice	<p><i>Reading and writing</i> - a student will be able to read, interpret and write a range of texts within a variety of contexts.</p> <p><i>Oral communication</i> - a student will be able to use and respond to spoken language within a variety of contexts.</p> <p><i>Numeracy and mathematics</i> – a student will be able to recognise and use a variety of conventions and symbols of formal mathematics.</p>
Grounds on which the student enrolment may be deferred, suspended or cancelled	<p>Magill College Sydney will only Defer or Suspend a student enrolment on the grounds of compassionate or compelling circumstances and may cancel a student’s enrolment for misbehaviour by the student (i.e. consuming drugs, alcohol or smoking anywhere on campus) or causing problems for other students, staff, the College’s reputation and its relationship with other organisations (such as building management), or for breaking laws applicable in New South Wales and elsewhere in Australia.</p> <p>For further information please contact the Administration Manager, Ms <b>Grace Kim</b> on (02) 8061 6980 or email <a href="mailto:admin@magill.edu.au">admin@magill.edu.au</a></p>
Complaints and Appeals process	<p>Magill College Sydney seeks to provide learning in a supportive and fair environment with a policy and procedure in place to allow students to lodge a formal complaint or appeal if the matter cannot be resolved informally.</p> <p><b>Informal Complaints Resolution Procedures</b></p> <ol style="list-style-type: none"> <li>1. Students are encouraged to resolve concerns or difficulties directly with the person(s) concerned <i>in the appropriate manner</i> to reach a solution agreeable to all parties. Minor issues of concern would also be documented as soon as they are addressed and/or resolved to the satisfaction of all parties concerned.</li> <li>2. Students may discuss any <b>informal</b> issues related to their course with their Trainer, Head Trainer, or the Administration Manager as part of the <b>informal</b> complaints resolution process.</li> <li>3. The Administration Manager or the Head Trainer will provide students with counselling, if required.</li> </ol> <p><b>Formal Complaints/Appeal Resolution Procedures</b></p> <p>If students cannot resolve a complaint through informal discussions or wish to appeal against a decision made by Magill College Sydney or its staff, students may lodge a formal complaint or appeal.</p> <p>Where students lodge a formal complaint or appeal, they are expected to maintain their enrolment throughout the appeal process and they are informed that they must continue their course and attend all classes while their appeal is being considered and finalised. No fee is charged for a student to lodge a complaint or an appeal.</p> <p><b>Stage One</b></p> <ol style="list-style-type: none"> <li>1. If the matter is not resolved, students will be given an option to proceed with a formal complaints and appeals process. The initial contact person/counsellor (i.e. the Head Trainer or the Administration Manager) may assist the student with the <u><i>Student Complaint/Grievance Form</i></u> (if the student requires assistance). <i>This form must be submitted in writing to the initial contact person/counsellor during normal business hours (Monday-Friday 9am-5pm).</i></li> <li>2. Receipt of the completed form will be acknowledged within five (5) working days and the complaints/appeals process will commence within ten (10) working days from the receipt of the complaint/appeal.</li> <li>3. The College Principal or his nominee (“the College Representative”) will then, if necessary, seek to clarify the issues in the complaint or appeal and provide an objective outcome.</li> <li>4. When such clarification occurs in a face-to-face interview with the complainant or appellant, he/she would have an opportunity to formally present his/her case and he/she has the right to have a witness and/or support person present at any stage of the relevant meetings.</li> <li>5. The College Representative will then endeavour to resolve the issue objectively with details provided in writing to the complainant/appellant within twenty (20) working days, including the outcomes and the reasons for the decision.</li> <li>6. In straightforward cases, the signed <u><i>Student Complaint/Grievance Form</i></u> is used as written evidence of the outcome of the grievance including reasons and steps that will be taken to address the complaint or appeal. However, in more complex cases, the student will be provided with a written complaints and grievance report of the outcome. This report will include the details of any actions and clearly state the reasons for the decision made and it will be provided to the student within twenty (20) working days.</li> </ol> <p><b>Stage Two</b></p> <p>If the appellant is dissatisfied with the outcome of Stage One of the Complaints Resolution Procedure, or their concerns remain unresolved he/she has the option to contact the <b>Overseas Students Ombudsman</b> for an external appeal by referring to <a href="http://www.oso.gov.au">http://www.oso.gov.au</a> or calling 1300 362 072 for more information.</p> <p>In most cases, the purpose of the external appeals process is to consider whether Magill College Sydney has followed its policies and procedures – it is not to make a decision in place of Magill College Sydney.</p>



