



International Student Prospectus 2020



Elizabeth Institute

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RTO ID: 41089 CRICOS Code: 03695F

Welcome to Elizabeth Institute

From the Chief Executive Officer

We invite you to join us for your journey into study in Australia.

Our business courses endeavour to break down the classroom walls that shadow course content from the real world of business. We do this by integrating excursions and case studies of real organization into our delivery. Whilst we fastidiously follow the prescribed competencies, knowledge, skills and other conditions in the official course 'training package', we use anecdotal examples of real organization and practical observation of real-world activity to demonstrate concepts.

Furthermore, we endeavour to adopt delivery strategies that reflect the needs of our students and their career goals.

On occasions we have special tuition rates, multiple course rates and have access to scholarship funds to assist international students with the financial burden associated with study in Australia. Please contact our office for information.

We congratulate you on making the first step towards study in Australia and welcome you to explore our Institute and our courses.

*Fiona (xufei) Hou
Chief Executive Officer*



The 2020 International Student Prospectus is an informative guide to help students and their families to gain a clear insight into the courses delivered at Elizabeth Institute and to assist with making our student's time in Australia a truly memorable experience.

Effective for 2020

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Sydney City Campus

Level 3, 56-58 York Street,
Sydney, NSW, 2000, Australia
Phone: +61 2 9366 6200

Conveniently located close to Hyde park, Darling Harbour, Barangaroo precinct, restaurants, shopping centres and a wide range of sporting and recreational facilities, the Sydney campus is only few minutes away from Town Hall and Wynyard Train Stations. A Tram stop is also located in back of the campus on George street.

Car parking is available. Fees are generally charged for parking, visit [Wilson Parking](#) website.

Our Vision

Our vision is to offer courses that meet the expectations of students with flexibility of study, work focused material and assessment and reasonable cost.

Our Mission

We encourage our students to pursue meaningful study that will foster a strong contribution to their community within Australia and their home countries and to build a foundation for lifelong learning. We encourage free and open thinking, critical evaluation of knowledge and information and balanced opinion and conclusion.

Elizabeth Institute operates under the ESOS Act 2000. For details, you can visit: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Course Credit

International students *may* be eligible for course credit for previous studies they have undertaken. In Australia, we call this Credit Transfer (CT). Credit Transfer may be granted on the basis of previous study of the same or equivalent modules/units of competency completed at any Australian RTO. Information on how to apply for this type of credit will be provided during the orientation programme.

If you believe you will be making an application for course credit at Elizabeth Institute, please bring the original copies of your academic transcripts and a verifiable, detailed outline of each subject that you undertook as part of the course. If you think you are eligible for this type of credit, or you wish to apply for exemptions, you should lodge your application with VET Academic Manager at the time of application/enrolment. Until you have received notification that you have been granted CT, you must attend all classes.

CT will be granted subject to meeting the requirements of the National Code 2018 – completion within the expected duration of study.

There is no refund of fees for any credit granted. If you are granted CT, you will be allowed to enrol in additional units of study, subject to places being available. In this way, you may be able to complete your course in a shorter timeframe.

Australia

Australia is an ethnic melting pot. It's a country known for world-famous natural wonders, diverse landscapes and a vibrant multicultural society that practices almost every religion and lifestyle. Since 1945 more than six million people from across the world have come to Australia to live.

There are 226 languages spoken in Australia – after English, the most popular are Italian, Greek, Cantonese and Arabic. The island continent is almost as big as the USA, but has a population of only 25 million people (most of whom live within 50 kilometres of the coast). Australia's coastline stretches over 25,000 kilometres and has over 10,000 beaches. Inland, there are vast areas of semi-arid and desert areas. Inland, there are vast areas of semi-arid and desert areas.

All major cities, and the nation's capital, offer exciting lifestyles, great cultural attractions, and a safe quality of life.

A message from Australian Government

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time here.

The fact sheet contains important information for student visa holders about living and studying in Australia, including your consumer rights and responsibilities as an international student and key things you should know before and during your study.

Click [here](#) or alternatively visit <https://docs.education.gov.au/documents/international-student-fact-sheet> to access the fact sheet.

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About Sydney



Sydney

Sydney, the capital of New South Wales, Australia. It is Australia's oldest and largest city with a population more than 5 million people. Sydney is built around a huge harbour and hosts many tourist attractions as well as a number of beaches, bays and a couple of national parks.

Sydney was first visited by the British in 1770 when Captain James Cook and Joseph Banks sailed the Endeavor into Botany Bay. The First Fleet arrived at Botany Bay in 1788 under the command of Governor Arthur Phillip. Phillip found Botany Bay unsatisfactory and sailed north and landed at Sydney Cove on Sydney Harbour. Phillip originally named the colony 'New Albion', but then the colony acquired the name 'Sydney', after the British Home Secretary, Thomas Townshend, Lord Sydney.

Sydney has many influences upon its style. Aboriginal sites and engravings can still be seen from the original occupiers, the Eora tribe. The city also has an Anglo-Mediterranean style and a growing Chinese and Asian influence.

The city is divided into North and South by the Sydney Harbour, with both Sydney Harbour Bridge and Tunnel connecting them. Most of the tourist attractions are in the South part of the city, with a large business and residential area in the North. The South part of the city consists of The Rocks and Circular Quay to the North, with the Central Station marking the South. Darling Harbour marks the West and there are a number of parks to the East. More information, visit: <https://www.sydney.com/>

Sydney - Study, Enjoy, Explore

The City of Sydney welcomes international students as part of Sydney's global talent hub. You can find out more in our international education action plan. Sydney has always attracted people from many cultures and there are now over 35,000 international students studying in the City's local area.

International students enhance Sydney's vibrancy and liveability through contributing to our city's cultural diversity. The international student community also plays an important role to grow and strengthen Sydney's global connections – today and in the future.

A great number of international students live in the local area because of its proximity to universities, TAFEs, colleges and other educational providers.

The [2020 Sydney International Student Guide](#) will help you discover lots about how to settle into your temporary hometown.

Climate

Sydney has a temperate climate with four distinct seasons:

- **Winter (June - August)**
Temperatures range from 10-15°C
- **Spring (September - November)**
Temperatures range from 17-22°C
- **Summer (December - February)**
Temperatures can rise above 35°C
- **Autumn (March - May)**
Temperatures range from 17-24°C

Events

Sydney is a cosmopolitan city that is full of life. The city hosts a variety of festivals, cultural and sporting events. Visit NSW government website for current events: <https://www.study.sydney/news-and-stories/events>

Transport

Sydney has an excellent public transport system with trains, trams (being built), ferries and buses providing an extensive network throughout the city and suburbs. Taxis are plentiful and safe, and are available 24 hours a day. See the Transport NSW website for more info: transportnsw.info/international-students

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Services and Facilities

The Elizabeth Institute is committed to the success of its international students. The Institute offers a wide range of support services for students throughout their studies at Elizabeth Institute. Computer are available on site with access to on-line library resources. A small book library is also available.

