
International Student Course Guide 2025

Vocational Education & Training (VET) Programs





Global Education for Global Change

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Welcome

Young people face many challenges in the 21st century and having the right skill sets is the key to success.

At ATMC, our team is dedicated to a wide range of courses that prepare our students with a course in a highly sought after area of the global economy.

Staff are dedicated to enhancing our student's skills through the provision of practical assignments in our facilities which are based on actual workplace environments.

During their studies, students will receive a number of other opportunities to enhance their prospects to gain meaningful employment, such as job hunting and communication skills development.

Consider ATMC and you will be making the right decision.



Dr. Manish Malhotra
CEO/Managing Director
Australian Technical and
Management College

Welcome to the Australian Technical and Management College (ATMC), an education provider for students seeking an industry relevant curriculum. ATMC offers a range of Vocational Education and Training (VET) programs in the fields of Business, Information Technology, Early Childhood Education and Care as well as ELICOS (English Language Intensive Courses for Overseas Students) courses. Generally, vocational education and English courses at ATMC are a pathway into Higher Education. Our programs are delivered in a personalised learning environment with a student focused approach.

I wish you all the best in your studies, and look forward to getting to know you at ATMC.

Introduction

The Australian Technical and Management College (ATMC) is dedicated to providing a range of education options to international students in the Vocational Education sector. To ensure that our students have complete confidence in the quality of our programs, ATMC is a Registered Training Organisation providing vocational education and training (VET) and ELICOS courses. ATMC meets the Standards for Registered Training Organisations 2015, ESOS National Code 2018 and ELICOS National Standards 2018.

ATMC aim to ensure that our students enjoy a welcoming learning environment, from our easy admissions, through to our high quality academic programs as well as access to our professional student support.

The learning environment is supportive and encourages independent learning. Our programs are delivered in a personalised learning environment with a student focused approach. Our classrooms are spacious, fully air-conditioned and inviting as they are equipped with technologically up to date learning resources. ATMC has a strong focus on engaging teaching staff (facilitators) who possess extensive industry experience. Our students particularly enjoy how the facilitators use their real life examples to illustrate the key messages throughout their course of study.

ATMC Student Support services ensure that student welfare is seen as crucial to the success of the individual student. We also have a well-developed peer support network, focus groups and student mentors that assist students in achieving their educational goals.

In addition, our student services staff deliver career and job assistance workshops. The program includes workshops that can assist with identifying career opportunities, resume development and preparing for interviews. These services are free to all enrolled ATMC students.



ENGLISH (EAP)

TPS

Stronger, Simpler, Smarter ESOS - Protecting International Students

English for Academic Purposes (EAP 1 & 2)

English for Academic Purposes (EAP 1 & 2) Course focuses instruction on academic skills required to perform in Higher Education in an English-speaking context. This course focuses on core subject areas generally encountered in a university setting. These include, academic language, critical analysis, academic orientation and spoken and written genres.

EAP 1 & 2 also teaches important academic vocabulary and an understanding of grammar, as well as key English skills required for academic study.

- Reading and Research Skills
- Writing Skills for producing reports, essays and presentations
- Speaking and Pronunciation Skills for giving public presentations and participating in group discussions in English
- Listening to improve understanding of lectures and tutorials
- Critical Thinking Skills to ensure academic and career success

Location	355 Spencer St, West Melbourne, VIC 3003
Subject to variance depending on the time of enrolment	
Delivery & Assessment Mode	Face-to-face, combination of theory, practical and/or project assessments
Entry Requirements & Duration	<ul style="list-style-type: none">• IELTS 5.0 (with no band less than 5.0) or equivalent (EAP 1: 15 - 20 weeks) or• IELTS 5.5 (with no band less than 5.5) or equivalent (EAP 2: 10 weeks) or• IELTS 6.0 (with no band less than 5.5) or equivalent (EAP 2: 10 or 5 weeks)• Alternative entry can be gained after successful completion of the Upper Intermediate level of ATMC's General English Course
Fees & Charges*	Please refer to our website atmc.edu.au for latest information



GENERAL ENGLISH

TPS

Stronger, Simpler, Smarter ESOS - Protecting International Students

General English

General English provides core English language skills to students who need to develop or improve their English language ability for communicating in daily life in Australia or before commencing VET studies or part-time employment.

General English program is built around the four core skills of listening, speaking, reading and writing. The course focuses on:

- Building fluency and accuracy in spoken English
- Expanding vocabulary
- Understanding native and non-native English speakers
- Developing skills and confidence to use English outside the classroom.

Each level is designed to address these areas and progressively increase in English Language ability across the four core skills.