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	<ol style="list-style-type: none"> <li>1. If the appellant decides to proceed with an external appeal, he/she should notify Magill College Sydney of this, <i>so that sufficient time is allowed to enable students to complete all course requirements within the expected course duration, as specified in each student's CoE.</i></li> <li>2. Students <b>MUST</b> provide the evidence of an external appeal <i>lodgement</i> to Magill College Sydney within ten (10) working days from the date when the appellant has accessed an external appeals process.</li> <li>3. Magill College Sydney agrees to be bound by the external appeal body's recommendations, ensure that any recommendations are implemented by the appropriate staff, and that the appellant is informed in writing of the outcome of the external appeals process.</li> </ol>
Individual students needs	Students must complete the <b>Student With Individual Needs</b> form. For further information please contact the Administration Manager, Ms <b>Grace Kim</b> on (02) 80616980 or email <a href="mailto:admin@magill.edu.au">admin@magill.edu.au</a>
The ESOS Framework	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. For more information, please refer to <b>pages 14-15</b> of this Magill College Sydney Pre-enrolment Information Pack 2017 (Brochure).
Student support, welfare and relevant information on living in Australia	<p><b>Costs of Living:</b> From 1 July 2016, the basic rate of living costs under the Migration regulations increased. Under these regulations prospective student visa applicants and their family members must have access to the following funds to meet the living costs requirements:</p> <ul style="list-style-type: none"> <li>• A\$19,830 a year for the main student;</li> <li>• A\$6,940 a year for the student's partner; and</li> <li>• A\$2,970 a year for the student's child.</li> </ul> <p>For further information, please see <a href="http://www.border.gov.au/Trav/Stud">http://www.border.gov.au/Trav/Stud</a> and <a href="http://www.studyinaustralia.gov.au">http://www.studyinaustralia.gov.au</a></p> <p><b>Accommodation options:</b> Australia has a variety of high standard student accommodation available to suit different budgets and needs and there are several long-term housing options, such as hostels (rooming houses), Homestay (living with a family in their home), and rental properties (either on your own or sharing with others). Shared accommodation with other students is common and popular and student noticeboards and newspapers often advertise rooms, apartments and houses for rent.</p> <p>Most accommodation, except homestay, does not include electrical appliances, household equipment, sheets and blankets etc. Second-hand household goods are available quite cheaply, but students may wish to bring some of their own basic items.</p> <p>Websites (e.g. <a href="http://www.domain.com.au">http://www.domain.com.au</a> and <a href="http://www.realestate.com.au">http://www.realestate.com.au</a>) list accommodation for rent and provide a good idea of the type and cost of accommodation that is available.</p> <p>For further information, please refer to the following websites:</p> <p><a href="http://www.studyinaustralia.gov.au/en/Study-Costs/Accommodation/Accommodation-options-and-costs">http://www.studyinaustralia.gov.au/en/Study-Costs/Accommodation/Accommodation-options-and-costs</a>  <a href="http://www.fairtrading.nsw.gov.au/Youth/International_students.html">www.fairtrading.nsw.gov.au/Youth/International_students.html</a></p> <p><b>Schooling:</b> A school-age family unit member joining the student in Australia is expected to attend school in Australia. Evidence of enrolment for them must be provided if they are to be granted a student visa as a family unit member. In most cases, public and private schools charge fees for family unit members of student visa holders. The student is responsible for the payment of school fees and to allow the student's family unit member to attend school throughout the period of study in Australia.</p> <p>For the international student dependants, please consult the following websites:</p> <p><a href="http://www.detinternational.nsw.edu.au/schools/study_options/temporary_residents/temporary_residents.htm#whatis_trp">http://www.detinternational.nsw.edu.au/schools/study_options/temporary_residents/temporary_residents.htm#whatis_trp</a>  <a href="http://www.detinternational.nsw.edu.au/media-assets/trp/application-dependants.pdf">http://www.detinternational.nsw.edu.au/media-assets/trp/application-dependants.pdf</a>  <a href="http://www.schools.nsw.edu.au/media/downloads/gotoschool/intnl_students/osstudntfees-2016-2017">http://www.schools.nsw.edu.au/media/downloads/gotoschool/intnl_students/osstudntfees-2016-2017</a></p> <p>For private schools in NSW, please consult the following website:</p> <p><a href="http://www.privateschoolsdirectory.com.au/educationinformation.php?region=29">http://www.privateschoolsdirectory.com.au/educationinformation.php?region=29</a></p>



**Safety:** Australia is a comparatively safe place to live with a relatively low crime rate, but students must take the necessary precautions to protect themselves, just like they would at home. Looking after their safety, health and overall wellbeing is important, especially while dealing with the added stresses of being in a new country and adjusting to a new way of life. It is important to always be alert and aware of your surroundings and to avoid dangerous areas and activities, particularly at night. Please refer to the following website for safety tips in Australia:

<http://www.studyinaustralia.gov.au/en/Living-in-Australia/Student-Safety-Portal>

**Jobs:** Students must not engage in work in Australia for more than 40 hours per fortnight during any period when the student's course of study or training is in session and they must not engage in work before the course for which the initial student visa was granted commences.

A fortnight means a period of fourteen (14) days, commencing on any Monday and ending on the second following Sunday. Please note: No work restriction (limits) apply during recognised periods of holidays (i.e. any scheduled course breaks and official Magill College Sydney holidays). For further information, please refer to the following website:

<http://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

There are a number of ways to find work in Australia. You can find job advertisements in local newspapers and on websites such as <http://www.seek.com.au>, <http://www.careerone.com.au> and <http://www.mycareer.com.au>, <http://www.govolunteer.com.au>.

**Travel:** Australia is one of the top tourist destinations in the world. Many tourism activities in Australia are based on cultural festivals, such as Chinese New Year and the Sydney Festival in January. Australia is famous around the world for its unique sporting events like surf carnivals, Test series (Cricket) Australia vs. India, the Australian Formula One Grand Prix, the Melbourne Cup, and the Australian Tennis Open. Other attractions that appeal to travellers are Australia's unique flora and fauna, national parks, beaches, reefs, lakes, rivers, deserts and the Kimberley region in far north Western Australia, which is one of the oldest geological areas on earth. The world renowned theme parks on the Gold Coast (e.g. Sea World and Movie World) are very popular and the Gold Coast is one of the most popular destinations both for domestic and international visitors in Australia.

