



Pre-enrolment Information

WWW.AISCHOOL.EDU.AU



About this information booklet

Before applying in becoming a student with us, please read through the following information. It will help your understanding of Australia, student life, and studying at Australasia International School (AIS).

When reading this booklet, also visit AIS website: www.aischool.edu.au for the:

- International Student Handbook
- Course Prospectus
- Policies and Procedures that are mentioned in this booklet and more.



Contents

About this information booklet	2
Course suitability	4
Course entry requirements	4
Course delivery locations	5
Managing visa requirements during progression.....	5
Modes of delivery/study	6
Course materials and equipment.....	6
Support services	6
Leave	6
Campus facilities.....	7
Fees.....	7
Paying your tuition fees	7
Complaints and Appeals	7
Obtaining a Unique Student Identifier (USI).....	7
Recognition of Prior Learning (RPL) and Credit Transfer (CT)	8
International Student Handbook	8
Deferral, suspension and cancellation.....	8
Attendance	9
Monitoring course progress.....	9
Transfer between providers	9
Information for overseas students	9
Financial Capacity.....	9
Evidence of financial capacity	10
Annual income option.....	10
Twelve months' funds option	10
Course fees	10
Travel Costs.....	11
Health Requirements (OSHC)	11
Accommodation – Student Housing	11
Working while you study.....	11
TAX FILE NUMBER	12
YOUR WORKPLACE RIGHTS.....	12



Course suitability

Prior to enrolling, please ensure you understand the details of the course or courses you wish to enrol in and the minimum requirements for entry. You should consider the study load required, the course duration, and the employment outcomes that may be available to you once you complete the course.

If you are in any doubt regarding your suitability for a course, it is important you speak to us prior to enrolling. You may make an enquiry via email to contact@aischool.edu.au.

Further information on the Australian Qualifications Framework (AQF) is available here: <https://www.aqf.edu.au/> . Further details about qualifications and individual units of competency (subjects), may be found by visiting www.training.gov.au.

You may also download a full Prospectus from AIS website www.aischool.edu.au for full details about your course or study pathways you are considering.

Course entry requirements

All students must be over 18 years of age; and

Students must have completed Australian Year 12 or its overseas equivalent; or students must have completed Australian Qualifications Framework (AQF) Level 3 or higher qualification before a place can be offered.

International students are asked to demonstrate at least an Upper Intermediate (IELTS 5.5 or equivalent) level of English prior to commencement.

English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country;
- Prospective student is a citizen and holds a passport from United Kingdom, the United States of America, Canada, New Zealand or the Republic of Ireland.
- Successful completion of an English Placement Test
- Students who have successfully completed the Senior Secondary Certificate of Education or study at Certificate IV level or higher in Australia within two years of applying the course

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.



Course delivery locations

All beauty, massage courses and business training and assessment services are conducted at Level 4, 127 Liverpool Street, Sydney NSW 2000.

The closest railway stations are Museum and Town Hall.

Levels 4, 127 Liverpool Street, Sydney NSW 2000.



Managing visa requirements during progression

All international students who have an Australian Student Visa subclass 500 are issued a Confirmation of Enrolment (COE). It is a requirement of the student to meet visa obligations whilst you have this visa.

Extension to CoE due to variation of duration of Training Plan: It is the student's responsibility to ensure that they commence and complete their enrolment during the specified start and end date indicated on their CoE. Should there be a variation against this the student is required to contact the Department of Home Affairs.

Australasia International School as a provider will extend the duration of a student's study if the extension is as the result of:

- compassionate or compelling circumstances (see discussion below);
- the implementation of the provider's intervention strategy for students at risk of not making satisfactory course progress; or
- deferment or suspension of study granted under Standard 9 Suspension of Enrolment due to: A serious accident, verified by a doctor's certificate would constitute compassionate and compelling grounds for suspending a student's enrolment. If the suspension of enrolment leads to a later end date than originally expected, the provider notifies the Department of Education through PRISMS that it is suspending a student's enrolment for a period which will affect the end date of the COE.

National Code, Standard 9: Australasia International School as a provider will notify the Department of Home Affairs via PRISMS where a student's studies lead to early completion. AIS advises you to contact the Department of Home Affairs on the potential impact to your visa. National Code, Standard 9: This section must be read in conjunction with Australasia International School: Defer, Suspension, Cancellation Policy, the Assessment Policy and International Student Handbook which are available on the AIS website: www.aischool.edu.au.