The Course is structured as follows: Stage 1:

Elementary Level

Stage 2: Pre-Intermediate Level

Stage 3: Intermediate Level

Stage 4: Upper-Intermediate Level

Location Subject to variance depending on the time of enrolment	355 Spencer St, West Melbourne, VIC 3003
Delivery & Assessment Mode	Face-to-face, combination of theory, practical and/or project assessments
Entry Requirements & Duration	<p>Individuals can enter the course at their current level of English proficiency and progress through the course as their proficiency develops.</p> <p>Each level requires 10 weeks of study, 20 hours per week.</p>
Fees & Charges*	Please refer to our website atmc.edu.au for latest information



BUSINESS



Stronger, Simpler, Smarter ESOS - Protecting International Students

BSB50120 | Diploma of Business

CRICOS Code: 107513H

This qualification would apply to individuals with various job titles including executive officers, program consultants and program 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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Units of Competency

CORE:

BSBCRT511 Develop Critical Thinking in the Workplace

BSBFIN501 Manage Budgets and Financial Plans

BSBSUS511 Develop Workplace Policies and Procedures for Sustainability

BSBOPS501 Manage Business Resources

BSBXCM501 Lead Communication in the Workplace

ELECTIVE:

BSBTWK503 Manage Meetings

BSBTWK502 Manage Team Effectiveness

BSBHRM525 Manage Recruitment and Onboarding

BSBOPS502 Manage Business Operational Plans

BSBOPS504 Manage Business Risk

BSBLDR523 Lead and Manage Effective Workplace Relationships

BSBLDR522 Manage People Performance

Location Subject to change at the time of enrolment	355, Spencer Street, West Melbourne, VIC 3003
Duration	52 weeks including holidays
Tuition Weeks	36 weeks
Delivery and Assessment mode	Face-to-face; combination of theory, practical and/or project assessments
Prerequisite / Entry requirements	<ul style="list-style-type: none"> • Completion of year 11 or equivalent. (Subject to the assessment and approval of ATMC Admission team.) • English requirements: IELTS 6.0 or TOEFL PB 534-537, TOEFL IBT 73-75, PTE Academic 50, CAE & CPE (from 2015) 169 • Applicants must be 18 years of age and above • Successful completion of Pre-training review (PTR) • LLN Level 5
Work-based training / Work placement	NIL
Possible pathways for further study	<ul style="list-style-type: none"> • BSB60215 Advanced Diploma of Business, • or a range of other Advanced Diploma qualifications. (Qualification not offered at ATMC) • Bachelor of Business (Qualification not offered at ATMC)
Possible occupational outcomes	Executive Officer, Program Consultant, Program Coordinator
Fees & Charges*	Please refer to our website atmc.edu.au for latest information



INFORMATION TECHNOLOGY



TPS

Stronger, Simpler, Smarter ESOS - Protecting International Students

ICT50220 | Diploma of Information Technology

CRICOS Code: 107516E

This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher level technical skills in ICT areas such as networking, IT support, database development, programming and web development.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location	
Subject to change at the time of enrolment	355, Spencer Street, West Melbourne, VIC 3003
Duration	52 weeks including holidays
Tuition Weeks	42 weeks
Delivery and Assessment mode	Face-to-face; combination of theory, practical and/or project assessments
Prerequisite / Entry requirements	<ul style="list-style-type: none"> Completion of year 11 or equivalent. (Subject to the assessment and approval of ATMC Admission team.) English requirements: IELTS 6.0 or TOEFL PB 534-537, TOEFL IBT 73-75, PTE Academic 50, CAE & CPE (from 2015) 169 Applicants must be 18 years of age and above Successful completion of Pre-training review (PTR) LLN Level 5
Work-based training / Work placement	NIL
Possible pathways for further study	ICT60115 Advanced Diploma of Information Technology, other ICT Advanced Diploma qualifications or Higher Education in ICT. (Qualification not offered at ATMC)
Possible occupational outcomes	ICT Office Manager, ICT Systems Administrator, Information System Office Manager, Office System Administrator
Fees & Charges*	Please refer to our website atmc.edu.au for latest information

Units of Competency

CORE:

BSBCRT512 Originate and Develop Concepts

BSBXCS402 Promote Workplace Cyber Security Awareness and Best Practices

ICTICT532 Apply IP, Ethics and Privacy in ICT Environments

ICTICT517 Match ICT Needs with the Strategic Direction of the Organisation

ICTSAS527 Manage Client Problems

ELECTIVE:

BSBXTW401 Lead and Facilitate a Team

ICTCYS407 Gather, Analyse and Interpret Threat Data

ICTSAS524 Develop, Implement and Evaluate an Incident Response Plan

ICTICT523 Gather Data to Identify Business Requirements

BSBFIN501 Manage Budgets and Financial Plans

ICTPMG505 Manage ICT Projects

ICTPRG530 Manage Projects Using Software Management Tools

ICTNWK546 Manage Network Security

ICTCYS610 Project Critical Infrastructure for Organizations

ICTSAS526 Review and Update Disaster Recovery Plans

BSBHRM524 Coordinate Workforce Plan Implementation

ICTCYS613 Utilize Design Methodologies for Security Architecture

ICTICT443 Work Collaboratively in the ICT Industry



Preparing for your departure

PRE-DEPARTURE INFORMATION

The following list is not exhaustive; however, these are some of the items you will need to prepare before your departure to Australia:

- A valid passport
- A valid student visa
- All your ATMC enrolment documentation including:
 - Confirmation of Enrolment (CoE, or eCoE)
 - Letter of Offer & Acceptance Agreement
 - Receipts of payments
- Appropriate immunisations and medications from your doctor.
- Sufficient funds
- Overseas access to your funds.
- Appropriate Overseas Student Healthcare Cover (OSHC).
- A travel itinerary
- Arrangements for airport pick up (if necessary).
- Safe and secure accommodation in Australia. You may also request assistance from the Admission and Marketing Officer if needed.
- The contact details of ATMC Student Support Administration.
- Academic transcripts and qualifications and reference letters.
- Personal identification documents.
- Medical records and prescriptions if necessary.