Aboriginal Australia is about sharing the world's most ancient living culture, best expressed through art, storytelling, dance, music and the land itself. For the adventurous traveller, this means learning about traditional Aboriginal practices as well as contemporary interpretations.

Australia's major cities including Sydney, Melbourne, Adelaide and Brisbane showcase the nation's young and free-spirited way of life. Here, visitors can enjoy our outdoor lifestyle, see Australia in its architecture and fashion, experience it in its multicultural precincts, shops, theatres and bars, observe it in our people, taste it in our food and smell it in our oceans and bushland.

Australia's food and wine are inspired by fresh, natural produce and influenced by our multicultural society. From our spectacular seafood to award-winning wines, visitors can enjoy Australia's fabulous food and wine served by friendly Aussies in many great locations. They can choose from casual cafes, al fresco or fine dining, or simply have a picnic or barbeque. Visitors can also explore some of our renowned wine regions (such as the Hunter Valley in New South Wales) and visit cellar doors to sample and learn about the wines.

Discover unique nature on your doorstep - Australia's vast wilderness, ancient landscapes and natural beauty are best expressed in colour; the red sandy deserts, the green rainforests, the white untouched beaches and the rich blue oceans. Visitors can easily discover and learn about distinctive plants and intriguing wildlife that cannot be found anywhere else in the world.

With nine coastal world heritage-listed areas, Australia offers the visitor some of the most diverse, least crowded and unspoilt coastal experiences in the world. The beaches and oceans offer the chance to encounter uniquely





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Australian flora and fauna. One can also enjoy the hinterland, visit quaint villages, or dine in stunning restaurants and cafes to simply eat al fresco and sample local produce.

**Here are some websites that students may find interesting and useful when travelling in Australia:**

<http://www.australia.com> <http://www.visitnsw.com>

<http://www.tq.com.au> <http://www.travelnt.com>

<http://www.westernaustralia.com> <http://www.southaustralia.com>

<http://www.discovertasmania.com.au> <http://www.visitvictoria.com>

<http://www.visitcanberra.com.au> <http://www.discoveraustralia.com.au>

<https://www.destinationgoldcoast.com> <http://www.greatbarrierreef.org>

<http://www.uluru.com>



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## Site Location and Contact Details:

Level 4, 388 Sussex Street, SYDNEY NSW 2000

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Term Calendar	Course Commencement Dates	Course Completion Dates	Course(s)
<b>2017</b>			
1	30 January 2017	22 September 2017	BSB30115 Certificate III in Business
2	06 March 2017	10 November 2017	
3	24 April 2017	15 December 2017	
4	29 May 2017	23 February 2018	
5	17 July 2017	29 March 2018	
6	21 August 2017	18 May 2018	
7	09 October 2017	22 June 2018	
8	13 November 2017	17 August 2018	
1	30 January 2017	22 September 2017	BSB40215 Certificate IV in Business
2	06 March 2017	10 November 2017	
3	24 April 2017	15 December 2017	
4	29 May 2017	23 February 2018	
5	17 July 2017	29 March 2018	
6	21 August 2017	18 May 2018	
7	09 October 2017	22 June 2018	
8	13 November 2017	17 August 2018	
1	30 January 2017	15 December 2017	BSB50215 Diploma of Business
2	06 March 2017	23 February 2018	
3	24 April 2017	29 March 2018	
4	29 May 2017	18 May 2018	
5	17 July 2017	22 June 2018	
6	21 August 2017	17 August 2018	
7	09 October 2017	21 September 2018	
8	13 November 2017	09 November 2018	
1	29 May 2017	18 May 2018	BSB60215 Advanced Diploma of Business
2	17 July 2017	22 June 2018	
3	21 August 2017	17 August 2018	
4	09 October 2017	21 September 2018	
5	13 November 2017	09 November 2018	
<b>2017 Approved Holiday Period</b>			
10 April 2017 – 23 April 2017 (2 weeks)			
03 July 2017 – 16 July 2017 (2 weeks)			
25 September 2017 – 08 October 2017 (2 weeks)			
18 December 2017 – 21 January 2018 (5 weeks)			





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<b>2018</b>			
1	22 January 2018	21 September 2018	BSB30115 Certificate III in Business
2	26 February 2018	09 November 2018	
3	16 April 2018	14 December 2018	
4	21 May 2018	01 March 2019	
5	16 July 2018	05 April 2019	
6	20 August 2018	24 May 2019	
7	08 October 2018	28 June 2019	
8	12 November 2018	16 August 2019	
1	22 January 2018	21 September 2018	BSB40215 Certificate IV in Business
2	26 February 2018	09 November 2018	
3	16 April 2018	14 December 2018	
4	21 May 2018	01 March 2019	
5	16 July 2018	05 April 2019	
6	20 August 2018	24 May 2019	
7	08 October 2018	28 June 2019	
8	12 November 2018	16 August 2019	
1	22 January 2018	14 December 2018	BSB50215 Diploma of Business
2	26 February 2018	01 March 2019	
3	16 April 2018	05 April 2019	
4	21 May 2018	24 May 2019	
5	16 July 2018	28 June 2019	
6	20 August 2018	16 August 2019	
7	08 October 2018	20 September 2019	
8	12 November 2018	08 November 2019	
1	22 January 2018	14 December 2018	BSB60215 Advanced Diploma of Business
2	26 February 2018	01 March 2019	
3	16 April 2018	05 April 2019	
4	21 May 2018	24 May 2019	
5	16 July 2018	28 June 2019	
6	20 August 2018	16 August 2019	
7	08 October 2018	20 September 2019	
8	12 November 2018	08 November 2019	
<b>2018 Approved Holiday Period</b>			
30 March 2018 – 15 April 2018 (2 weeks)			
25 June 2018 – 15 July 2018 (3 weeks)			
24 September 2018 – 07 October 2018 (2 weeks)			
17 December 2018 – 28 January 2019 (6 weeks)			