Changes to your contact details.

All international students who have an Australian Student Visa subclass 500 are required to inform their training provider of any changes relating to their contact details **within 7 days of the change**. This information includes:

- Change of name
- Change of address whilst living in Australia
- Change of contact number
- Change of email address

Should you fail to provide this information AIS you are not meeting your student visa conditions.

Modes of delivery/study

Students are required to attend 20 hours of training per week. Homework is expected to be approximately 5 hours a week.

Courses relating to Beauty and Massage have required practical components. Treatments performed by students are onsite in our Campus Clinic. All students in the Clinic are under the supervision of an industry qualified trainer/assessor. The Campus Clinic has been designed to provide students with a working environment and prepare them to work in the finest Salons and Day Spa's. The Clinic is open to the general population.

Course materials and equipment

During your course, you will be provided with learning and assessment materials, including learner guides, reading material and assessment manuals. This is made available to you once you have commenced your course. AIS uses Moodle, an online learning system for structured training and assessment.

You will need to provide your own pen and paper for note taking. You will require a computer, laptop or tablet of your choosing that can connect to the internet (provided by us) and the MS Office suite or similar for accessing electronic materials and for completing and submitting assessments.

You will be responsible for the supply and support of any specialised software tools you require to complete your studies, such as accessibility software (screen readers, text-to-speech, speech-to-text, high-contrast screens, etc).

Support services

AIS provides a range of support services to ensure your time with us is as enjoyable and rewarding as possible. Please visit our website at www.aischool.edu.au for more information. You are always welcome to see a Student Support Officer (SSO) for any enquiries you may have.

Leave

There is a scheduled holiday break between every term of the academic year. Requests for additional leave outside of these times will be approved only in limited compassionate and compelling circumstances.



Campus facilities

AIS new campus has been designed to facilitate learning and friendly interactions in a relaxed environment.

AIS campus is centrally located to public transport, cafés and restaurants, shopping precincts and off-street parking and meets the requirements of registration.

We provide you with the following:

1. Training rooms;
2. Training resources;
3. Student computer kiosks;
4. Kitchenette and break area;
5. Offices for confidential meetings with your trainer;
6. Massage and Beauty Clinic - Simulated work environment for practical training and assessment where not able to be done in an actual workplace.

Fees

For information on fees, please visit AIS Fee Management Policy located on Ais website: www.aischool.edu.au.

Paying your tuition fees

Course fees are payable on the dates set out in the Letter of Offer and Student Agreement that all intending students must sign prior to enrolment and payment of any course fees. Payment may be made via direct deposit or electronic funds transfer.

AIS accounts department will send you a reminder via email and phone call when your fees are due. Please remember to let us know if you change your mobile telephone number and email address so we can keep your details up to date.

If you are experiencing difficulties in paying your fees as they fall due it is important to come and talk a member of AIS student support team. In certain limited circumstances we may be able to come to an arrangement such as implementing a payment plan during periods of short-term financial hardship. To be considered, you must be in genuine short-term financial hardship caused by compassionate and compelling reasons beyond your control.

Complaints and Appeals

If at any time you have a complaint or appeal related to our services, our staff, other learners, assessment decisions, or related third parties it is important to make us aware of your concerns so that they may be resolved.

Please visit AIS website for Complaints and Appeals Policy for more details.

Complaints and appeals form maybe downloaded from AIS website or is available from Campus Reception.

Obtaining a Unique Student Identifier (USI)

USI is the acronym for Unique Student Identifier. It is a reference number that creates an online record of your training and qualifications attained in Australia. If you don't have a USI, then you can't be awarded your qualification or statement of attainment.

Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must provide us



with your USI. For information about USIs including how to create one visit <https://www.usi.gov.au/>.

For information on exemptions visit: <https://www.usi.gov.au/about/privacy-and-unique-student-identifier/individual-exemptions-students>. If you are having trouble creating a USI, we will assist you during the orientation session on the first day.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Credit transfer is a formal recognition of previous studies and can help to reduce the duration of your course, as well as fees. You may apply for a credit transfer for a complete unit or modules within a unit. There is no charge to apply for a credit transfer but you need to let us know that you want to apply for this on your application for enrolment form in the relevant section. You will need to provide a certified copy of your certificate either issued by another education provider or an authenticated VET transcript issued by the USI Registrar.