Remember to keep all your documents secure.

To view Pre Departure Information, please visit our website on atmc.edu.au

VISA REQUIREMENTS

The Department of Home Affairs publishes a full list of mandatory and discretionary student visa requirements on their web site. Follow the <https://www.homeaffairs.gov.au/Trav/Stud/More> link for details.

OVERSEAS STUDENT HEALTH COVER

Overseas student health cover (OSHC) is insurance that provides cover for any medical and hospital care costs which international students may incur while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation (commonly referred to as health funds) before applying for your visa, and the OSHC policy must be in place before you arrive. You will also need to maintain OSHC throughout your stay in Australia.

SCHOOL-AGED DEPENDENTS

There are requirements for compulsory school attendance for children or dependents of international students. In Victoria it is compulsory for children aged from 6 to 17 years to attend school. The choice of schools includes public schools, private schools and religious schools. People over the age of 17 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, college or university that they enrol in whilst in Australia, otherwise specified in their visa conditions.



Your time at ATMC

ATMC commits to providing you with a quality education and protecting your rights in accordance with the Education Services for Overseas Students (ESOS) framework

STUDENT ORIENTATION

Orientation is conducted during the first week of your course. Its purpose is to fully inform new students of most aspects of life at the College and to provide an introduction to studying, Australia's costs of living, transportation, facilities, banking and accommodation. In addition ATMC staff will be introduced, a tour of the College and the local area will take place and an opportunity to ask questions will be given. It is essential that you attend the orientation program to obtain information that affects your study, your visa or your enjoyment of your stay in Australia. The International Student Handbook can be downloaded from the ATMC website on atmc.edu.au.

CHANGE OF ADDRESS

Upon arriving in Australia you are required to advise the College of your residential address, email address and telephone number. It is important that you also advise us of any subsequent changes to your residential address as we need to be able to communicate with you for matters related to your study with us. The College may also send warning letters to you which are aimed at helping prevent breaches of your visa conditions. It is your responsibility and in your own interests to ensure that you always update your address details with the College to ensure you receive important information about your course, fees and possible breaches of your student visa.

CAMPUSES & TRAINING FACILITIES

Our campus at 355, Spencer Street, West Melbourne, VIC 3003 is easily accessed by train services to Southern Cross Station which is a short walk from the College. The College can also be accessed by bus and tram.

Our classrooms are spacious and fully air-conditioned. They are equipped with technologically up to date learning and teaching equipment and resources. Students can also access learning resources from our library.

MELBOURNE CAMPUS

- Location: 355, Spencer Street, West Melbourne, VIC 3003
- Student Support Hub (available 6 days per week)
- Computer lab
- Student lounge
- Printing facilities
- Library/Resource Centre
- Student self-study areas
- Classrooms
- Projectors
- Teacher staffrooms
- Management Office
- Confidential Counselling Office
- Storage area
- Easy access to public transport

KNOW YOUR RIGHTS

In the unlikely event that AMTC closes or ceases to deliver any part of the training product that you are enrolled in, you are entitled to receive a refund in accordance with ATMC Fee and Refund policy. ATMC will support you with your request to transfer to another institution as specified in Student Support Services policy. Please see the policies on ATMC

website: <https://atmc.edu.au/policies/>

STUDENT SUPPORT SERVICES

The Student Support Manager, ELICOS Course Coordinator, Student Support Officers, trainers and administrative staff of the College are available to provide general advice and assistance with matter such as studying, homework, accommodation, English language problems and counselling. Students requiring special or intensive assistance must contact the VET/ ELICOS Coordinator / Administration Staff or the Student Support Officers who may refer them to external support services if required. The College will not charge for support services it supplies when

Your time at ATMC

referring students to external support services. Students will have to pay any fees charged by external support services that they use.

We deliver careers and job assistance workshops through our student services staff. These services are free to all enrolled ATMC students. The program includes workshops that can assist with identifying career opportunities, resume development and preparing for interviews.

We also provide English Language support classes for all students seeking to improve and enhance specific or general language skills in the four skills areas of Listening, Reading, Writing and Speaking.

At ATMC, we recognise that students might need additional academic and non-academic support services, and we assign mentors to help students. This service is available to all ATMC students, free of charge, and they are able to work with high-performing, more senior students, who serve voluntarily as their mentors.