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### Units of Competency included in the Qualification Structure

#### BSB30115 Certificate III in Business (CRICOS Course Code: 086816D)

<b>Course Duration:</b>	40 weeks with 20 contact hours per week including a ten (10) week approved holiday period.	
<b>Course Fee</b>	<b>Enrolment Fee (non-refundable)</b>	<b>Material Fee (incl. study materials)</b>
AU \$4,800.00	AU \$200.00	AU \$100.00
Please note Magill College Sydney reserves the right to vary Tuition Fees and/or Material Fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.		
<b>Entry requirements</b>		
There are no pre-requisite entry requirements for this qualification.		
Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.		
For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 (or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of School Certificate or equivalent.		
<b>Learning and Career Pathways Information</b>		
Preferred pathways for students into this qualification may include a number of entry points, including: BSB20115 Certificate II in Business or other relevant qualification(s); or For mature age entry (21 years of age or above) vocational experience assisting in a range of support roles without a formal qualification.		
Pathways from the qualification: Students who gain the BSB30115 Certificate III in Business can further their study in the BSB40215 Certificate IV in Business, or a range of other Certificate IV qualifications.		
<b>Qualification Packaging Rules</b>		
To attain the BSB30115 Certificate III in Business qualification twelve (12) units (One (1) Core unit and Eleven (11) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in Release No. 1 of BSB30115 Certificate III in Business.		
Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB30115 Certificate III in Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.		
<b>Core Unit</b>		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	
<b>Elective Units</b>		
BSBFIA301	Maintain financial records	
BSBDIV301	Work effectively with diversity	
BSBITU309	Produce desktop published documents	
BSBITU304	Produce spreadsheets	
BSBITU302	Create electronic presentations	
BSBITU303	Design and produce text documents	
BSBITU301	Create and use database	
BSBFLM303	Contribute to effective workplace relationship	
BSBCMM301	Process customer complaints	
BSBWOR301	Organise personal work priorities and development	
BSBCUS301	Deliver and monitor a service to customers	
Vocational outcome	<p>This course is designed for:</p> <ul style="list-style-type: none"> <li>• individuals who want to develop knowledge and skills to gain employment at entry level in a range of business areas; and</li> <li>• individuals wanting to develop skills across a range of areas including using current business technology and software, writing and business communication, working in a team environment, maintaining workplace safety, organising workplace information, and maintaining financial records.</li> </ul> <p>Further information regarding BSB - Business Services Training Package can be accessed at: <a href="http://www.training.gov.au">www.training.gov.au</a></p>	



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ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

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### Units of Competency included in the Qualification Structure

#### BSB40215 Certificate IV in Business (CRICOS Course Code: 086897J)

<b>Course Duration:</b>	40 weeks with 20 contact hours per week including a ten (10) week approved holiday period.	
<b>Course Fee</b>	<b>Enrolment Fee (non-refundable)</b>	<b>Material Fee (incl. study materials)</b>
AU \$4,800.00	AU \$200.00	AU \$100.00

Please note Magill College Sydney reserves the right to vary Tuition Fees and/or Material Fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

#### Entry requirements

There are no pre-requisite entry requirements for this qualification.

Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.

For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 (or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of HSC Year 12 or equivalent.

#### Learning and Career Pathways Information

Preferred pathways for students into this qualification may include a number of entry points, including:

BSB30115 Certificate III in Business or other relevant qualification(s); or

For mature age entry (21 years of age or above) with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

Pathways from the qualification:

Students who gain the BSB40215 Certificate IV in Business can further their study in a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

#### Qualification Packaging Rules

To attain the BSB40215 Certificate IV in Business qualification ten (10) units (One (1) Core unit and Nine (9) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in Release No.1 of BSB40215 Certificate IV in Business.

Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB40215 Certificate IV in Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

#### Core Unit

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
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#### Elective Units

BSBCUS401	Coordinate implementation of customer service strategies
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BSBMKG414	Undertake marketing activities
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BSBFIA402	Report on financial activity
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BSBFIA401	Prepare financial reports
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BSBMKG413	Promote products and services
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BSBITU404	Produce complex desktop published documents
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BSBITU401	Design and develop complex text documents
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BSBITU402	Develop and use complex spreadsheets
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BSBCMM401	Make a presentation
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Vocational outcome

This course is designed for:

- individuals who want to develop the knowledge and skills to effectively operate in a wide range of business contexts across number of industry sectors; and
- individuals wanting to develop skills across a range of areas including areas of customer service, financial administration, general administration, business communication and marketing among others.

