



ELIZABETH
Institute
SYDNEY, AUSTRALIA

International Student Prospectus 2021



Sanbourne Academy Pty Ltd
Trading as Elizabeth Institute

Training Rooms: Level 3, 56-58 York Street, Sydney, NSW, 2000, Australia
Postal: Level 3, 56-58 York Street, Sydney, NSW, 2000, Australia

Ph: +61 2 9366 6200
Email: admin@elizabeth.edu.au
Web: <https://elizabeth.edu.au>

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 organisations 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 organisations 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 2021 International Student Prospectus is an informative guide to help students and their families to gain a clear insight into the courses delivered at Sanbourne Academy and to assist with making our student's time in Australia a truly memorable experience.

Information contained in this publication was correct at the time of production and is subject to change without notice. All prices are quoted in Australian dollars.

Sanbourne Academy Pty Ltd trading as Elizabeth Institute
RTO No. 41286 CRICOS Provider Code: 03695F



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.

Our Vision

Our vision is to offer courses to 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. Details: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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 (due to open in early 2021).

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

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. Find out more [here](#).

The fact sheet (click [here](#)) 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.

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.

We acknowledge Aboriginal and Torres Strait Islander peoples as the traditional custodians of our land – Australia. The Gadigal of the Eora Nation are the traditional custodians of this place we now call Sydney.

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. The city has vibrant multicultural style and is one of the most diverse global cities in the world. Of the total population of Greater Sydney, 39.2% of people were born overseas. This is even higher in the City of Sydney, with 47.7% of people born overseas.

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 [NSW government information for international students](#) 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

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.

WiFi @ Elizabeth Institute

Elizabeth Institute offers good quality and reliable WiFi 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. You can access the WiFi username and passwords at reception.

Cost of Living

Sydney is a reasonably priced city providing good quality and affordable accommodation. Students will need \$20,290 per year (excluding tuition) to cover living expenses including accommodation, food, transport, entertainment, clothing and books.

Accommodation costs range from \$90 to \$440 per week. Food costs about \$80 to \$280 per week and transport can cost \$15-55 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 Counsellor is available to assist international students with personal and study problems and to provide educational and vocational counselling. Students receive full assistance to achieve their study goals in Australia including transfers from and to Elizabeth Institute. Most in-house counselling services at Elizabeth Institute are at no extra cost. However, some external services may attract a fee. Please contact student support 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.

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 Courses for International Students

English Language Intensive Course for Overseas Students (ELICOS)

CRICOS Code 03695F CRICOS Course Code: 094879M

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.

Our courses

Elizabeth Institute currently offers General English courses for three different levels:

GE1 - Beginner Level (10 weeks)

GE2 - Elementary Level (10 weeks)

GE3 - Intermediate Level (10 weeks)

Classes

Total course Duration: You will be offered a course in general English depending on your current level of English language proficiency. The course duration may vary from 10 -50 weeks.

Start Date: Course enrolment takes place every 4 weeks. 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) compatible with Australian power
- All the textbooks and other supplementary study resources are provided in class.

Independent study time:

You need to allocate up to 5 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 courses.

Fees

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

General English Course:	\$300/ per week
Enrolment fee (non-refundable):	\$200
Material fee:	\$700 (Each GE level is \$233)

GE3 - Intermediate Level (10 weeks)

Tuition fee:	\$ AUD 9,000.00 maximum course fee (\$300 per week x 30 weeks)
Non-refundable enrolment fee	\$ AUD 200.00
Material Fee	\$ AUD 700.00 (Each GE level is \$233)
Total Fee: (30 weeks)	\$AUD 9,900.00

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

*These are the fees for 2021 and are subject to change from 1st January 2022, however, students can be eligible for the 2021 fee, if payment is made before 31st December 2021, for a 2022 course.

Where next?

Once you have successfully completed your General English course, you can enter certificate and 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
admin@elizabeth.edu.au

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.

Marketing Qualifications for International Students

Course Code & Name | **BSB40820-Certificate IV in Marketing and Communication**

RTO No. | 41286 CRICOS Code 03695F CRICOS Course Code: 103569B

General

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organization's marketing in addition to other duties.

Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources.