THIRD PARTY ARRANGEMENT

From time to time ATMC may enter into arrangements with third-party service providers ("third party"), to provide services on behalf of ATMC. The current arrangements are as follow:

- Recognised educational agents to recruit prospective students.
- Registered child care centres that provide work placement/work-based training for students taking courses in Certificate III in Early Childhood Education and Care and Diploma of Early Childhood Education and Care. Work placement/work-based training is arranged with partners which are registered child care centres. This arrangement is based on an agreement between ATMC, the specific childcare centre and the student at the time of work placement/work-based training.

To ensure the effectiveness of the student experience and to promote student learning outcomes, ATMC has sufficient strategies and resources to systematically select and monitor the providers and the services that are delivered on behalf of ATMC.

ACCESS AND EQUITY POLICY

ATMC has an access and equity policy. This ensures the equitable and fair selection, admission, and enrolment of all potential students, including those with special needs. This may include special educational needs, learning difficulties, medical conditions/disability, or a requirement for further skill development in language, literacy and numeracy skills. The College will provide resources to help students with special needs take part in an education program on the same basis as other students.

CREDIT TRANSFER

Credit transfer applies to situations where students have completed nationally recognised units with another provider. Credit will be granted in accordance with the Credit Transfer Policy and Procedures. To apply for Credit Transfer students must complete the Credit Transfer Application Form and attach copies of verified documents to support the application. There may be no reduction in tuition fees if the Credit Transfer application is granted. Please refer to our website <https://atmc.edu.au/au/resources/policies-procedures/atmc> for details or speak to our support staff for assistance.

STUDENT TRANSFER

Under the ESOS Framework, the College cannot enrol students seeking to transfer from another college before that student has completed 6 months of their principal course of study except in some special circumstances. If you want to transfer before completing 6 months of your principal course, you need to ask the College for a letter of release.

The six months is calculated as six calendar month from the first day of your

principal course. Your principal course is usually the final course of study you will undertake. For example, if you are studying ELICOS followed by a Diploma program, the Diploma program is your principal course. If you are considering requesting a transfer before completing 6 months of your principal course of study, please contact the College administration for a copy of the Transferred Between Registered Provider procedure and the application form.

Students do not need a letter of release if:

- they have completed more than 6 months of their principal course
- they are a government sponsored student, and their sponsor supports a transfer
- their current education provider or course has ceased to be registered or a sanction has been imposed that prevents that provider from continuing to deliver your principal course

RECOGNITION OF PRIOR LEARNING (RPL)

Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL). Recognition of Prior Learning (RPL) is a process designed to recognise previous formal or informal learning, work and life experiences that the student may have had and that they are relevant to the course outcomes. The RPL process allows students to receive recognition under these circumstances and therefore enable them to focus on areas where they need to achieve competencies to gain their qualifications. An essential requirement of RPL is that you can prove that you currently have the required competencies. Application of RPL may only be made after enrolment



Your time at ATMC

and payment of fees and must be made using the RPL Application Form that can be accessed from the College's VET Student Support staff. Students must attach verified copies of all relevant documents to the RPL Application Form. It is recommended that students seek advice from the College before commencing an RPL application. Please refer to our website <https://atmc.edu.au/> for details or speak to our support staff for assistance.

PATHWAYS

For detailed information about pathway programs, please visit the ATMC website.

COURSE DELIVERY

A number of approaches to course delivery are used by the ATMC trainers. Course delivery approaches may include trainer led classroom delivery, workshops, seminars, tutorials and practical activities in simulated environments including work placement, and supervised study. During class time students will be expected to participate by answering questions, giving opinions,

demonstrating tasks, working with others in groups, making presentations and role play situations.

COURSE ASSESSMENT

A number of approaches to course assessment are used by the ATMC trainers. Assessment approaches may include: observation, projects; research, oral tests, written tests, presentations and role plays.

Students will be given advance notice of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.

VET students will be entitled to three assessment attempts for each unit. If you are unsuccessful after three assessment attempts you will be required to repeat the unit and pay the repeat unit fee. If you are found to have cheated or plagiarised work, you will not be entitled to the re-sit assessment but will be required to repeat and pay the repeat unit fee. VET students may be required to undertake assessments in a simulated working environment or real work place.

FULL TIME STUDY AND PARTICIPATION

Australian law requires international students to study at a full time study

load. A full-time study load is normally a minimum of 20 hours per week for 40 weeks each calendar year or continuous 12 month period.

ATTENDANCE REQUIREMENTS

ATMC expects that students will maintain full attendance by attending all required classes and assessments. For further information, please refer to our policy on student code of conduct on the website at atmc.edu.au

SATISFACTORY PROGRESS

ATMC follows course progress to monitor international students undertaking all vocational courses under Standard 8 of the National Code 2018. If you do not achieve satisfactory academic progress you will be reported to the Department of Home Affairs which may lead to cancellation of your visa. Unsatisfactory academic progress is defined as not completing or demonstrating competency in at least 50% of units or course requirements in any two consecutive terms.

Students who study English Language Intensive Courses for Overseas Students (ELICOS) courses must meet requirements for achieving satisfactory attendance in accordance with Standard 8 of the National Code 2018, which at a minimum, requires overseas students



Your time at ATMC

to attend at least 80 per cent of the scheduled course contact hours. You will be reported to the Department of Home Affairs if your attendance is unsatisfactory.