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. You need to let us know that you want to apply for RPL at the time of application by indicating this on the application for enrolment form in the relevant section. There is a charge for RPL and this can be viewed in the Fees and Refunds section of this handbook. RPL can also reduce your course duration and fees.

We will inform you in writing of any reduced course duration and fees due to credit transfer and RPL and issue your CoE for the reduced duration of the course.

Please contact AIS by email to discuss RPL and CT opportunities email: contact@aischool.edu.au. RPL and CT Policy and Procedures are detailed in AIS International Student Handbook and found on AIS website www.aischool.edu.au.

International Student Handbook

Before enrolling, please read through AIS International Student Handbook. It contains detailed information including some policies and procedures, and other relevant information you should be aware of before you enrol with us. You may download the current version of the International Student Handbook from AIS website: www.aischool.edu.au.

Deferral, suspension and cancellation

Once your visa commences you may only be able to defer or suspend your studies in very limited circumstances. This is a requirement of your student visa. In general, we can only grant you a period of deferral or leave on the grounds of compassionate circumstances outside of your control. This may include a serious medical condition or the death of a close family member. In all cases you will need to provide evidence to accompany your request.

In all cases there will be no reduction in your tuition fees for the period you are absent, and you may be required to take additional classes at your own expense in order to complete your qualification. You may also be required to extend your visa.



Students may also be suspended from their studies for serious and wilful misconduct. Examples of misconduct may include criminal activity, harassment or abuse of staff or other students, failure to pay tuition fees, plagiarism or any other form of cheating. Students have the right to appeal through our complaints and appeals process.

Please see AIS International Student Handbook and Deferral, Suspension and Cancellation Policy for full details.

Attendance

To be successful in completing your training and gaining the qualification, you must regularly attend your classes and participate in the learning and assessment tasks.

The minimum standard to achieve satisfactory attendance is:

1. Attend a minimum of 80% of all structured training hours; and
2. Complete 100% of all assessment tasks satisfactorily.

We will monitor your attendance and will provide counselling and assistance to those students not meeting the attendance requirements.

If the absence is due to a medical condition or illness, you are required to produce a medical certificate from an Australian Legally Qualified Medical Practitioner. You may not produce a sickness certificate from a chemist.

You are not allowed to be absent from a designated training day for paid employment.

Please see our International Student Handbook and Attendance Policy located on AIS website: www.aischool.edu.au for full details.

Monitoring course progress

All overseas students enrolled at AIS must maintain satisfactory course progress in order to complete the course on time. Maintaining satisfactory course is also one of the student visa conditions. AIS implements intervention strategies for those students who are at risk maintaining unsatisfactory course progress.

Please see our International Student Handbook and Assessment Policy for full details.

Transfer between providers

Overseas students on student visas may not be able to change to a different education provider within the first six months of their principal course of study (usually the last course for which the student visa is granted). Please see AIS website www.aischool.edu.au Transfer Policy for full details.

Information for overseas students

Financial Capacity

You need to have enough money that is genuinely available to you, to pay for your course fees, and travel and living costs for you and your accompanying family members while you are in Australia.

You might need to provide evidence of your financial capacity with your visa application. Check the Document Checklist Tool (disclaimer) to find out the evidence you need to provide.



Evidence of financial capacity

If you need to provide evidence of financial capacity, you will be able to demonstrate this by providing one of the following:

1. Evidence of funds to cover travel to Australia and 12 months' living, course and (for school aged dependents); schooling costs for the student and accompanying family members; and
2. Evidence that you meet the annual income requirement.

Annual income option

The annual income option requires a student to provide evidence of personal annual income of at least AUD \$62,222.

For students accompanied by family members, the requirement is at least AUD 70,000. The income demonstrated must be the personal income of your spouse (who is not coming with you) or parents. Where both of your parents are working, their combined income can be considered for this requirement. Evidence must be in the form of official government documents such as tax assessments. Evidence in the form of bank statements or information directly from an employer is not acceptable.

Twelve months' funds option

Evidence of funds can include money deposits, financial institution or government loans, scholarships or sponsorships.

You can calculate the total amount of funds you will need by adding living costs, course fees, schooling costs and travel costs. Use the information below to calculate the total amount of funds you will need.