Further information regarding BSB - Business Services Training Package can be accessed at: [www.training.gov.au](http://www.training.gov.au)



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### Units of Competency included in the Qualification Structure

#### BSB50215 Diploma of Business (CRICOS Course Code 091160G)

<b>Course Duration</b>	52 weeks @ 20 hours per week, including a 12 week approved holiday period.	
<b>Course Fee</b>	<b>Enrolment Fee (non-refundable)</b>	<b>Material Fee (incl. study materials)</b>
AU \$6,400.00	AU \$200.00	AU \$100.00

Please note Magill College Sydney reserves the right to vary Tuition Fees and/or the Material Fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

#### Entry requirements

There are no pre-requisites for this qualification.

Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.

For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 (or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of HSC Year 12 or equivalent.

#### Learning and Career Pathways Information

Preferred pathways for students into this qualification may include a number of entry points, including:

- BSB40215 Certificate IV in Business or other relevant qualification(s); or
- For mature age entry (21 years of age or above) vocational experience is expected, but without a formal qualification.

Pathways from the qualification:

Students who gain the BSB50215 Diploma of Business qualification can further their study in the BSB60215 Advanced Diploma of Business or other Advanced Diploma qualifications or can gain employment within a supervisory or management role.

#### Qualification Packaging Rules

To attain the BSB50215 Diploma of Business qualification Eight (8) Elective units must be completed successfully. These Elective units of competency have been selected in accordance with packaging rules, as specified in Release No. 1 of BSB50215 Diploma of Business.

Upon completion of the qualification under the course structure listed below, students will be issued with an AQF Qualification BSB50215 Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

#### Elective Units (Group B, Group C & Group E)

BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment, selection and induction processes
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBRISK501	Manage risk

#### Elective Units (Other Group)

BSBMGT502	Manage people performance
BSBMGT517	Manage operational plan

<b>Vocational Outcome:</b>	<p>This business qualification reflects the role and is designed for:</p> <ul style="list-style-type: none"> <li>• individuals with various job titles including executive officers, program consultants and program coordinators; or</li> <li>• individuals who may possess meaningful experience in a range of settings, but seek to further develop their skills across a wide range of business functions; or</li> <li>• conversely, it may also apply to those individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop to create further educational and employment opportunities.</li> </ul> <p>Further information regarding BSB - Business Services Training Package can be accessed at: <a href="http://www.training.gov.au">www.training.gov.au</a></p>
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### Units of Competency included in the Qualification Structure

#### BSB60215 Advanced Diploma of Business (CRICOS Course Code 091161G)

<b>Course Duration:</b>	52 weeks @ 20 hours per week including 12 week approved holiday period.	
<b>Course Fee</b>	<b>Enrolment Fee (non-refundable)</b>	<b>Material Fee (incl. study materials)</b>
AU \$6,400.00	AU \$200.00	AU \$100.00

Please note Magill College Sydney reserves the right to vary Tuition Fees and/or Material Fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

#### Entry requirements

There are no pre-requisites for this qualification.

Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.

For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 (or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of HSC Year 12 or equivalent.

#### Learning and Career Pathways Information

Preferred pathways for students into this qualification may include a number of entry points, including:

- BSB50215 Diploma of Business or other relevant qualification(s); or
- For mature age entry (21 years of age or above) with substantial vocational experience in business, but without a formal qualification.

Pathways from the qualification:

Students who gain the BSB60215 Advanced Diploma of Business qualification may choose to undertake studies at a higher level of education or can gain employment in job roles such as Business Development Manager or Administration Manager. This breadth of expertise would equate to the competencies required to undertake this qualification.

#### Qualification Packaging Rules

To attain the BSB60215 Advanced Diploma of Business qualification Eight (8) Elective units must be completed successfully. These Elective units of competency have been selected in accordance with packaging rules, as specified in Release No. 1 of BSB60215 Advanced Diploma of Business.

Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB60215 Advanced Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

#### Elective Units (Group B, Group D & Group C)

BSBINN601	Lead and manage organisational change
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances
BSBMKG608	Develop organisational marketing objectives
BSBMKG603	Manage the marketing process
BSBMKG609	Develop a marketing plan

#### Elective Units (Other Group)

BSBMGT617	Develop and implement a business plan
BSBMGT608	Manage innovation and continuous improvement

<b>Vocational Outcome:</b>	<p>This business qualification reflects the role and is designed for:</p> <ul style="list-style-type: none"> <li>• individuals with considerable experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions; or</li> <li>• individuals who possess meaningful theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities; or</li> <li>• individuals wishing to further develop their business and marketing competencies.</li> </ul> <p>Further information regarding BSB - Business Services Training Package can be accessed at: <a href="http://www.training.gov.au">www.training.gov.au</a></p>
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## A description of the ESOS framework—providing quality education and protecting your rights

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.education.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 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 ([please note all students must be 18 years of age or above to be able to enrol in any of the Magill College courses](#)), to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- your right 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.

The Tuition Protection Service (TPS) is a placement and refund service for international students, which is activated in the event that your provider is unable to teach your course. Visit the TPS website for more information, at [www.tps.gov.au](http://www.tps.gov.au)

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

- orientation and access to support services to help you study and adjust to life in Australia
- who the contact officer or officers is 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 final course of study you plan to undertake in Australia. If you want to transfer before you have completed six (6) months of your final course you need your provider's permission.