Students who are in danger of being unable to complete a course within the expected duration of study, as recorded on the CRICOS register, can be considered “at risk” of not meeting satisfactory course progress requirements.

Students will be interviewed and placed on a course intervention strategy which may include, but is not limited to academic skills support, additional English language support, additional tutoring, or placement in a more appropriate class to get back on the right track of meeting satisfactory academic progress requirements. The course intervention strategy may be activated at any time by the College during a term to support students if required. A warning letter can only be sent to a student “at risk” after that term has ended. If a student is identified as not making satisfactory course progress in a second consecutive term in a course, the College must notify the student of its intention to report the student to the Department of

Home Affairs for unsatisfactory progress. The College does this through the written notice of intention to report the student for unsatisfactory progress.

In the notice ATMC must inform the student that he or she is able to access the registered provider’s complaints and appeals process under Standard 10 and that the student has 20 working days, plus two days for postal handling from the date of issue in which to do so.

Where the student has chosen not to access the complaints and appeals processes within the 22 working day period, the student withdraws from the process, or the process is completed and results in a decision supporting the College (i.e. the student’s appeal was unsuccessful) the College must notify the Department of Home Affairs through PRISMS as soon as practicable of the student not achieving satisfactory course progress.

If the student’s appeal is successful or there are compassionate or compelling reasons for the lack of progress, ongoing support must be provided to the student through the College’s intervention

strategy, and the College will not report the student.

Please visit: www.internationaleducation.gov.au

QUALIFICATIONS TO BE ISSUED

VET students completing all assessment requirements for a qualification will be awarded a qualification certificate corresponding to the completed course. VET students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which units of competency they have completed. All students need a verified USI in order to receive their AQF certification documentation unless an exemption applies under the Student Identifiers Act 2014. Further information on USI



Your time at ATMC

exemptions can be found at <https://www.usi.gov.au/documents/usi-exemptions-table-march-2016>.

FEES & REFUND POLICY

The purpose of this policy and procedure is to ensure that Australian Technical & Management College (ATMC) complies with the legislative and administrative requirements of the Education Services for Overseas Students (ESOS) Act 2000-National Code 2018 and National Vocational Education and Training Regulator Act 2011, Standards for Registered Training Organisations 2015 and other relevant state government legislation. This policy and procedure applies to all students of ATMC (international and domestic students) to ensure fees and refunds are handled equitably and fairly.

1. The Refund policy will be fair and reasonable to students and where withdrawals are concerned, it will be based on how much notice is given in advance by the student to the institute prior to the course/ study period commencement date. If a student applies for a refund after commencing one or more study periods within the enrolled course, the refund will only be calculated based on subsequent study periods. Each student or student's parents if students are under 18 years old (applicable for domestic students and international students not on students visa) acknowledges and agrees to the terms and conditions of the Refund Policy and Procedures upon signing the Student Written Agreement.

The terms and conditions set out in this

Refund Policy and Procedures apply equally to commencing and continuing students, unless otherwise specified.

ATMC reserves the right to amend the non-refundable application fee and the aforementioned terms and conditions at any time to ensure compliance with applicable State and Federal laws.

The tuition fees paid must be cleared at the time a student makes an application for a refund and/or all debts owed to the Institute must be settled prior to the application being processed.

The College may, at its absolute discretion, refund to the student all or part(s) of the tuition fees paid where it determines that there are extenuating or compassionate circumstances. Students must provide supporting documental evidence to substantiate the claims.

This policy, the Student Written Agreement and the availability of complaints and appeals processes, do not remove students' right to take action under Australia's consumer protection laws

2 The process starts when:

- a. ATMC cancels the student's enrolment for breaches identified in section six (6) of this policy and process
- b. a student withdraws or cancels their enrolled course(s) by submitting the cancellation form (SS115.a Cancellation Form for International Students; SS115.b Cancellation Form for Domestic Students).

If the student believes they are due or according to the policy is entitled for a refund, the student is advised to make a

refund application. Refund applications must be made by completing Refund Application Form FN108, available from either student support or ATMC website.

The completed form must then be submitted by email to refunds@atmc.edu.au, in person, or fax (03) 9654 1049, attention "Finance Department".

The submitted form is reviewed by an authorised officer to ensure completeness. The authorised officer then signs and enters the date of receipt.

The form is passed to the Finance Department. A Finance Officer reviews the student's current payment status and amounts owing.

The student file is checked against the Student Management System (VETtrak) to confirm the agreed course commencement date. Refund is then calculated based on the refund tables (see below).

For an international student, in the event that an eCoE was not issued, the refund will be calculated based on the commencement date indicated in the first Letter of Offer (LOF) issued to the student.

Before the refund can be issued, it must be approved by a Finance Officer (except for cases related to provider default).

3. The refund application will be processed within 14 working days of receipt of application. If application is successful, the refund will be paid to the student or another person nominated in writing by the student.



Your time at ATMC

4. Refunds will be made according to the following refund tables, each of which is tailored to a specific type of student (international, Fees for Service and State funding Contracts).