As of October 2019, the 12-month living cost is:

1. student or guardian - AUD21,041
2. partner or spouse - AUD7,362
3. for a child coming with you - AUD3,152.

For further information visit Study Australia <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

Course fees

Calculate the first 12 months of your course fees or include the total cost of your course if it is for a duration of 12 months or less. Deduct any prepaid costs and provide evidence of these payments (this should be on your Confirmation of Enrolment or provide receipts).

If you are in Australia and your course has already commenced, calculate the course fee payable for the 12-month period commencing from the date on which you lodge your application.

Schooling costs

Where school aged children are included in your student visa application, schooling costs of at least AUD8,000 per year for each child will need to be added to the amount of funds required. You are responsible for researching schooling costs, which vary between states, territories and schools in Australia.

You do not have to provide evidence of schooling costs if you are:



1. a PhD student and can show you have enrolled your child in an Australian government school where the fees have been waived.
2. received an Australian Commonwealth Government scholarship, including foreign affairs and defense sponsored students, and you can show you have enrolled your child in a government school where the fees have been waived.

Travel Costs

If applying outside Australia, include AUD2,000 (except if applying from East or Southern Africa, include AUD2,500; West Africa include AUD3,000).

If applying in Australia, include AUD1,000 (except if returning to Africa, include AUD1500).

Genuine access to funds

You and your accompanying family members must be able to access the funds shown while you are in Australia.

When considering whether the funds will be genuinely available, we will take into account additional information and supporting evidence you provide, such as:

1. The nature of the relationship between you and the person who is providing the funds, where applicable;
2. Your income, assets and employment or those of the person providing the funds;
3. Evidence of financial support history; and
4. Source of funds for any lump sum deposits.

Health Requirements (OSHC)

As an international student in Australia, you are required to have Overseas Student Health Cover (OSHC) for the entire duration of your study in Australia. But there are also other types of insurance which you may find useful.

The health assessment process can take several weeks to complete. To help avoid delays, you can choose to undertake your health examination prior to lodging your visa application.

For more information about Overseas Student Health Cover (OSHC) visit the Study in Australia website or follow this link: <https://www.studyinaustralia.gov.au/english/live-in-australia/insurance>.

Accommodation – Student Housing

International students requiring accommodation are able to take advantage of a number of accommodation types in the region. These include:

1. Oz Homestay,
2. Living with a relative,
3. Private rentals, and
4. Student housing.

For more information about student accommodation whilst studying in Australia visit the website Study NSW or follow this link: <https://www.study.sydney/live/accommodation>.

Working while you study

Australia is a great place to work as an international student. You may choose to work while you are studying. This can be an option to earn extra spending money and get a taste of the local culture. Here are a few things to remember:



- Work hours: You can work up to 40 hours every two weeks while you are studying, and unlimited hours during holiday breaks.
- Workplace protections: You have the same protections at work as anyone else working in Australia.
- Minimum wage: You will get at least a minimum rate of pay per hour no matter what job you do.
- Strong support: You will find support every step of your journey as a student worker. Help is always available from government and private organisations as well as your education provider

Source: <https://www.studyinaustralia.gov.au/English/Live-in-Australia/work>

The number of hours you can work in Australia can be found in your visa conditions. Should you have any questions about working while you study and your Visa responsibilities you should speak to your Agent or Immigration Lawyer.

TAX FILE NUMBER

You must obtain a Tax File Number to be able to work in Australia. This is available from the Australian Tax Office.

YOUR WORKPLACE RIGHTS

Workers in Australia – including visa holders with permission to work – have rights under Australian workplace law.

The Fair Work Ombudsman Pay and Conditions Tool (PACT) provides information on pay rates, shift calculations, leave arrangements and notice and redundancy entitlements.

More information is available about Workplace rights - for all visa holders working in Australia. For more information relating to your Work Rights and Fair Work as an international student visit the website the Fair Work Ombudsman or follow this link: <https://www.fairwork.gov.au/find-help-for/visa-holders-migrants>.

Associated Documents

This document must be read in conjunction with:

- Australasia International School Prospectus
- International Student Handbook

Policy and Procedure (including associated forms) for:

- Assessment Policy
- Complaints and Appeals Policy and Forms
- Fee Management Policy
- Transfer Policy
- Attendance Policy



END OF DOCUMENT