Entry Requirements

The Training package for the BSB40820 – Certificate IV in Marketing and Communication 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 provides listed below:

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

*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.

NOTE: Not all nationalities are required to provide proof of English language proficiency. You do not need to provide evidence of an English test score with your application if

- you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- you are enrolled in ELICOS - General English course
- you have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland

Mandatory Language, Literacy and Numeracy (LLN) Test:

All student applicants **MUST** complete Language, Literacy and Numeracy (LLN) test prior to their enrolment with Elizabeth Institute. LLN test is conducted to measure your language, literacy and numeracy skills to determine your suitability as well as if any additional learning support required for the course applied. LLN test is conducted in English only. You will be given instructions on how to complete this test by our admissions team.

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:

- Media Planner
- Community Relations Team Leader
- Direct Marketing Officer
- Assistant Advertising Account Planner
- Public Relations Officer
- Advertising Account Coordinator
- Marketing Coordinator
- Promotions Assistant Manager
- Media Assistant

Job Outlook

Please refer to the Australian Government Job Outlook [website](#) for job prospects for each of the occupations listed above.

Course Duration, Location and Mode of Delivery:

Total duration: 52 weeks including holiday breaks, with 4 x 10 week terms.

The course location: Level 3, 56-58 York Street, Sydney, NSW, 2000, Australia.

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.

Mode of delivery: Face-to face training*, online projects, activities or skills-based training in small group or individual.

Note. due to Covid-19 courses may also need to be conducted in a virtual classroom in the event of Government mandated lockdowns. Students will be informed of this either prior to or during their enrolment with Elizabeth Institute.

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) compatible with Australian power
- All the textbooks and other supplementary study resources are provided in class.

Independent study time:

You need to allocate up to 5 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.

Assessment Methods:

• Portfolio • Questioning • Case study • Written exercises • Presentation • Role play • Project

Fees & Charges*

Enrolment Fee	\$ AUD 200.00 (non - refundable)
Material Fee ^{SEP}	\$ AUD 200.00 (subject to variation)
Course Tuition Fee	\$ AUD 6,000.00
Total course fee payable	\$AUD 6,400

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

See Appendix 1 of our prospectus for Payment Schedule and for other fees and charges.

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

Course tuition fee is collected on a quarterly basis each term in advance (after the commencement of the course).

Please note that our payment terms and conditions including our refund policy can be read in this International Student Prospectus document. Our Letter of Offer document will also include all the important and essential information that you need to know before you make your final decision to enrol in any of our courses. We strongly advise our potential students to read carefully and understand it before they sign the Letter of Offer document. You can read the Elizabeth Institute's fees and charges and refund policy on our website; <https://elizabeth.edu.au/>

*These are the fees for 2021 and are subject to change from 1st January 2022, however, students can be eligible for the 2021 fee, if payment is made before 31st December 2021, for a 2022 course.

Unit of competencies

Unit Code	Unit Title	Core/Elective
BSBCMM411	Make presentations	Core
BSBCRT412	Articulate, present and debate ideas	Core
BSBMKG433	Undertake marketing activities	Core
BSBMKG435	Analyse consumer behaviour	Core
BSBMKG439	Develop and apply knowledge of communications industry	Core
BSBWRT411	Write complex documents	Core
BSBMKG432	Research international markets	Elective
BSBMKG434	Promote products and services	Elective
BSBMKG440	Apply marketing communication across a convergent industry	Elective
BSBCRT411	Apply critical thinking to work practices	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBTEC303	Create electronic presentations	Elective

Course Intakes 2021

Elizabeth Institute offers 4 intakes each year – January, April, July and October.

Enrolment

Email: admin@elizabeth.edu.au or via our Education Agents

Visit www.elizabeth.edu.au which contains important information about our Institute, our courses and our enrolment form. Information contained in this prospectus must be read and understood by each student prior to their enrolment.

How to apply for this course**Review important documents from Elizabeth Institute that outline the Institute's policies and procedures including:**

- International Student Handbook
- Fees and Refunds Policy and Procedure
- Schedule of Current Fees and Charges
- Other policies and procedures as provided on the website

Complete your application

- We will need an evidence that you meet the course entry requirements.
- Complete the enrolment form.
- Attach all the required documents.
- 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
admin@elizabeth.edu.au

- If your application is successful, we will send you an Offer Letter offering you a place in the course.
- Review and sign the written student agreement
- Pay the required fees
- Apply for your student visa (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>)

Contact Elizabeth Institute for more information.