5. Conditions of refunds for students that pay by international currency transfer;

- ATMC will refund by electronic transfer to a designated bank account.
- Note: International refunds will normally be made in the currency of the student's current country of residence.
- Exchange rates may fluctuate, and ATMC is not liable for any variance.
- For ex-students all claims for refunds **MUST** be made within 21 working days of cancellation of enrolment.
- If the ex-student has returned to their home country and was not able to apply for a refund of paid fees, they have three (3) calendar months from the time of their enrolment being cancelled to claim for a refund.

Note: If you are no longer an enrolled student, ATMC will not be required to pay you any net credit amount and any reasonable expenses for the business of holding unclaimed moneys and locating the owners

Student has been refused an Australian Student Visa and has not started the course (refusal letter required)	100% tuition fee refund excludes enrolment, material equipment and administration fees*
Student has been refused an Australian Student Visa and has started the course (refusal letter required to determine default date)	100% tuition fee refund excludes enrolment, material equipment and administration fees **
ATMC fails to start course or the course ceases to be provided after it starts (provider default)	100% tuition fee refund excludes enrolment and administration fees **
Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement (student default)	70% tuition fee refund excludes enrolment, material equipment and administration fees ^{1 2}
Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement (student default)	50% tuition fee refund excludes enrolment, material equipment and administration fees ^{1 2}
Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence study at campus location identified (student default)	No refund of current study period course fees paid and material equipment fee ¹
Student's enrolment is suspended or cancelled by the Institute due to the student being in breach of the student written agreement (student default)	No refund of current study period course fees paid and material equipment fee ¹
Deceased Students: The personal legal representative of the Deceased Estate must apply for any excess payments which are to be refunded. The administrators must supply details about who the refund is payable to. ATMC reserves the right to request official documentation to support any such claims.	The proportion of fees paid for the unused delivery of training and assessment services i.e. the fees are calculated on for the days that were paid for that the deceased student did not attend after deceasing
* indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.	
** indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates).	
Refund calculation:	
a) $\text{weekly tuition fee} = 7 \times \left(\frac{\text{total tuition fee for the course}}{\text{number of calendar days in the course}} \right)$	
b) $\text{Weeks in default period} = \left(\frac{\text{number of calendar days from the default day to the end of the period to which the payment relates}}{7} \right)$	
c) $\text{Refund amount} = \text{weekly tuition fee} \times \text{number of weeks in default period}$	



Your time at ATMC

*** Student defaults** if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day); or ATMC refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:

student fails to pay an amount payable to ATMC for the course; the student breached a condition of his/her student visa; misbehavior by the student.

2 A refund processing fee of \$300 will be deducted in cases that relate to student default (except when a student is refused a student visa)

MATERIAL & EQUIPMENT FEES

Material & equipment fees are nonrefundable if the packaging seal is broken and there is evidence that the materials have been used.

If students have not received the kit at the time of refund, students receive 100% refund.

REGULATIONS GOVERNING INTERNATIONAL STUDENTS

ATMC cannot require students to pay more than 50% of the total tuition fees before they start the course. However, students, or the person responsible for paying the tuition fees, can choose to pay more than 50% of their tuition fees before they start their course if they wish to do so. Evidence that students have exercised choice in how much of their tuition fees are paid up front must be recorded. The ATMC is obliged to inform the Department of Home Affairs in the events where an international student:

- completes his/her course(s) early; or
- transfers to another provider; or
- is excluded on academic grounds and consequently fails to meet his/her visa conditions; or
- defers or suspends his/her study or otherwise changes the expected duration of his/her study. Should an international student, who commences the course whilst awaiting an approval for a student visa, decide to withdraw prior to receiving the visa approval, the student will not be entitled to a refund (refer to international student refund table).
- An international student may not submit an application for refund at the same time of applying for a letter of release. A refund application will be accepted once the student has been granted a letter of release; in which case, the refund

calculation will be based on the date the student was granted the letter of release. For more information about Refund policy, please visit ATMC website: atmc.edu.au/policies

STUDENT CANCELLATION OF ENROLMENT

Cancellation of enrolment will trigger the refund arrangements in the Letter of Offer and Acceptance Agreement-International Student between the College and the student. Students who cancel their enrolment and think they are due for a refund must also apply for a refund. All refund requests must be made in writing by submitting a completed ATMC Refund Application Form by email to: refunds@atmc.edu.au.

The Refund Application Form is available at ATMC/for download from the ATMC website. All approved claims for refund are paid within four weeks of receipt of the written claim to the student or a person authorised by the student. The College will report your cancellation of studies to the ESOS Agency and Department of Home Affairs which may affect the status of your visa.

STUDENT INITIATED DEFERMENT OR SUSPENSION OF ENROLMENT

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 in writing to the College using the Student Deferment or Suspension Application Form or in writing by email or post. Full details and documentary evidence of the compassionate or compelling circumstances must be included with the application for it to be considered.

If approved, the College will report your deferral of commencement or suspension of studies to the Department of Home Affairs which may affect the status of your visa.