### **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
- if attendance is recorded for your course, follow your provider's attendance policy, and
- if you are under 18, ([please note all students must be 18 years of age or above to be able to enrol in any of the Magill College courses](#)), maintain your approved accommodation, support and general welfare arrangements.





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### Contact details:

Who	Why	How
Your provider	For policies and procedures that affect you	<ul style="list-style-type: none"> <li>• Speak with your provider</li> <li>• Go to your provider's website</li> </ul>
Department of Education and Training	For your ESOS rights and responsibilities	<ul style="list-style-type: none"> <li>• <a href="http://www.internationaleducation.gov.au">www.internationaleducation.gov.au</a></li> <li>• ESOS Helpline +61 2 6240 5069</li> </ul>
Department of Immigration and Border Protection (DIBP)	For visa matters	<ul style="list-style-type: none"> <li>• <a href="http://www.border.gov.au">www.border.gov.au</a></li> <li>• Phone 131 881 in Australia</li> <li>• Contact the DIBP office in your country</li> </ul>
Overseas Students Ombudsman (OSO)	Provider complaints about: Refusing admission to a course; Fees and refunds; Course provider transfers; Course progress or attendance; Cancellation of Enrolment; Accommodation or work arrangement by a provider; and Incorrect advice given by an education agent who has an agreement with a provider.	<ul style="list-style-type: none"> <li>• <a href="http://www.oso.gov.au">www.oso.gov.au</a></li> <li>• Overseas Student Ombudsman Phone 1300 362 072 Email <a href="mailto:ombudsman@ombudsman.gov.au">ombudsman@ombudsman.gov.au</a></li> </ul>

### Additional Relevant Legislation

A range of legislation is applicable to all staff and students. Information on any additional relevant legislation can be found at the following websites:

WHS (formerly OH&S) <http://www.workcover.nsw.gov.au>

ASQA <http://www.asqa.gov.au/>

EO <http://www.justice.nsw.gov.au/>

Privacy <https://www.oaic.gov.au/>

Work Health and Safety Act 2011

Standards for Registered Training Organisations (RTOs) 2015

NSW Anti-Discrimination Act 1977

Privacy Act 1988

Any other legislation or regulations identified as relevant to the Registered Training Organisation



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### Enrolment Steps/Procedures

Magill College Sydney endeavours to act in an ethical and responsible manner in recruiting students into registered qualifications/courses and to provide all relevant information to students to make an informed decision before commencing their study.

All applicants must be over 18 years of age.

**Prior to enrolment** students are advised on the following aspects which will determine their eligibility for enrolment:

- That they have satisfactorily completed their HSC Year 12 and/or equivalent, have had relevant work experience, or have completed training resulting in satisfactorily achieving all entry pathways. For mature age entry students (21 years of age or above) relevant work experience is generally expected and it may be possible to provide an entry pathway to the course by utilising the student's underpinning skills and knowledge, or completed training;
- That they have the minimum level of English language proficiency of an IELTS score of 5.5 or TOEFL iBT score of 46 or equivalent; An Upper Intermediate English language proficiency from a recognised English language provider (or equivalent, as recognised by DIBP) is also acceptable;
- That their application for Recognition of Prior Learning (RPL), or any Credit Transfer (CT) which may be applicable, is applied for prior to enrolment in any of Magill College Sydney's courses;
- That they are fully advised of their course details, including: course content, course duration, mode of study, all associated costs of study, including any additional purchases which may be required as listed in the **Magill College Sydney Pre-enrolment Information Pack 2017 (Brochure)** and/or the Student Handbook;
- They have been advised of the Magill College Sydney location;
- They have been fully advised of the Student Refund and Cancellation Policy;
- That their tuition fees may be subject to change without notice;
- That all relevant Policies and Procedures that will govern their enrolment have been explained, including achieving satisfactory attendance and course progress and cancellation of tuition fees, as advised in the Student Refund and Cancellation Policy;
- That their pre-enrolment information listed in the **Magill College Sydney Pre-enrolment Information Pack 2017 (Brochure)** makes clear reference to the ESOS framework, which is also available electronically by Australian Education International (AEI) to students. For further information, please see <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- That they have been advised on the costs of living in Australia, and their obligation in relation to any school-aged dependants, including the associated costs for school fees which could be incurred;
- That the contents of the **Magill College Sydney Pre-enrolment Information Pack 2017 (Brochure)** and/or Student Handbook are clear and easily understood prior to lodging their application for Enrolment;
- The request of a course timetable copy that is relevant to the student's course of enrolment.

After being advised on all the issues listed above, including the contents of the Student Handbook, the student enrolment process will continue as listed below. Students are required to:

1. Complete and Sign the **Enrolment Form** as acknowledgement that they have received, read and understood the **Magill College Sydney Pre-enrolment Information Pack 2017 (Brochure)** and the contents of the **Student Handbook**, and return the signed enrolment form to the College;
2. Provide the documents listed below:
  - ✓ English results (IELTS score of 5.5 or TOEFL iBT score of 46 or equivalent, as recognised by DIBP);
  - ✓ Copies of the current Passport/Visa;
  - ✓ Current **Overseas Student Health Cover** (OSHC) details, if known (only if requesting the OSHC arrangement through the College);
  - ✓ Copies of the HSC Year 12 qualification and/or equivalent relevant work experience;
  - ✓ For mature age entry (21 years of age or above) relevant work experience is generally expected and it may be possible to provide an entry pathway to the course by utilising the student's underpinning skills and knowledge, or completed training);
3. Request their **Letter of Offer and Student Agreement**.