Effective for 2021

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Marketing Qualifications for International Students

Course Code & Name | **BSB50620-Diploma of Marketing and Communication**

RTO No. | 41286 CRICOS Code 03695F CRICOS Course Code: 103570J

General

This qualification reflects the role of individuals who use a sound theoretical knowledge base in marketing and communication and who demonstrate a range of skills to ensure that functions are effectively conducted in an organisation or business area. Typically, the individuals would have responsibility for the work of other staff and lead teams.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organization's marketing in addition to other duties.

Entry Requirements

There are prerequisites for entry into this course. Entry to this qualification is limited to those who have completed the following units (or equivalent competencies):

BSBCMM411 Make presentations;

BSBCRT412 Articulate, present and debate ideas

BSBMKG433 Undertake marketing activities

BSBMKG435 Analyse consumer behaviour;

BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

or

Have two years equivalent full-time relevant work experience.

Enrolling students must also 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 provides listed below:

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
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Pearson Test of English Academic	42
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.

NOTE: Not all nationalities are required to provide proof of English language proficiency. You do not need to provide evidence of an English test score with your application if

- you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- you are enrolled in ELICOS - General English course
- you have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland

Mandatory Language, Literacy and Numeracy (LLN) Test:

All student applicants **MUST** complete Language, Literacy and Numeracy (LLN) test prior to their enrolment with Elizabeth Institute. LLN test is conducted to measure your language, literacy and numeracy skills to determine your suitability as well as if any additional learning support required for the course applied. LLN test is conducted in English only. You will be given instructions on how to complete this test by our admissions team.

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:

- Product Manager • Public Relations Officer/ Manager • Marketing Officer/ Manager • Campaign Manager • Client Services Coordinator • Marketing Coordinator • Marketing Team Leader

Job Outlook

Please refer to the Australian Government Job Outlook [website](#) for job prospects for each of the occupations listed above.

Course Duration, Location and Mode of Delivery:

Total duration: 78 weeks including holiday breaks, with 6 x 10 week terms.

The course location: Level 3, 56-58 York Street, Sydney, NSW, 2000, Australia.

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.

Mode of delivery: Face-to face training*, online projects, activities or skills-based training in small group or individual.

Note. due to Covid-19 courses may also need to be conducted in a virtual classroom in the event of Government mandated lockdowns. Students will be informed of this either prior to or during their enrolment with Elizabeth Institute.

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) compatible with Australian power
- All the textbooks and other supplementary study resources are provided in class.

Independent study time:

You need to allocate up to 5 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.

Assessment Methods:

- Portfolio • Questioning • Case study • Written exercises • Presentation • Role play • Project

Fees & Charges*

Enrolment Fee	\$ AUD 200.00 (non - refundable)
Material Fee ^{SEP}	\$ AUD 200.00 (subject to variation)
Course Tuition Fee	\$ AUD 9,000.00
Total course fee payable	\$AUD 9,400

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

See Appendix 1 of our prospectus for Payment Schedule and for other fees and charges.

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

Course tuition fee is collected on a quarterly basis each term in advance (after the commencement of the course).

Please note that our payment terms and conditions including our refund policy can be read in this International Student Prospectus document. Our Letter of Offer document will also include all the important and essential information that you need to know before you make your final decision to enrol in any of our courses. We strongly advise our potential students to read carefully and understand it before they sign the Letter of Offer document. You can read the Elizabeth Institute's fees and charges and refund policy on our website: <https://elizabeth.edu.au/>

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Unit of competencies

Unit Code	Unit Title	Core/Elective
BSBMKG541	Identify and evaluate marketing opportunities	Core
BSBMKG542	Establish and monitor the marketing mix	Core
BSBMKG552	Design and develop marketing communication plans	Core
BSBMKG555	Write persuasive copy	Core
BSBPMG430	Undertake project work	Core
BSBMKG543	Plan and interpret market research	Elective
BSBMKG545	Conduct marketing audits	Elective
BSBMKG546	Develop social media engagement plans	Elective
BSBCMM511	Communicate with influence	Elective
BSBCRT512	Originate and develop concepts	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBSTR501	Establish innovative work environments	Elective

Course Intakes 2021

Elizabeth Institute offers 4 intakes each year – January, April, July and October.