Orientation Sessions

Many students find life in Australia quite different from life in their home country so Elizabeth Institute organises orientation activities to help students become familiar with Australian culture and customs and to introduce students to the Institute and its services.

All students will attend an orientation information session. This session details many aspects of living and studying in Sydney and introduces students to life in Australia.

Orientation sessions include information about enrolment, facilities and services available at Elizabeth Institute, Australian culture and customs, safety in Sydney and how to find employment. Orientation sessions are a great way of meeting other students.

Wireless @ Elizabeth Institute

Elizabeth Institute offers good quality and reliable wireless connectivity across its campus for both staff and students. Wireless connectivity provides users with internet traffic only and is available for access seven days a week.

Cost of Living

Sydney is a reasonably priced city providing good quality and affordable accommodation. Students will need \$21,041 per year (excluding tuition) to cover living expenses including accommodation, food, transport, entertainment, clothing and books. For partners coming with you, students would need additional \$7,362 and for a child coming with you, students would also need additional \$3,152 per year.

Accommodation costs range from \$90 to \$440 per week. Food costs about \$80 to \$280 per week and transport can cost \$30-60 per week. More information, please visit Living costs in Australia website:

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

Medical Services

Doctors and medical rooms are available in the Sydney Central Business District (CBD). Appointments should be made for consultations with doctors. However, medical emergencies may also be directed to the emergency departments of the major hospitals. There may be a charge depending on student's Health Insurance. Contact Medical Centres directly for details.

Overseas Student Health Cover

As an international student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of the stay in Australia. OSHC provides access to out of hospital and in hospital medical services to help maintain the health of students whilst studying in Australia.

Counselling Services

A Counselor is available to assist international students with personal and study problems and to provide educational and vocational counseling. Students receive full assistance to achieve their study goals in Australia including transfers from and to Elizabeth Institute. Most in-house counseling services at Elizabeth Institute are at no extra cost. However, some external services may attract a fee. Please contact student support

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office.



Student Banking

International Students can now open a bank account before they arrive in Australia. Most leading banks offer a comprehensive range of personal, business and institutional banking products and services. By choosing a major Australian bank, students can be assured their money is safe; and

bank branches, ATMs and other banking services are conveniently accessible.

For further information on how to open a bank account online, simply visit any of the major four banks listed below or one of the smaller banks:

Commonwealth Bank of Australia

<https://www.commbank.com.au/personal/can/moving-to-australia.html>

Westpac Bank

<http://www.westpac.com.au/personal-banking/student-banking/s-international-students/organise-australian-bank-acc/>

ANZ Bank

<http://www.anz.com/personal/bank-accounts/banking-for-life-changes/international-students/>

National Australia Bank (NAB)

<https://www.nationalaustraliabank.com/nabglobal/en/banking/migrant-banking/study-in-australia>

Smaller Banks

There are also a number of other banks, including, Citi Bank, Adelaide Bank, Bank of Queensland, Bank of Sydney, Bankwest, Bank SA, Bendigo Bank, St George Bank, ME Bank and Suncorp Bank.

Further information may be sourced at 'Studies in Australia':

<http://www.studiesinaustralia.com/studying-in-australia/banking-in-australia>

Cafeterias

Cafeterias are situated all over Sydney CBD within walking distance of our Campus.



Education and Childcare

Students who are coming to Australia with family members need to be aware of the costs associated with education and childcare in Sydney. Students are advised to research the resources available prior to arrival in Australia. The following websites offer detailed information:

- Study Sydney (NSW) - this website provides information on the services offered in Sydney, NSW and has plenty of information for international students: <https://www.study-sydney/live>
- Find and Early Childhood Service or School: mychild.gov.au
- My School: www.myschool.edu.au



English Language Intensive Courses for Overseas Students (ELICOS)

Course Name: ELICOS – General English

CRICOS Course Code: 0100031

Total Course Duration: 30 weeks

ELICOS– General English levels:

GE1 - Beginner Level (10 weeks)

GE2 - Elementary Level (10 weeks)

GE3 - Intermediate Level (10 weeks)

General

Studying at Elizabeth Institute is your first step to your success in English language proficiency. **English Language Intensive Course for Overseas Students (ELICOS)** are designed to improve your English language proficiency and communication skills. We can help you in your journey to success in Australia. Elizabeth Institute's English Language program has highly experienced specialised teachers, resources, facilities and a well-developed support system to help you achieve the English language proficiency that you dream of.

Why study with Elizabeth Institute?

- You get an opportunity to learn from well qualified and experienced teachers in a multicultural environment,
- Have all the necessary support from teachers all the time,
- Have an opportunity to make friends and explore Australia.

Our courses aim to:

- Improve your communicative English by developing an understanding of grammar and vocabulary,
- Develop critical thinking and independent learning skills, which are an integral part of academic life,
- Develop your presentation, group work and spoken conversation skills,
- Improve your listening, reading and writing skills.

We ensure you are correctly matched to the appropriate English Proficiency Level and receive all the necessary skills needed for a smooth transition into other certificate and diploma courses at the Elizabeth Institute or other Institutions.

On Arrival - Placement Test (PT)

Elizabeth Institute conducts a Placement Test (PT) to assess the current English level of all students. This is ideal if you do not have an IELTS, PTE, TOEFL or another international test score. PT is free-of-charge and is done at Elizabeth Institute's campus, to ensure that every student is placed in the right level of class. This may impact the period of English language course originally offered to you at the time of enrollment. In turn, this may impact your entry in your future course.

Classes

Total course Duration: Your course duration may vary depending on your current level of English language proficiency. The course duration may vary from 10 weeks to 30 weeks.

Start Date: Course enrolment takes place every 4 weeks (every month). You can start any time of the year that suits you best.

Contact hours: There are 20 hours per week of face-to-face tuitions. Classes run in 4 shift blocks. You will be assigned either one of the day, evening or weekend shift. Day classes are either Monday to Wednesday or Wednesday to Friday, Evening classes run Monday to Friday and Weekend classes run on Saturdays and Sundays.

Location: All classes are delivered at Elizabeth Institute's Sydney CBD campus from Monday to Sunday.

Timetables: Class timetables are posted on Elizabeth Institute's noticeboard every five weeks.

Students:

Are expected to bring the following to the classroom each day:

- Pen and pencils
- Note-book
- Tablet or a laptop (Bring Your Own Device)
- All the textbooks and other supplementary study resources are provided in class.

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Independent study time:

You may have to allocate up to 10 hours per week for independent study. You are encouraged to engage in independent learning through the online resources, activities on the shared drive and other learning resources available on campus. Teachers are available for guidance and support if you need any help.

Entry requirements

There are no entry requirements for General English courses. You will be offered a General English class based on the placement results conducted by Elizabeth Institute onsite. Any international student over the age of 18 is eligible to enrol in our ELICOS – General English course.

Fees*

All course fees are listed in Australian Dollars (AUD).