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After receiving the **Letter of Offer and Student Agreement** from Magill College Sydney the next step is to confirm the student's enrolment. An enrolment application will be put on hold if any documents are incomplete and will remain on hold until all documentation issues are resolved.

1. Sign the **Letter of Offer and Student Agreement** as acceptance of the Terms and Conditions of enrolment;
2. Submit any outstanding supporting documentation, as listed in their **Letter of Offer and Student Agreement** to fulfil the course entry requirements;
3. The **Letter of Offer and Student Agreement** is an agreement between the College and the student. Students are required to read and acknowledge that they understand and agree to abide by the conditions of the Agreement. It must be signed and dated prior to commencement of studies to confirm the student's acceptance of the Terms and Conditions of their enrolment;
4. The Agreement is then signed by an authorised officer of Magill College Sydney and students are then required to make the payment according to their course selection;
5. Upon receipt of tuition fees students will be issued with an Invoice/Receipt for all payments made. Once all documents are received and checked against the **Student Documents Checklist** a Confirmation of Enrolment (COE) will be generated and forwarded to either the student, or their acting agent, or both; and
6. The individual student's file will be created and contain relevant information and documentation. A written notification of orientation will be emailed or posted to the student, or their acting agent, or both. Students are advised that upon request they are entitled to obtain copies of all documentation that is contained in their student file.

### Pre-payment of Tuition Fees

The initially paid tuition fees are placed and kept in the College's designated account (**Magill College Student Account**) until a student commences study. This course of action is there to demonstrate that the funds held in the designated account are sufficient to cover tuition fees of all non-commenced students.

There are limits on tuition fees that can be paid in advance that Magill College Sydney can collect before a student commences a course. Under the current rules, Magill College is not allowed to collect more than 50 per cent of the total tuition fees for the whole course before the student commences, unless the course is 24 weeks or less in duration, in which case 100 per cent of the total tuition fees can be received. After the student commences the course Magill College cannot require any remaining tuition fees to be paid earlier than two (2) weeks prior to the commencement of the student's second study period.

Magill College Sydney will record the fee amount paid by the student in the Student Finance Information folder of the Magill College Sydney Quality Management System (QMS) database.

### Fees Payment Schedule

Magill College Sydney issues student receipts upon request for the receipt of fees paid before the commencement of the course, including:

- (a) Tuition fees;
- (b) Enrolment fee (non-refundable); and
- (c) Any other compulsory fees (i.e. Material fee, OSHC).

Students may be entitled to use a fee payment scheme for payments of less than 50 per cent of the total tuition fees, which would be determined and authorised on a case-by-case basis.

Students who are authorised to use a Payment Plan are required to pay fees on or before the first day of attendance of each study period for which the fees become due. A student's enrolment may be suspended until overdue fees have been fully paid.

Magill College Sydney issues student receipts upon request for the receipt of fees paid before the commencement of the course, including:

- (a) Tuition fees;
- (b) Enrolment fee (non-refundable); and
- (c) Any other compulsory fees (i.e. Material fee, OSHC).



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### Tuition Protection Service (TPS)

The Tuition Protection Service (TPS) is a placement and refund service for international students. The TPS is an insurance cover which aims to place students that are affected by closures of education providers in an alternative course of study first, with refund payments provided as a last resort only.

The TPS gives students greater control and responsibility within the placement process by allowing students to make a choice from available alternative course placement options. A greater flexibility for students to decide about their future course placement, following the closure of an education provider, should lead to a more efficient and effective outcome for students and the sector as a whole. Students should also benefit from quicker placements, or refunds where necessary, and a smoother transition to a new education provider.

The expectation is that students who are affected by the closure of an education provider will accept an alternative course, if one is available, for which they meet all the entry requirements, and for which there is no cost disadvantage to them. However, the student is not compelled to accept an alternative course and they would be eligible for a refund of the **unused portion of the tuition fees**. The student will need to confirm the possible implications that a change of education provider may have on their student visa with DIBP. However, other options might include an enrolment in a different course under a different visa category, or a return to their home country.

In a situation where a student cannot find an alternative course during the placement period the student is eligible to request a refund of the **unused portion of the tuition fees** from TPS.

### Magill College Sydney Refunds (General)

All refund requests and withdrawal requests **MUST** be lodged in writing and addressed to the Principal using the **Document Request Form** which is available from the College Reception and/or the Administration Office.

Upon approval by the Principal, all refund requests will be processed according to the **Student Refund and Cancellation Policy - Refunds of Tuition Fees** within fourteen (14) or twenty-eight (28) days of receipt of the Document Request Form (please refer to page 19). Magill College Sydney will provide the student with a statement giving a full explanation of how the refund was calculated.

Magill College Sydney may arrange for another course, or part of a course, to be provided to the student at no cost to the student as an alternative to refunding the **unused portion of the tuition fees**. A student has the right to choose whether he/she would prefer a refund of the **unused portion of the tuition fees**, or to accept a place in another course. If a student chooses placement in another course, Magill College Sydney will ask the student to sign a new **Letter of Offer and Student Agreement** to indicate that he/she accepts the placement in the new course. If the student agrees to exercise this option, Magill College Sydney is no longer obliged to refund the money owed for the original enrolment.