Enrolment

Email: admin@elizabeth.edu.au or via our Education Agents

Visit www.elizabeth.edu.au which contains important information about our Institute, our courses and our enrolment form. Information contained in this prospectus must be read and understood by each student prior to their enrolment.

How to apply for this course**Review important documents from Elizabeth Institute that outline the Institute's policies and procedures including:**

- International Student Handbook
- Fees and Refunds Policy and Procedure
- Schedule of Current Fees and Charges
- Other policies and procedures as provided on the website

Complete your application

- We will need an evidence that you meet the course entry requirements.
- Complete the enrolment form.
- Attach all the required documents.
- 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
admin@elizabeth.edu.au

- If your application is successful, we will send you an Offer Letter offering you a place in the course.
- Review and sign the written student agreement
- Pay the required fees
- Apply for your student visa (<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>)

Contact Elizabeth Institute for more information.

Effective for 2021

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Marketing Qualifications for International Students

Course Code & Name | **BSB60520-Advanced Diploma of Marketing and Communication**

RTO No. | 41286 CRICOS Code 03695F CRICOS Course Code: 103571H

General

This qualification reflects the role of individuals who provide leadership and support strategic direction in the marketing and communications activities of an organisation. Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organization's marketing in addition to other duties.

Entry Requirements

There are prerequisites for entry into this course. Entry to this qualification is limited to those who have completed the following units (or equivalent competencies):

BSBMKG541 Identify and evaluate marketing opportunities;
 BSBMKG542 Establish and monitor the marketing mix;
 BSBMKG552 Design and develop marketing communication plans;
 BSBMKG555 Write persuasive copy; and
 BSBPMG430 Undertake project work.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

or

Have four years equivalent full-time relevant work experience.

Enrolling students must also 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 provides listed below:

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

*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.

NOTE: Not all nationalities are required to provide proof of English language proficiency. You do not need to provide evidence of an English test score with your application if

- you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- you are enrolled in ELICOS - General English course
- you have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland

Mandatory Language, Literacy and Numeracy (LLN) Test:

All student applicants MUST complete Language, Literacy and Numeracy (LLN) test prior to their enrolment with Elizabeth Institute. LLN test is conducted to measure your language, literacy and numeracy skills to determine your suitability as well as if any additional learning support required for the course applied. LLN test is conducted in English only. You will be given instructions on how to complete this test by our admissions team.

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:

- Product Manager
- Public Relations Manager/ Director
- Marketing Manager/ Director
- Campaign Manager/ Director
- Client Services Manager
- Marketing Manager

Job Outlook

Please refer to the Australian Government Job Outlook [website](#) for job prospects for each of the occupations listed above.

Course Duration, Location and Mode of Delivery:

Total duration: 104 weeks including holiday breaks, with 8 x 10 week terms.

The course location: Level 3, 56-58 York Street, Sydney, NSW, 2000, Australia.

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.

Mode of delivery: Face-to face training*, online projects, activities or skills-based training in small group or individual.

Note, due to Covid-19 courses may also need to be conducted in a virtual classroom in the event of Government mandated lockdowns. Students will be informed of this either prior to or during their enrolment with Elizabeth Institute.

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) compatible with Australian power
- All the textbooks and other supplementary study resources are provided in class.

Independent study time:

You need to allocate up to 5 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.

Assessment Methods:

- Portfolio
- Questioning
- Case study
- Written exercises
- Presentation
- Role play
- Project

Fees & Charges

Enrolment Fee	\$ AUD 200.00 (non - refundable)
Material Fee ⁽¹⁾ _{SEP}	\$ AUD 200.00 (subject to variation)
Course Tuition Fee	\$ AUD 12,000.00
Total course fee payable	\$AUD 12,400

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

See Appendix 1 of our prospectus for Payment Schedule and for other fees and charges.