ELICOS- General English Course:	\$8,400 maximum course fee (\$280 per week x 30 weeks)
Enrolment fee (one time):	\$250
Material fee (one time):	\$210

* These are the current fees for 2020 and may be subject to change over the duration of a course without notice.

Where next?

Once you have successfully completed your General English course, you can enter certificate and/or diploma courses offered by Elizabeth Institute.

How to apply for an ELICOS course**Complete your application**

- We will need an evidence of your English and of your current English Proficiency level, however, if you do not have one, you can sit free-of-charge placement test offered by Elizabeth Institute.
- Complete the application form.
- If applicable, attach all the required documents.
- Attach all the additional documents (if applicable).

Submit your application

- Submit the application to Elizabeth Institute representatives or send your complete application by email, or by post to:

Elizabeth Institute
Admissions Department
Level 3, 56-58 York Street,
Sydney, NSW, Australia, 2000.

Receive your offer letter

- If you are successful, you will receive an offer letter via email. The offer letter will indicate the course duration, tuition fees, and the course commencement date.
- Deposit the fee,
- Get your visa-length health cover,
- Apply for your student visa (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>)

Contact Elizabeth Institute for more information.

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Business Qualifications for International Students

Course Code & Name | BSB80615 - Graduate Diploma of Management (Learning)

CRICOS Course Code: 097808B

Qualification Description

This course reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

Mode of Delivery: Face-to-face classroom based – 20 hours a week

Entry Requirements

The Training package for the BSB80615 – Graduate Diploma in Management (Learning) does not have any formal entry requirements. However, Elizabeth Institute has specific entry requirements for based on tertiary qualifications and relevant management experience.

Enrolling students must provide the evidence of the following:

General Entry Requirements:

- Minimum 18 years of age.
- Basic computer skills.
- Meet all student visa requirements.

Academic entry requirement:

- Have completed a Bachelor degree.

OR

- Have completed a Diploma or Advanced Diploma qualification in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility in an enterprise.

OR

- Have 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility in an enterprise.

English Language proficiency:

Prospective students are required to have certain level of English Language proficiency. Elizabeth Institute will accept test results (with relevant test scores) from any of the following English Language test provides listed below (note that students who qualify for a Student Visa under the Simplified Student Visa Framework may be exempt from proving their English capability to the Department of Home Affairs but will be required to undertake an internal Elizabeth Institute assessment).

English language provider test	Minimum Test Score
International English Language Testing System	5.5
*Test of English as a Foreign Language (TOEFL) paper based	527
TOEFL internet-based test	46
Cambridge English: Advanced (Certificate in Advanced English)	162
Pearson Test of English Academic	42
Occupational English Test**	Pass

Completion of a 2 years full time study in Australia and in the English language of any Certificate IV or higher-level course.

*The TOEFL paper-based test will only be accepted from limited countries.

** The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

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Vocational or Educational outcomes

Students can go into a range of employment or further study options, including studies at higher education level. Job Roles may include but not limited to:

- Team Leader
- Learning Co-ordinator
- Learning Manager
- Human Resources Coordinator

Job Outlook

Please refer to the Australian Government Job Outlook site for job prospects for each of the occupations listed above.

Course Duration and Unit of competencies

Total Course Duration: 52 Weeks including Holidays (Full-time)

Unit of Competencies

Unit Code	Unit Title	Core/Elective
BSBINN801	Lead innovative thinking and practice	Core
BSBRES801	Initiate and lead applied research	Core
BSBINN501	Establish systems that support innovation	Elective
BSBINN601	Lead and manage organisational change	Elective
BSBMGT615	Contribute to organisation development	Elective
BSBMGT616	Develop and implement strategic plans	Elective
BSBLDR801	Lead personal and strategic transformation	Elective
TAELED804	Review enterprise e-learning systems and solutions implementation	Elective

Fees & Charges

Enrolment Fee	\$ 250.00 (non - refundable)
Material Fee	\$ 200.00 (subject to variation)
Course Tuition Fee	\$ 10,000.00

Please contact our office for any current special rates or scholarships.

Course Intakes 2020

Elizabeth Institute offers 4 intakes each year – January, April, July and October. The first intake of 2020 would be starting on April 2020.

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Business Qualifications for International Students

Course Code & Name | BSB60215 - Advanced Diploma of Business

CRICOS Course Code: 097807C

Qualification Description

This course reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Mode of Delivery: Face-to-face classroom based – 20 hours a week

Entry Requirements

The Training package for the BSB60215– Advanced Diploma of Business does not have any formal entry requirements. However, Elizabeth Institute has specific entry requirements.

Enrolling students must provide the evidence of the following:

General Entry Requirements:

- 18 years of age.
- Basic computer skills.
- Meet all student visa requirements.

Academic entry requirements:

- Year 12 or equivalent.

English Language proficiency:

Prospective students are required to have certain level of English Language proficiency. Elizabeth Institute will accept test results (with relevant test scores) from any of the following English Language test providers listed below (note that students who qualify for a Student Visa under the Simplified Student Visa Framework may be exempt from proving their English capability to the Department of Home Affairs but will be required to undertake an internal Elizabeth Institute assessment).

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International English Language Testing System	5.5
*Test of English as a Foreign Language (TOEFL) paper based	527
TOEFL internet based test	46
Cambridge English: Advanced (Certificate in Advanced English)	162
Pearson Test of English Academic	42
Occupational English Test**	Pass

Completion of a 2 years full time study in Australia and in the English language of any Certificate IV or higher-level course.

*The TOEFL paper-based test will only be accepted from limited countries.

** The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

Vocational or Educational outcomes

Students can go into a range of employment or further study options, including studies at higher education level. Job Roles may include but not limited to:

- Business Analyst or Managers
- Corporate Services Manager
- Business Development Director

Job Outlook

Please refer to the Australian Government Job Outlook site for job prospects for each of the occupations listed above.

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Course Duration and Unit of competencies**Total Course Duration:** 52 Weeks including Holidays (Full-time)**Unit of Competencies**

Unit Code	Unit Title	Core/Elective
BSBFIM601	Manage finances	Elective
BSBINN601	Lead and manage organisational change	Elective
BSBMGT605	Provide leadership across the organisation	Elective
BSBMGT617	Develop and implement a business plan	Elective
BSBMKG609	Develop a marketing plan	Elective
BSBHRM602	Manage human resources strategic planning	Elective
BSBMKG603	Manage the marketing process	Elective
BSBMKG608	Develop organisational marketing objectives	Elective

Fees & Charges

Enrolment Fee	\$250.00 (non - refundable)
Material Fee	\$200.00 (subject to variation)
Course Tuition Fee	\$9,000.00

Please contact our office for any current special rates or scholarships

Course Intakes 2020

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Business Qualifications for International Students

Qualification Code & Name | BSB50215 - Diploma of Business

CRICOS Course Code: 097351G

Qualification Description

This course would apply to individuals with various job titles including executive officers, programme consultants and programme coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Mode of Delivery: Face-to-face classroom based – 20 hours a week

Entry Requirements

The Training package for the BSB50215 – Diploma of Business does not have any formal entry requirements. However, Elizabeth Institute has specific entry requirements.