COLLEGE INITIATED SUSPENSION OR CANCELLATION OF ENROLMENT

The College may decide to suspend or cancel a student's enrolment on its own initiative as a response to breaching the Student Code of Conduct through misbehaviour/ unsatisfactory course progress/ unsatisfactory attendance by the student. If the College is intending to

initiate a suspension or cancellation of enrolment, warning letters and Intention to Report letters will be sent to the student's currently notified address and the student will have 20 working days from the date of the letter to complain or appeal against the College suspension or cancellation. The College will report any suspension or cancellation to the ESOS Agency and Department of Home Affairs which may affect the status of your visa.

COLLEGE DEFERMENT OF COMMENCEMENT

The College may also decide to defer the commencement of a course. If the College defers the commencement of a course the provider default conditions in the Letter of Offer and Acceptance

Agreement between the College and the student will be triggered and the College will be obliged to repay all prepaid tuition fees within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students.

If approved, the College will report its deferral of commencement to the Department of Home Affairs which may affect the status of your visa.

If you require more information as to deferral, suspension and cancellation which may affect your visa status, contact your local Department of Home Affairs office or phone the Department of Home Affairs helpline 131 881.

COMPLAINTS AND APPEALS

The College has Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. The Complaints and Appeals Procedure includes a requirement

that the students will be referred to an independent mediator, at no expense to the student, if the student is dissatisfied with the resolution process undertaken by the College. The College will not charge the student for its dispute resolution process or referral to the independent mediator. If you have a complaint or appeal you should take the following steps:

- Contact the College to obtain a copy of the Complaints and Appeals Procedure and the Complaints and Appeals Application Form
- Complete the Application Form and lodge it with the College
- Follow up with the College

For more details, please refer to P08 Complaint and Appeal on ATMC website: <https://atmc.edu.au/policies/>

Your time at ATMC

STUDENT CODE OF CONDUCT

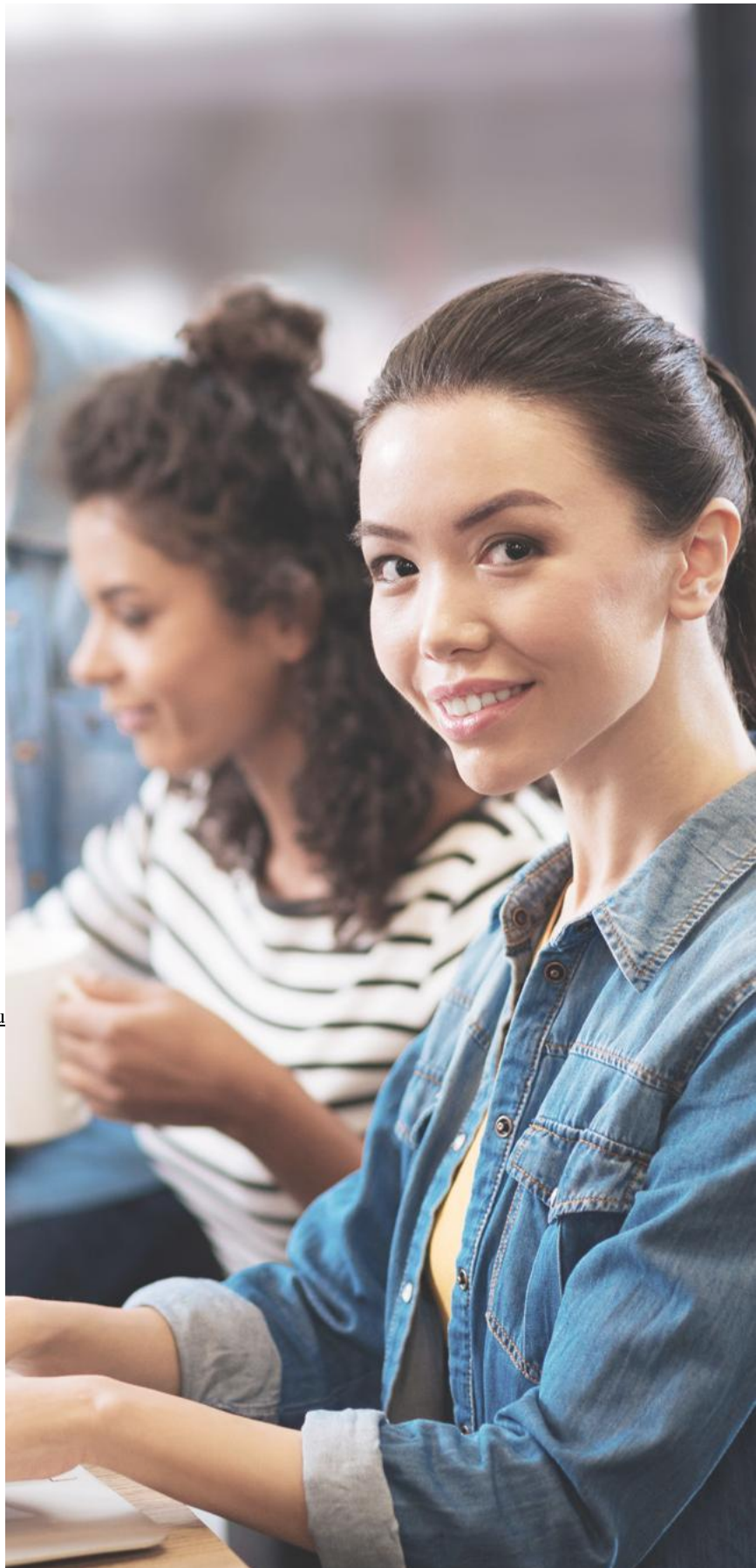
To view the ATMC Student Code of Behaviour, please visit our website on atmc.edu.au/policies

USE OF PERSONAL INFORMATION

Information is collected during your enrolment in order to meet the College obligations under the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018); to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code 2018. Information collected about you during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law.