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

Course tuition fee is collected on a quarterly basis each term in advance (after the commencement of the course).

Please note that our payment terms and conditions including our refund policy can be read in this International Student Prospectus document. Our Letter of Offer document will also include all the important and essential information that you need to know before you make your final decision to enrol in any of our courses. We strongly advise our potential students to read carefully and understand it before they sign the Letter of Offer document. You can read the Elizabeth Institute's fees and charges and refund policy on our website; <https://elizabeth.edu.au/>

*These are the fees for 2021 and are subject to change from 1st January 2022, however, students can be eligible for the 2021 fee, if payment is made before 31st December 2021, for a 2022 course.

Unit of competencies

Unit Code	Unit Title	Core/Elective
BSBMKG621	Develop organisational marketing strategy	Core
BSBMKG622	Manage organisational marketing processes	Core
BSBMKG623	Develop marketing plans	Core
BSBTWK601	Develop and maintain strategic business networks	Core
BSBMKG624	Manage market research	Elective
BSBMKG626	Develop advertising campaigns	Elective
BSBMKG627	Execute advertising campaigns	Elective
BSBCRT611	Apply critical thinking for complex problem solving	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective
BSBTEC601	Review organisational digital strategy	Elective

Course Intakes 2021

Elizabeth Institute offers 4 intakes each year – January, April, July and October.

Enrolment

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- Attach all the required documents.
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- If your application is successful, we will send you an Offer Letter offering you a place in the course.
- Review and sign the written student agreement
- Pay the required fees
- 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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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 read a student fact sheet on the ESOS framework and your rights as an international student: <https://www.dese.gov.au/esos-framework/resources/international-students-factsheet>

To be protected under the TPS framework, students:

- Should read their written agreement carefully before signing it - it is a legal 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.

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>



Studying at Elizabeth Institute

The Elizabeth Institute International Student Handbook contains important information about studying with the Institute. It is important that you read this before enrolling with us. This Prospectus contains a summary of some of the policies and procedures. For further information please refer to the Elizabeth Institute International Student Handbook.

A number of approaches to course delivery are used by 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 exercises and exams. Students are provided with two attempts to submit and successfully complete assessment tasks. Charges may occur for a third or subsequent attempt. In some cases a student may request to repeat a whole unit. Fees will apply. See Appendix 1: Other fees and charges.

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.

Student Complaints and appeals procedure

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.

The *Elizabeth Institute International Student Handbook* contains further information about the complaints and appeals policies and process. You can read the policy and download the form on our website; <https://elizabeth.edu.au/>

Student Visa Obligations

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 additional information on the ESOS Legislative Instruments please visit ESOS Legislative Instruments: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

To read a student fact sheet on the ESOS framework and your rights as an international student:

<https://www.dese.gov.au/esos-framework/resources/international-students-factsheet>

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:

<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 VET 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 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

Academy 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 Manager 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.

Change of Address and Contact Information

Upon arriving in Australia students are required to advise the Institute of their residential address, telephone number and email and of any subsequent changes to their contact information. It is extremely important that students notify the Institute of a change of address, phone or email contact details within 5 working days. Under Section 20 of the ESOS Act, the Institute is obliged to serve a notice at the last known address and contact details 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 www.immi.gov.au.



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 full-time during breaks. For more information about your rights when working in Australia visit; <https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/international-students>

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 persons 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
<https://humanrights.gov.au/>
- Discrimination
<https://antidiscrimination.nsw.gov.au/>
- VET Quality Framework
www.asqa.gov.au/
- Department of Home Affairs
<http://www.border.gov.au/Trav/Stud>

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.

Accommodation Assistance

Elizabeth Institute does not have its own accommodation facilities. Further information on accommodation options in Sydney is available at; <http://www.study.sydney/live/accommodation>

Critical Incidents

Elizabeth Institute is committed to maintaining a safe and supportive environment for staff and students. The Critical Incident policy underpins our approach to respond to critical incidents that may occur and impact on the people both studying and working at the Institute. We are particularly mindful of our responsibility to support our students from overseas who do not have access to a normal support network.

Elizabeth Institute has a detailed policy and procedure to appropriately address any incident with assigned tasks and responsibilities, which depending on the nature of the critical incident, may involve organising debriefing, counselling and follow-up.