Enrolling students must provide the evidence of the following:

General Entry Requirements:

- 18 years of age.
- Basic computer skills.
- Meet all student visa requirements.

Academic entry requirements:

- Year 12 or equivalent.

English Language proficiency:

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Occupational English Test**	Pass

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** The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

Vocational or Educational Outcomes

Students can go into a range of employment or further study options, including studies at higher education level. Job Roles may include but not limited to:

- Executive officers, Program or Project Administrators

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Job Outlook

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Course Duration and Unit of Competencies

Total Course Duration: 52 Weeks including Holidays (Full-time)

Unit of Competencies

Unit Code	Unit Title	Core/Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBCUS501	Manage quality customer service	Elective
BSBADM502	Manage meetings	Elective
BSBPMG522	Undertake project work	Elective
BSBHRM513	Manage workforce planning	Elective
BSBHRM506	Manage recruitment, selection and induction processes	Elective
BSBRSK501	Manage risk	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective

Fees & Charges

Enrolment Fee	\$250.00 (non - refundable)
Material Fee	\$200.00 (subject to variation)
Course Tuition Fee	\$9,000.00

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Business Qualifications for International Students

Qualification Code & Name | BSB40215 - Certificate IV in Business

CRICOS Course Code: 097806D

Qualification Description

This qualification is suited to those working as administrators and project officers. In this role, individuals use well developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and to analyse information from a variety of sources.

Mode of Delivery: Face-to-face classroom based – 20 hours a week

Entry Requirements

The Training package for the BSB40215 – Certificate IV in Business does not have any formal entry requirements. However, Elizabeth Institute has specific entry requirements.

Enrolling students must provide the evidence of the following:

General Entry Requirements:

- 18 years of age.
- Basic computer skills.
- Meet all student visa requirements.

Academic entry requirements:

- Year 12 or equivalent.

English Language proficiency:

Prospective students are required to have certain level of English Language proficiency. Elizabeth Institute will accept test results (with relevant test scores) from any of the following English Language test providers listed below (note that students who qualify for a Student Visa under the Simplified Student Visa Framework may be exempt from proving their English capability to the Department of Home Affairs but will be required to undertake an internal Elizabeth Institute assessment).

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Vocational or Educational outcomes

Students can go into a range of employment or further study options, including studies at higher education level. Job Roles may include but not limited to:

- Office and Practice Managers
- Office Administrators
- Personal Assistants

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Elizabeth Institute Pty Ltd RTO No. 41286 CRICOS Provider Code: 03695F

Job Outlook

Please refer to the Australian Government Job Outlook site for job prospects for each of the occupations listed above.

Course Duration and Unit of Competencies

Total Course Duration: 52 Weeks including Holidays (Full-time)

Unit of Competencies

Unit Code	Unit Title	Core/Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBREL401	Establish networks	Elective
BSBLED401	Develop teams and individuals	Elective
BSBLDR403	Lead team effectiveness	Elective
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBCUS402	Address customer needs	Elective
BSBCUS403	Implement customer service standards	Elective
BSBADM405	Organise meetings	Elective
BSBRISK401	Identify risk and apply risk management processes	Elective
BSBCMM401	Make a presentation	Elective

Fees & Charges

Enrolment Fee	\$ 250.00 (non - refundable)
Material Fee	\$ 200.00 (subject to variation)
Course Tuition Fee	\$ 9,000.00

Please contact our office for any current special rates or scholarships.

Course Intakes 2020

Elizabeth Institute offers 4 intakes each year – January, April, July and October. The first intake of 2020 would be starting on April 2020.

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Business Qualifications for International Students

Qualification Code & Name | BSB30115 - Certificate III in Business

CRICOS Course Code: 097805E

Qualification Description

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Mode of Delivery: Face-to-face classroom based – 20 hours a week

Entry Requirements

The Training package for the BSB30115 – Certificate III in Business does not have any formal entry requirements. However, Elizabeth Institute has specific entry requirements.

Enrolling students must provide the evidence of the following:

General Entry Requirements:

- 18 years of age.
- Basic computer skills.
- Meet all student visa requirements.

Academic entry requirements:

- Year 12 or equivalent.

English Language proficiency:

Prospective students are required to have certain level of English Language proficiency. Elizabeth Institute will accept test results (with relevant test scores) from any of the following English Language test providers listed below (note that students who qualify for a Student Visa under the Simplified Student Visa Framework may be exempt from proving their English capability to the Department of Home Affairs but will be required to undertake an internal Elizabeth Institute assessment).

English language provider test	Minimum Test Score
International English Language Testing System	5.5
*Test of English as a Foreign Language (TOEFL) paper based	527
TOEFL internet based test	46
Cambridge English: Advanced (Certificate in Advanced English)	162
Pearson Test of English Academic	42
Occupational English Test**	Pass

Completion of a 2 years full time study in Australia and in the English language of any Certificate IV or higher-level course.

*The TOEFL paper-based test will only be accepted from limited countries.

** The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

Vocational or Educational outcomes

Students can go into a range of employment or further study options, including studies at higher education level. Job Roles may include but not limited to:

- General Clerk
- Word Processing Operator
- Information Officer
- Data Entry Operator
- Customer Service Officer
- Clerical Officer

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Job Outlook

Please refer to the Australian Government Job Outlook site for job prospects for each of the occupations listed above.

Course Duration and Unit Competencies

Total Course Duration: 52 Weeks including Holidays (Full-time)

Unit of Competencies

Unit Code	Unit Title	Core/Elective
BSBWHS307	Apply knowledge of WHS laws in the workplace	Core
BSBWRT301	Write simple documents	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBITU314	Design and produce spreadsheets	Elective
BSBITU311	Use simple relational databases	Elective
BSBADM311	Maintain business resources	Elective
BSBINM301	Organise workplace information	Elective
BSBPRO301	Recommend products and services	Elective
BSBPUR301	Purchase goods and services	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBDIV301	Work effectively with diversity	Elective
BSBINN301	Promote innovation in a team environment	Elective

Fees & Charges

Enrolment Fee	\$250.00 (non - refundable)
Material Fee	\$200.00 (subject to variation)
Course Tuition Fee	\$9,000.00

Please contact our office for any current special rates or scholarships.

Course Intake 2020

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Tuition Protection Scheme



The Education Services for Overseas Students (ESOS) Act 2000, The ESOS Act, and related legislation protects Australia's reputation for delivering quality education services, and secures the interests of international students in Australia on student visas. The Acts are applied by setting out the registration requirements and ongoing high standards that an education provider must meet in order to enrol international students. For example, they include standards related to providing students with accurate information, only using education agents who behave ethically, and for giving students access to independent complaints handling services.