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### Student Refund and Cancellation Policy – Refund of Tuition Fees

Magill College policy on the refunds of tuition fees has been determined in accordance with the ESOS Act 2000 (as amended), and its accompanying regulations, and it applies to all commencing overseas students. This and other information may be provided to the Australian Government (ASQA, Department of Education and Training, DIBP) and, if relevant, the Tuition Protection Service (TPS) Director in relation to administering the ESOS Act 2000, the National Code 2007 and/or the Migration Act (as amended). **This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.**

All requests for a refund must be made in writing by the student(s) or their legal guardian(s) and submitted to Magill College Sydney together with any supporting documentation, if applicable. **In the case of a student visa refusal and/or student default, refunds will be made within four (4) weeks after receiving a written claim from the student** and will include a statement explaining how the refund was calculated.

<b>1</b>	<b>Student Visa refusal</b> – Written documentation of the student visa refusal must be provided by the course applicant to Magill College Sydney.
1(a)	<b>Tuition fees</b> at the time of cancellation will be refunded <b>in full</b> if a student visa application lodged <b>overseas</b> is rejected. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.
1(b)	If a student is <b>off-shore</b> and for whom a student visa has not been issued in time to commence a course at the agreed starting date, and the student contacts Magill College in writing to agree to a deferred starting date, another commencement date would be arranged without additional fees. Should the deferred starting date be unacceptable, the <b>tuition fees</b> will be refunded <b>in full</b> at the time of cancellation. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.
1(c)	A student who is <b>on-shore</b> must commence a course on the agreed commencement date, even though a decision for their student visa application may still be awaiting a decision from DIBP. A <b>pro-rata refund</b> of the <b>unused portion of the tuition fees</b> at the time of their refusal/rejection of their <b>on-shore</b> student visa application will be granted to the student after the course commencement date has passed. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.
<b>2</b>	<b>Student default</b> – Occurs where an overseas student does not commence a course, or withdraws from a course as defined in section 27(2) of the ESOS Act. The student is required to provide written notice to Magill College Sydney for the course cancellation. The course <b>cancellation charges</b> are as follows:
2(a)	<b>25%</b> of the <b>tuition fees</b> at the time of cancellation with more than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.
2(b)	<b>50%</b> of the <b>tuition fees</b> at the time of cancellation with less than 28 days' written notice prior to the course commencement date. However, the Enrolment Fee of AU\$ 200.00 is non-refundable.
2(c)	<b>100%</b> of the <b>tuition fees</b> at the time of cancellation on or after the course commencement date (including Package Courses). To avoid any doubt, <b>no refund</b> will be paid to the student if the student withdraws from the course (including Package Courses) either on or after the agreed commencement date.
2(d)	<b>No refund</b> is granted where Magill College Sydney terminates an enrolment due to a student <b>failing to satisfy course requirements</b> relating to attendance or academic progress, in accordance with the obligations of the student under the student visa regulations.
2(e)	<b>No refund</b> is granted where Magill College Sydney terminates an enrolment due to a student <b>failing to pay</b> an amount he/she was liable to pay the College, directly or indirectly, to undertake the course.
2(f)	<b>No refund</b> is granted where Magill College Sydney terminates an enrolment due to a student <b>misbehaving</b> (i.e. consuming drugs, alcohol or smoking anywhere on campus) and causing problems for other students, staff, the College's reputation and its relationship with other organisations (such as building management) or for breaking laws in New South Wales and elsewhere in Australia. This does not affect the student's rights to access the College's complaints and appeals processes.
<b>3</b>	<b>Provider default</b> – Occurs where the registered education provider fails to provide a course or ceases to provide a course to an overseas student in accordance with section 27(1) of the ESOS Act. <b>Reimbursement in the case of provider default is within two (2) weeks of the default day occurring to the student</b> and will include a statement explaining how the refund was calculated.
3(a)	In the unlikely event that Magill College Sydney is unable to deliver a course in full; a student will be offered a refund of the <b>unused portion of the tuition fees</b> that they have paid to the College.
3(b)	Alternatively, a student may be offered enrolment in an alternative course by Magill College Sydney at no extra cost to the student. A student has the right to choose whether he/she would prefer a refund of the <b>unused portion of the tuition fees</b> , or to accept a place in another course at the College. If a student chooses placement in a new course, Magill College Sydney will ask the student to sign a new <b>Letter of Offer and Student Agreement</b> to indicate that he/she accepts the placement in the new course.
3(c)	If Magill College Sydney is unable to provide a refund, or place a student in an alternative course, the Tuition Protection Service (TPS) will assist the student in finding an alternative course. If a registered education provider of an alternative course offers the student a place in the course, the student may accept the offer in writing within thirty (30) days of the provider obligation period ending, unless the period is varied by the TPS Director. The TPS will transfer any <b>unused portion of the tuition fees</b> to the new registered education provider.
3(d)	If there are no suitable alternative courses or course offers, the student may apply for a refund to TPS for the amount of any <b>unused portion of the tuition fees</b> that the student has paid to Magill College Sydney. These fees are any tuition fees that the student has already paid and that are directly related to the course for which the tuition has not yet been received by the student.