You may access the complete policy and procedure on our website and this is also outlined in the Elizabeth Institute International Student Handbook.

Fees & Charges

All fees are quoted in Australian dollars and are subject to change without notice. See the table in Appendix 1 in this document for a list of tuition fees, payment schedules and other fees and charges. You can read the Elizabeth Institute's fees and charges and the refund policy on our website; <https://elizabeth.edu.au/>

Payment Terms

An initial deposit is required at the time of enrolment: \$400, for the enrolment fee and the course material fee. The enrolment fee of \$200 is non-refundable.

Course tuition fee is collected on a quarterly basis each term in advance (after the commencement of the course). All term payments must be paid in full, 14 days in advance of the term commencing in order to maintain a valid enrolment.

Please note a summary of our refund policy can be read in this International Student Prospectus document. Our Letter of Offer document will also include all the important and essential information that you need to know before you make your final decision to enrol in any of our courses. We strongly advise our potential students to read the International Student Handbook the Fees and Refunds Policy and Procedure and other important policies and procedures carefully and ensure full understanding before signing the Letter of Offer and the Written Agreement document. Refer to the Elizabeth Institute's Fees and Refunds Policy and Procedure on our website; <https://elizabeth.edu.au/>

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.

CIRCUMSTANCE/ NOTIFICATION PERIOD	REFUND
Application/ enrolment fees (if applicable)	Non-refundable unless it meets the conditions below*
Visa application refusal (enrolment fee is non-refundable)	100% refund of paid tuition or material fees paid to date less the enrolment fee
Withdrawal notified in writing and received by the Institute 28 days or more prior to semester commencement	80% refund of paid tuition and course fees paid to date less the enrolment fee
Withdrawal notified in writing and received by the Institute less within 28 days prior to semester commencement and before the commencement date	50% refund of paid tuition or material fees paid to date less the enrolment fee
Withdrawals notified in writing and received by the Institute on the commencement date or after the semester commences	No refund of paid tuition or material fees.
Student wishing to transfer to another date or course	Transfer once at no cost. Subsequent transfers will incur an administration fee of \$200.
Student has overpaid & has documentation to support overpayment	Full refund of all overpaid monies
Student has paid monies and the course is unavailable to commence*	100% refund of paid tuition or material fees including enrolment fees.
Cancellation of a course by the RTO (including closure of RTO)*	100% refund of all course fees paid including enrolment fees
Visa cancellation where an international student, currently in Australia, has their student visa cancelled by the Department of Home Affairs (DHA) for a breach of visa conditions; or has their student visa extension application refused by the Department of Home Affairs (DHA) after the commencement of their studies, for not meeting visa requirements.	No refund of course fees paid to date

Withdrawal from the course

Where written notice of withdrawal is received by the Institute before the start date of the course, the Institute will refund the fees as per the table below less the enrolment fee of \$200.

Refunds will be made available within 20 working days (one month) 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, the Institute at its discretion, may refund unspent fees paid less any administration fees.

Refund procedure

The Student must complete a Refund Request 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 20 working days (one month) 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 (DHA) 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 (DHA) 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 10 working days (two weeks); 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 20 working days (one month) 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.

Appendix 1*

Elizabeth Institute
International Prospectus International Student Fee Schedules

Monthly Payment Plans available - please contact our office for details

*These are the fees for 2021 and are subject to change from 1st January 2022, however, students can be eligible for the 2021 fee, if payment is made before 31st December 2021, for a 2022 course.

Refer to the Elizabeth Institute's Fees and Refunds Policy and Procedure on our website; <https://elizabeth.edu.au/>

ELICOS COURSES – English Language Intensive Course for Overseas Students:

GE1 - Beginner Level (10 weeks)

GE2 - Elementary Level (10 weeks)

GE3 - Intermediate Level (10 weeks)

Tuition fee:	\$ AUD 9,000.00 maximum course fee (\$300 per week x 30 weeks)
Non-refundable enrolment fee	\$ AUD 200.00
Material Fee	\$ AUD 700.00 (Each GE level is \$233)
Total Fee: (30 weeks)	\$AUD 9,900.00

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

Fees may be paid in instalments as follows or in monthly instalments:

Prior to commencement of training in week 1	\$ AUD 2400
Prior to commencement of the 2 nd term	\$ AUD 2500
Prior to commencement of the 3 rd term	\$ AUD 2500
Prior to commencement of the 4 th term	\$ AUD 2500

MARKETING COURSES:

BSB40820-Certificate IV in Marketing and Communication

The fees for these courses consist of:

Tuition fee:	\$ AUD 6,000.00
Non-refundable enrolment fee	\$ AUD 200.00
Material Fee	\$ AUD 200.00
Total Fee:	\$AUD 6,400.00

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

Fees may be paid in instalments as follows or in monthly instalments:

Prior to commencement of training in week 1	\$AUD 1900 (this includes the enrolment and materials fees)
Prior to commencement of the 2 nd term	\$AUD 1500
Prior to commencement of the 3 rd term	\$AUD 1500
Prior to commencement of the 4 th term	\$AUD 1500

BSB50620-Diploma of Marketing and Communication

The fees for these courses consist of:

Tuition fee:	\$ AUD 9,000.00
Non-refundable enrolment fee	\$ AUD 200.00
Material Fee	\$ AUD 200.00
Total Fee:	\$AUD 9,400.00

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

Fees may be paid in instalments as follows or in monthly instalments:

Prior to commencement of training in week 1	\$AUD 1900 (this includes the enrolment and materials fees)
Prior to commencement of the 2 nd term	\$AUD 1500
Prior to commencement of the 3 rd term	\$AUD 1500
Prior to commencement of the 4 th term	\$AUD 1500
Prior to commencement of the 5 th term	\$AUD 1500
Prior to commencement of the 6 th term	\$AUD 1500

BSB60520-Advanced Diploma of Marketing and Communication

The fees for these courses consist of:

Tuition fee:	\$ AUD 12,000.00
Non-refundable enrolment fee	\$ AUD 200.00
Material Fee	\$ AUD 200.00
Total Fee:	\$AUD 12,400

Initial deposit required at the time of enrolment: \$400 (enrolment fee + material fee)

Fees may be paid in instalments as follows or in monthly instalments:

Prior to commencement of training in week 1	\$AUD 1900 (this includes the enrolment and materials fees)
Prior to commencement of the 2 nd term	\$AUD 1500
Prior to commencement of the 3 rd term	\$AUD 1500
Prior to commencement of the 4 th term	\$AUD 1500
Prior to commencement of the 5 th term	\$AUD 1500
Prior to commencement of the 6 th term	\$AUD 1500
Prior to commencement of the 7 th term	\$AUD 1500
Prior to commencement of the 8 th term	\$AUD 1500

Other Fees and Charges

Item #	Item	Cost
1.	Re-issuance of COE	\$AUD 100
2.	Re-issuance of Certificates, Statement of Attainments	\$AUD 50 per Statement or Attainment or qualification
3.	Re-issuance of Transcript (Record of Results)	\$AUD 25 per Statement or Attainment or qualification
4.	Copies of existing record of student- e.g. COE	\$AUD 25 per page
7.	Recognition of Prior Learning (RPL) Fee	\$AUD 150 per unit of competency
8.	Student Identification Card Replacement	\$AUD 10
9.	A late payment fee applies students with delayed payments for their tuition fees	\$AUD 10 per term
10.	Credit card surcharges	2% for all credit cards
11.	Overseas Bank Transfer Fee	\$AUD 30
12.	Unit of competency assessment resubmission Fees (where a student is not deemed competent in a unit of competency, after 3 attempts)	\$AUD 25 to resubmit an assessment after three attempts
13.	Unit Re-sit Fees (for a student to re-sit a unit of competency/ module.	\$AUD 250
14.	Photocopy fee	\$AUD 5 per page
15.	Change of course -0 post commencement	\$AUD 200
16.	Fees for accessing your student records.	\$AUD 25

Bank Details: Australia and New Zealand Bank Ltd (ANZ)
Account Name: Elizabeth Institute Australia International Pty Ltd t/a Elizabeth Institute

BSB: **012-071**

Account Number: **316 902 158**

Swift Code: ANZ BAU 3M (For overseas transfer)