The ESOS legislation protects the tuition fees paid by international students by placing refund obligations on providers in various default situations and through the Tuition Protection Service (TPS). The ESOS legislation also helps to ensure students meet their student visa conditions for attending classes and making satisfactory progress in their studies while in Australia. For additional information on the ESOS legislative framework visit [ESOS legislative framework](#).

To assist education providers to meet their obligations under the ESOS Act, the Minister for Tertiary Education, Skills, Science and Research has approved a number of Legislative Instruments. These Legislative Instruments, amongst other requirements, set out specific default and refund arrangements under the ESOS Act.

For additional information on the ESOS Legislative Instruments please visit [ESOS Legislative Instruments](#):

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

To be protected under the TPS framework, students:

- Should read their written agreement carefully before signing it as it is a legally binding contract.
- Should ensure the agreement is clear on the number of study periods in the course, how the fees are distributed throughout the course for each study period and the difference between tuition fees and other types of unprotected fees such as accommodation.
- Should be aware of any conditions or deductions from a refund they may incur if they do not commence or complete the course (this is called a student default) or where their visa is not approved.
- Keep a copy of all receipts for money they have paid to a provider.
- Ensure their provider gives them a record of all study completed at each stage of their course.
- Let their provider know as soon as any of their contact details change.

If an international student is referred to the TPS following a provider closure and wants to accept an offer of a place with an alternative provider, the student will have to meet any additional academic and fee requirements of the alternative provider, if higher than the original provider.

Education Providers:

- Are expected to meet their default obligations under the Education Services for Overseas Students Act 2000 (ESOS).
- Have to contribute annually to the TPS.
- Have the opportunity to place students who are referred to the TPS in a suitable alternative course.
- Are under no obligation to accept a student that has sought a placement with them following another provider's default. For further information please refer to <https://tps.gov.au/StaticContent/Get/StudentInformation>



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Studying at Elizabeth Institute

A number of approaches to course delivery are used by the Institute staff. Course delivery approaches include:

- teacher led classroom delivery
- practical activities
- seminars
- supervised study
- workshops
- tutorials

During class time students will be expected to participate by answering questions, giving opinions, demonstrating tasks, working with others in groups, making presentations and participating in role playing situations.

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

Course Assessments

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

USI- Unique Student Identifier

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to the Institute during the enrolment process. If students do not provide USI, Elizabeth Institute will not be able to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI, visit www.usi.gov.au.

Plagiarism

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

Our Obligation to You

Elizabeth Institute is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF certification documentation. This means that the Institute is obligated to deliver and assess students in accordance with the course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent in the units of competency.



Transfer Between Registered Providers

The National Code 2018 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. Elizabeth Institute will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to them as detailed in their application.

If students wish to apply for a transfer, they will need to apply to the Institute for a letter of release. There is no cost attached to applying for a letter of release; however, students will need to contact Department of Home Affairs to seek advice on whether a new visa is required.

All applications will be assessed on the basis of the Institute's Policy, Conditions of Enrolment, the Fee Payment and Refund Policy, the study plan and declaration submitted by the student in their application.

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

Deferral, Suspension and Cancellation

Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the Institute. Reasons for suspending your enrolment are limited to extenuating circumstances such as:

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

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

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

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Student Visa Obligations

Overseas Student Health Cover

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

You can find out more about OSHC at www.health.gov.au and <https://www.studyinaustralia.gov.au/english/live-in-australia/insurance>

Full Time Study

Australian law requires international students to study a full-time study load. **A full-time study load is normally a minimum of 20 hours per week of face-to-face contact hours.**

Attendance

International students studying on ELICOS and VET (Vocational Education and Training) courses are expected to attend all their classes – 20 hours a week. International students who do not have satisfactory attendance may breach of their student visa condition. Moreover, international students may be reported to the Department of Home Affairs if they attend less than 80% of scheduled classes for their course. Reporting a student to the Department of Home Affairs may result in cancellation of a student visa.

Academic Progress

If students do not make satisfactory academic progress, they may also be reported to Department of Home Affairs which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in any six-month period. A failure in more than 50% of units in any six-month period will trigger a review of academic progress by the Institute and the implementation of an intervention strategy. Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a completed unit.

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

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

In addition to the above minimum requirement, the Institute will implement counselling procedures and an intervention strategy when you think you may be in danger of not meeting the requirements.

Counselling and intervention may be triggered by any of the following events:

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

If students fail to meet the requirements of satisfactory course progress, they will be reported to the Department of Home Affairs.

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Change of Address

Upon arriving in Australia students are required to advise the Institute of their residential address and telephone number and of any subsequent changes to their residential address. It is extremely important that students notify the Institute of a change of address as, under Section 20 of the ESOS Act, the Institute is obliged to serve a notice at the last known address of students if they breach a student visa condition relating to attendance or academic performance. The Institute may also send warning notices to students that are aimed at helping prevent breaches of visa conditions.

As per Tuition Protection Service (TPS) update, international students are required to update their current address at least every six months. It is the responsibility of students and in their interest to keep their records up-to-date to ensure they receive important information about their course, fees and possible breaches of their student visa.

Additional information on student visa issues is available on the Department of Home Affairs web site at <https://www.homeaffairs.gov.au/>

Student Complaints and Appeals procedures

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

ESOS Framework

The Australian Government wants overseas students to have a safe, enjoyable and rewarding place to study. Australian laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS Framework and include the Education Services for Overseas Students Act (the ESOS Act), and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code).

For full description of ESOS Framework please refer to: [https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)



Important Information

Working in Australia

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

Student under 18 years of age

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

School-aged dependents

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

Legislation

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

- Workplace Health & Safety
<https://www.safework.nsw.gov.au/legal-obligations/legislation>
- Equal Opportunity
<http://www.humanrightscommission.vic.gov.au/>
- VET Quality Framework
<https://www.asqa.gov.au/about/australias-vet-sector/vet-quality-framework>
- Department of Home Affairs
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

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

Use of personal information

Information is collected during enrolment in order to meet the Institute's obligations under the ESOS Act and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

Information collected about students may be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected during enrolment cannot be disclosed without the student's consent where authorised or required by law. It is a requirement of the VET Quality Framework that students can access personal information held by the Institute and students may request corrections to information that is incorrect or out of date. Students may apply in writing to Administration Manager if they wish to view their own records.



Student Support Services

All staff at Elizabeth Institute are available to provide general advice and assistance with matters such as studying, assessment, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact a student support officer who may refer them to external support services if required. A fee may be charged by external services.

Orientation

Orientation is conducted prior to the commencement of the course. Its purpose is to fully inform new students of key aspects of life at the Institute and to provide an introduction to studying at Elizabeth Institute, Sydney's costs of living, transportation, facilities, banking and accommodation. It's a good opportunity to ask all questions, to meet other students and the Elizabeth Institute staff. If students are unable to attend the Orientation programme, they should ensure that they access the Orientation presentation online prior to commencement at Elizabeth Institute.

Arrival Assistance

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

Accommodation Assistance

Elizabeth Institute does not have its own accommodation facilities. However, accommodation assistance will be provided to students upon request. There is a fee for this service. Four weeks of notice prior to arrival is required.

Student Counselling

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

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Refund Policy

All refund requests are conditional on the following:

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

Withdrawal from the course

Where written notice of withdrawal is received by the School before the start date of the course, the Institute will refund the fees as per the table below less the non-refundable enrolment fee of \$250.

Notice of withdraw	Refund amount for any tuition fees paid for the first 3 months	Refund amount for tuition fees paid over for 3 months in advance
28 days or more prior to course commencement	80%	100%
Between 14 - 28 days prior to course commencement	70%	100%
Less than 14 days prior to course commencement	No refund	100%

Refunds will be made available within 14 days (10 working days) of written notification being received by the Institute.

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

Refund procedure

The Student must complete an Application for Refund form to apply for a refund and attach all evidence and supporting documentations, such as (but is not limited to):

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

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

All other refunds will be made within 28 days (20 working days) of written notification from the student being received by the Institute. Refunds will be paid to the student or to the person nominated by the student on the refund application in Australian Dollars.

Payment of Refunds

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

Student's Rights to Appeal

Any student who is refused a refund by the Institute may appeal within 14 days in writing to Student Administration.

The Institute's appeal process does not circumscribe the student's right to pursue other legal remedies.

If the Australian Government refuses Visa Application

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

However, no refunds will be granted where:

- An international student, currently in Australia, has their student visa cancelled by the Department of Home Affairs for a breach of visa conditions; or
- An international student, currently in Australia, has their student visa extension application refused by the Department of Home Affairs after the commencement of their studies, for not meeting visa requirements.

Provider default on delivery of qualification

In an unlikely event that the Institute is unable to start or deliver the course (known as an Institute Default), the Student can choose to accept either:

- a refund of the course fees, which will be issued to the Student within 14 days; or
- to be placed in an alternative course with the Institute or another provider.

If the Student chooses placement in an alternative course, the Student must sign a new written agreement to indicate the student accepted the placement.

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

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

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Consumer Law

Shops and businesses operate differently around the world so it's a good idea to become familiar with the way things are done in Australia so you get the best value for money.

Getting a Good Deal

Although most businesses do their best to offer good deals, there are still those who charge more than that which is fair and reasonable. Most businesses abide by the law and there are laws to guide them and protect consumers. By finding out about consumer rights, market prices and possible scams, students can protect themselves from fraud and ensure they always get the best deal they are entitled to.

The following information is useful if students:

- want information about their consumer rights
- have a problem with items or services that they have bought or are considering buying
- want to know how a business should behave under the law
- want to make a complaint about a business.

Consumer rights

As a 'consumer' everyone in Australia has legal rights and protection wherever they are in Australia. Fair trading laws form part of the Australian Consumer Law to protect consumers. These are outlined in the Competition and Consumer Act 2010. For details, go to www.accc.gov.au.

Download the **MyShopRights** app to get up-to-date information on rights as a consumer and also learn about the rights and obligations of businesses.

NSW Fair Trading is a government run organisation that gives advice on:

- housing and accommodation - renting, buying and selling, renovating, etc.
- shopping - exchanging, returns, servicing, warranties, etc. cars - buying or selling a car and information on finance, insurance, leasing, servicing and repairs.
- NSW Fair Trading offers a range of information in languages other than English.
- want to make a complaint about a business.

The law and your rights

Students studying in Australia have certain rights and responsibilities. Advice on legal aid services and other Government services can be sourced at the Institute.



Australia has legal protection for overseas students studying in Australia.

The Commonwealth Government's Education Services for Overseas Students (ESOS) Act 2000 governs all education providers' responsibilities to overseas students studying in Australia.

This agreement [to be signed in the application form], and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

Questions about rights and responsibilities, as an international student, may be initially discussed with the student support office at Elizabeth Institute.

For additional information, contact the Australian Government Department of Education and Training who can answer questions or refer students to the correct agency for help.

If students require an interpreter, contact the Translating and Interpreting Service (TIS) on 13 14 50.

Human Rights

The human rights of all people living in NSW are valued and protected by the Charter of Human Rights and Responsibilities Act 2006.



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Elizabeth Institute
 Level 3, 56-58 York Street
 Sydney, NSW, 2000 Australia
 Ph: +61 2 9366 6201
 RTO ID: 41286
 CRICOS Code: 03695F

International Student Enrolment Form 2020

Course List			
Please list the course/s you are interested in applying (Student to complete) - <i>tick all courses you wish to study</i>			
Course code and Name	Tick	Mode of Study	Delivery Method
VET and ELICOS courses			
BSB80615 Graduate Diploma of Management (Learning)	☆	Full time	Class room
BSB60215 Advanced Diploma of Business	☆	Full time	Class room
BSB50215 Diploma of Business	☆	Full time	Class room
BSB40215 Certificate IV in Business	☆	Full time	Class room
BSB30115 Certificate III in Business	☆	Full time	Class room
ELICOS- General English	☆	Full time	Class room

Please attach a copy of your Passport and, if required for your visa, your English Language Proficiency Transcript (IELTS or TOEFL or PTE or CAE or OTHER)

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Elizabeth Institute
 Level 3, 56-58 York Street
 Sydney, NSW, 2000 Australia
 Ph: +61 2 9366 6201
 RTO ID: 41286 CRICOS Code: 03695F

2020 International Student Enrolment Form



Personal Information (Student to complete)		Title: Mr / Ms / Mrs / Miss (please circle)	
First Name:	Middle Name:	Family Name:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (dd/mm/yyyy):		/ /
Telephone / Mobile:	Email:		
Country of Birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other- Please Specify:			
Are you Aboriginal or Torres Strait Islander origin? (If persons are both Aboriginal and Torres Strait Islander, mark both 'Yes' boxes)			
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
Passport Number: _____	Expire Date (dd/mm/yyyy):		/ /
Country of Issue: _____	Nationality: _____		
Visa Type: <input type="checkbox"/> International Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Tourist	Expire Date: / /		
Overseas Address * Cannot list a PO Box address as main address			
Building / Property name:	Unit:	Street No:	
Street Name:	Suburb:	Post code:	
State / Province:	Country:		
Australian Address if already on-shore * Cannot list a PO Box address as main address			
Building / Property name:	Unit:	Street No:	
Street Name:	Suburb:	Post code:	
State / Province:	Country:		
Postal Address * This may be a PO Box address			
<input type="checkbox"/> Tick if same as overseas address		<input type="checkbox"/> Tick if same as Australian address	
Address:			
Suburb:		Post code:	
Emergency Contact *	Name:	Relationship:	
Address:			
Email:		Telephone / Mobile:	
Unique Student Identifier (USI)	Number: _____	No Number <input type="checkbox"/>	
<input type="checkbox"/> I provide Elizabeth Institute with permission to use the supplied USI number as applicable during my studies. <input type="checkbox"/> I do not have a USI number and I provide Elizabeth Institute with permission to apply for one on my behalf. (See Additional USI information at the end of this form).			

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Language	
Do you speak a Language other than English at home: ★ Yes ★ No	If yes, please specify:
How well do you Speak English: ★ Very Well ★ Well ★ Not Well ★ Not at all	
English Language proficiency * (tick appropriate) ★ IELTS ★ TOEFL ★ PTE ★ CAE ★ OTHER:	
NOTE: Some nationalities are required to provide proof of English lanaguage proficiency. If applying for ELICOS – General English course, our staff will assess and match students to the appropriate English Proficiency Level in General English course. If you are from a country in which it is not required, please tick this tick here. ★	
Result:	Date:
Schooling	
Are you still attending Secondary School? Yes ★ No ★	
What is your highest COMPLETED school level? (Tick one box only)	
<input type="checkbox"/> Completed Year 12 or equivalent	<input type="checkbox"/> Completed Year 9 or equivalent
<input type="checkbox"/> Completed Year 11 or equivalent	<input type="checkbox"/> Completed Year 8 or Lower
<input type="checkbox"/> Completed Year 10 or equivalent	<input type="checkbox"/> Never attended school
Previous Qualification Achieved	
Have you SUCCESSFULLY completed any of the following qualifications? Yes ★ No ★ (If Yes, tick al applicable boxes and attach a certified copy of the qualification)	
<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate III or Trade Certificate
<input type="checkbox"/> Diploma or Associate Diploma	<input type="checkbox"/> Certificate I
	<input type="checkbox"/> Certificate II
	<input type="checkbox"/> Certificates Other than the above: (Please List) _____
Name of Qualification:	School Attended:
Year Completed:	Country / State:
Disability	
Do you consider yourself to have a disability, impairment or long-term condition? Yes ★ No ★	
If yes, please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one area)	
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Learning
<input type="checkbox"/> Vision	<input type="checkbox"/> Physical
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other _____	
Employment	
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	
<input type="checkbox"/> Full-time Employee	<input type="checkbox"/> Employed - Unpaid Worker in a Family Business
<input type="checkbox"/> Part-time Employee	<input type="checkbox"/> Unemployed - Seeking Full-time Work
<input type="checkbox"/> Self Employed - Not Employing Others	<input type="checkbox"/> Unemployed - Seeking Part-time Work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not Employed - Not Seeking Employment
Occupation Identifier (please circle)	Industry of Employment (please tick)
If Working or Self-employed please circle which area:	If Working or Self-employed please tick the field:
1. Manager	† Agriculture, Forestry and Fishing
2. Professionals	† Mining
3. Technicians and Trade Workers	† Manufacturing
4. Community and Personal Service Workers	† Electricity, Gas, Water and Waste Services
5. Clerical and Administrative Workers	† Construction

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<p>6. Sales Workers 7. Machinery Operators and Drivers 8. Labourer 9. Others</p>	<p>† Wholesale Trade † Retail Trade † Accommodation and Feed Services † Transport, Postal and Warehousing † Information, Media and Telecommunication † Financial and Insurance Service † Rental, Hiring and Real Estate Services † Professional, Scientific and Technical Services † Administrative and Support Services † Public Administration and Safety † Education and Training † Health Care and Social Assistance † Arts and recreation Services † Other Services</p>
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Study Reason

Which best describe your reason for undertaking this course?

- | | | |
|--|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> Other reasons (please specify): | | |

Student Declaration

- I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment, or the withdrawal of any offer made by Elizabeth Institute.
- I have read and understood Elizabeth Institute's Policies and Procedures and/or relevant information contained on Elizabeth Institute's website.
- I understand that Elizabeth Institute reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. Elizabeth Institute reserves the right to cancel or not offer a programme. If any programme is cancelled or not offered, Elizabeth Institute will refund all tuition fees in accordance with the provision of Sections 27, 28 and 29 of Education Services for Overseas Students Act 2000. **This agreement, and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.**
- I understand that all personal information collected by Elizabeth Institute is confidential and may be made available for the relevant Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.
- Visa Entitlement Verification Online (VEVO) Authorisation:** I authorize Elizabeth Institute to use my personal information to access the VEVO for my enrolment and during my course at Elizabeth Institute to determine my Australian Visa status and Visa conditions that apply to my visa status.
- Unique Student Identifier (USI):** I understand that it is my responsibility to provide Elizabeth Institute with USI prior to the course commencement. I authorise Elizabeth Institute to process one-on-one transactions for functions such as; collecting, verifying or viewing my 'Unique Student Identifier'. For any difficulties in creating USI, please contact the Institute for further guidance. For more information on USI, please visit: <https://www.usi.gov.au/>
If you would like Elizabeth Institute to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [FULLNAME]authorise Elizabeth Institute to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

† I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

† I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

Signature (Applicant): _____ Print Name: _____ Date: / /

All applicants must be over 18 years of age. (Note: parental consent required if student is under the age of 18)

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Additional Information for USI Application – ONLY REQUIRED IF YOU DO NOT ALREADY HAVE A USI

Town/City of Birth: _____ (please write the name of the Australian or Overseas town or city where you were born)

We need to verify your identity to create your USI. Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

Please provide details for ONE of the forms of identity below.

1. Australian Driver Licence:

State: _____ Licence No: _____

2. Medicare Card:

Number: _____ Reference number (next to your name on Medicare card): _____

Card colour: (select which applies)

- Green Expiry date ____/____/____ (format dd/mm/yyyy)
- Yellow Expiry date ____/____/____ (format dd/mm/yyyy)
- Blue Expiry date ____/____/____ (format dd/mm/yyyy)

3. Australian Birth Certificate:

State/Territory: _____

Details vary according to State/Territory

4. Australian Passport:

Passport number: _____ Expiry Date: ____/____/____ (day/month/year)

5. Non-Australian Passport (with Australian Visa):

Passport number: _____ Country of Issue: _____

6. Immicard:

Immicard Number: _____

7. Citizenship Certificate:

Stock number: _____ Acquisition date: ____/____/____ (day/month/year)

8. Certificate of Registration by Descent:

Acquisition date: ____/____/____ (day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Elizabeth Institute will securely destroy personal information that we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

Office Use only:

Received by: _____ Date received: ____/____/____ (day/month/year)

Decision on Application: Accepted / Rejected

Admissions Officer: Signature: _____ Print Name _____ Date: ____/____/____

Privacy Notice

Under the *Data Provision Requirements 2012*, Elizabeth Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Elizabeth Institute for statistical, administrative, regulatory and research purposes. Elizabeth Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;

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- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Submission

Please return this Application for Enrolment Form to Elizabeth Institute.

Please make sure that you include the following identification when you submit this form or the enrolment officer sights it:

- † Birth Certificate
- † Citizenship Certificate
- † Passport
- † Other Photo ID _____

Name & Signature of Applicant & Elizabeth Institute Enrolment Officer sighting I.D.

Applicant's Signature:

Applicant's Name:

Date: / / (day/month/year)

Enrolment Officer Signature:

Enrolment Officer Name:

Date: / / (day/month/year)

Send Enrolment Form to

By Post: **Admissions Department**
Elizabeth Institute
Level 3, 56-58 York Street
Sydney, NSW, 2000 Australia

By Email: ElizabethInstitute@gmail.com

For help with your enrolment form, or if you require any further information, please contact staff at Elizabeth Institute on: +61 2 9366 6201.

Enrolment form checklist

- † Completed all sections of the Enrolment form.
- † Attached verified/certified copies of all necessary documents.
- † A copy of release letter (optional)
- † A copy of passport, Visa or Birth Certificate (if required)
- † Evidence of English language (e.g. IELTS)
- † Signed and dated the application for enrolment form
- † Have you kept a copy of this Enrolment Form for yourself?

Terms and Conditions of Enrolment – International Students

ENTRY REQUIREMENTS:

Entry requirements differ from course to course. The entry requirements for each of the course can be found in "International Student Prospectus" or in Elizabeth Institute's website.

Special Admission Requirements: In addition to the individual course requirements the following special admission requirements are applicable to all the courses:

- All students must be aged 18 years or over at the time of entry into Australia or at the scheduled course commencement, whichever is earlier.
- Learners must meet English language proficiency requirements except for the enrolment into the ELICOS– General English course where it requires students to undertake internal Placement Test.

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ENROLMENT & ACCEPTANCE:

- All Applications will be assessed by the Administrative Staff.
- Payment of Enrolment Fees is payable on submission of Student Enrolment form.
- A COE will be issued on receipt of the signed written agreement and payment of fee.

REFUND:**Provider Default:**

Should Elizabeth Institute be unable to deliver its courses to enrolled students, a full refund of course money will be paid to enrolled students within 2 weeks of the default day, which will be determined as the day in which the course was scheduled to commence. Alternatively, the student may be offered an alternative course(s). The alternative course arrangement will be at Elizabeth Institute expense. The student's written acceptance of an alternative course offer, will relieve Elizabeth Institute's liability to provide a refund to the student.

Should the above arrangement not be suitable to the student, Elizabeth Institute will arrange for its TPS process to promptly offer affected students a place in a suitable alternative course(s). The student's acceptance of an alternative course offer in writing will relieve Elizabeth Institute from its obligation to refund all course money to the student. Percentage of fees, for training left to achieve, will be refunded to the Student.

Additional information regarding TPS process is available on TPS (<http://tps.gov.au/Home>) web site or by contacting Elizabeth Institute's student services.

Elizabeth Institute will only refund prepaid course money directly to the student and will not under any circumstances refund course money to a third party.

ADDITIONAL NOTES FOR FEES AND REFUNDS:

If a student withdraws and there is a refund due for their OSHC, then they must apply direct to the OSHC provider for any refund due. This will be subject to the OSHC provider refund policy.

All date calculations are based on the date the form is received by the Institute, not the date student completed the form (if different).

Refund Table for Fee Paying International Students

Reason for Refund	Notification Period	Refund	
Student's application for a student visa unsuccessful	Before semester commences	Full refund (less \$250 non-refundable enrolment fee) or less the amount specified under the student default provisions of the Commonwealth ESOS act and regulations (section 29(1b) and regulations 3.19(2))	
Elizabeth Institute withdraws offer, fails to provide programme offered or terminates course (Elizabeth Institute reserves the right to apply the provisions of the Commonwealth ESOS Act 2000)	Before Semester commences	If an alternative course is not available; Full refund of paid tuition fee, enrolment fee and materials fee	
	After Semester commences	Refund of unspent portion of tuition fees paid. No refund is granted for enrolment fee or materials fee.	
Student with a student visa withdraws (All withdrawals must be in writing; Agent must also be contacted by student and Institute)	Notice of withdraw	Refund amount for any tuition fees paid for the first 3 months	Refund amount for tuition fees paid over for 3 months in advance
	28 days or more prior to course commencement	80%	100%
	Between 14 - 28 days prior to course commencement	70%	100%
	Less than 14 days prior to course commencement	No refund	100%
If Elizabeth Institute withdraws a student from an Education Service because the student has seriously breached international student Visa conditions or Elizabeth Institute policies and procedures.	Prior to course commencement	Full refund of tuition fees paid and materials fees paid less any amount for materials already received. No refund of enrolment fee	
	After course has begun	No refund of the fees paid (students may apply for special consideration which will be assessed case by case)	
For onshore students, Visa extension/s not granted by Australian Government but student already commenced his/her course OR student defaults or withdraws from course during visa processing but already commenced his/her course	Prior to course commencement	Full refund of tuition fees paid and materials fees paid less any amount for materials already received. No refund of enrolment fee	
	After course has begun	No refund of fees paid (students may apply for special consideration which will be assessed case by case)	

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REFUND POLICY SPECIAL CONDITIONS:

- Elizabeth Institute reserves the right, at the discretion of the CEO - should particular circumstances arise - to increasing the amount of refund due and / or waiver the conditions, requirements for those students who are forced to withdraw for reasons of a compassionate nature or where there reasons are deemed to be reasonable and genuine.
- Refunds will be made payable to the Student who is transferring.
- In the case of a student not continuing studies, refunds will be made to the Student's home account and are to be made immediately following the Student's departure from Australia.
- Elizabeth Institute will always notify students formally when they are at risk of termination due to non-compliance with student Visa conditions or Elizabeth Institute policies and procedures.
- Once the Student is advised formally of non-compliance, they are advised they can access Elizabeth Institute, Complaints and Appeal process within 20 working days and that Department of Home Affairs will be informed.
- In the unlikely event that Elizabeth Institute is unable to deliver a course in full; the student will be offered a refund of all the tuition fees they have paid to date and in advance. The refund will be paid within two weeks of the day on which the course ceased being provided.

Office Use Only:

- † Applicant's work experience and level of skill and ability is appropriate to undertake this course successfully.
- † Applicant's English level is appropriate to undertake this course successfully.
- † Applicant requires additional English skills to complete this course successfully (Applicant referred to ELICOS Academic Manager for assistance).
- † Applicant applying for Credit Transfer or RPL.

If yes does that affect the length of the qualification? : _____ New course duration: _____ Weeks

Elizabeth Institute representative recommendation:

- † Enrolment to Proceed.
 - † Enrolment to Proceed with adjustment. Complete an English language.
 - † Enrolment not to Proceed
 - † Offer letter Issued on : ___/___/___
 - † Offer letter accepted and returned by Applicant : ___/___/___
 - † COE issued on: ___/___/___ by: _____
- COE Handed to Applicant Posted to Applicant Emailed to Applicant

Admissions Officer: Signature: _____ Print Name _____ Date : ___ / ___ / ___