DEPARTMENT OF HOME AFFAIRS

According to the Department of Home Affairs you must provide evidence that satisfies the assessment factors applicable to you to be granted a student visa. Assessment factors include your financial ability, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assessing your application. You must notify ATMC of changes of address, telephone number and email address within seven days of the change, which is a requirement of visa conditions. Additional information on student visa issues is available on the Department of Home Affairs website on www.homeaffairs.gov.au and the Study in Australia website on www.studyinaustralia.gov.au





According to the Austrade records, there were 738,107 international students in Australia in October 2019. They have chosen Australia for several reasons:

- Australia boasts a high quality, world-class education system.
- Australia offers robust and up-to-date curricula in reputable schools, colleges and universities.
- Awards from Australian institutions of higher education are recognised internationally.
- Australian universities, colleges and schools have established networks of support to help overseas students.
- The Australian education system includes informality and accessibility to academic staff, the availability of computers, small group tutorials and close supervision.
- Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time.
- Australia is a safe and stable country with a pleasant climate.

Your time in Australia

AUSTRALIA WELCOMES OVERSEAS STUDENTS

Australia has a long history of involvement in international education development, staff and student exchange programs and scholarships. Overseas students are welcomed in Australia because they:

- Contribute to the development of people and institutions both in their home country and in Australia.
- Contribute to the Australia's research capability
- Develop cultural, educational and economic links between Australians and people of other nations.

LIVING IN MELBOURNE

AUSTRALIA

Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent.

Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

VICTORIA

About 36 per cent of Victoria is forest. The Murray is the State's longest river and there are a number of large inland lakes.

Victoria's vast coastline extends over 1600 kilometres, bordering the Southern Ocean and Bass Strait and separating the Australian mainland from Tasmania. Victoria is the most densely populated of Australia's eight States and Territories. Some 26 per cent of all Australians live in Victoria and, of those, most reside in Melbourne, the nation's second largest city and capital of this state.

MELBOURNE

Melbourne is the capital of the State of Victoria. It is situated on the Yarra River and around Port Phillip Bay with its beautiful beaches and water sports facilities. It is a beautiful spacious city

with all the parks, gardens, sporting venues and scenic places that Australian space and natural resources allow.

Melbourne is a world-renowned cultural, artistic, financial and communications centre served by an international airport, a cargo and passenger seaport, and rail links to neighbouring States. Melbourne was the most livable city for 7 years (2010 - 2017).

Melbourne is considered to be the shopping capital of Australia and offers some of Australia's biggest shopping complexes as well as sophisticated, exclusive boutiques and a host of lively and popular markets. One quarter of Melbourne's population was born overseas making it one of the world's most multicultural cities. There are now people from 140 nations living harmoniously together. This broad ethnic mix has brought many benefits to the city including a wide range of cuisines.

Sometimes called the culinary capital of Australia, Melbourne has a vast array of restaurants, offering a variety of international cuisine. Bustling Chinatown in the heart of the city, serves up the finest of Asian cuisine and culture.

Several other Melbourne streets are dedicated to Chinese, Vietnamese, Japanese, Italian and Greek food - cuisine to suit every palate and many to suit a student's budget.

Melbourne has an excellent public transport system with trams, trains and buses providing an extensive network throughout the city and suburbs. The population is approximately 4 million. Melbourne is a sprawling city with suburbs extending up to 50km from the centre of the city.

The city and surrounding suburbs are well serviced by a public transport network of buses, trains and trams. Melbourne is only a short distance from many beautiful beaches as well as the Victorian mountain regions, where skiing is popular during winter.

Your time in Australia

CLIMATE

MELBOURNE

Melbourne enjoys a temperate climate with four distinct seasons in the year

- spring, summer, autumn and winter.
Below is a guide to the average daily temperatures.

Spring	September to November (12 - 22 degrees Celsius)
Summer	December to February (12 - 32 degrees Celsius)
Autumn	March to May (12 - 20 degrees Celsius)
Winter	June to August (10 - 15 degrees Celsius)

Melbourne does not have a specific wet season - it can rain at any time of the year. Sports and other outdoor activities are possible at all times of the year.

CLEAN, SAFE, COSMOPOLITAN

Australia has low crime rates and strict gun control laws providing a safe environment in which to learn and travel. With one of the highest standards of living in the world, Australia offers modern transport systems, convenient telecommunications, cosmopolitan shopping complexes and excellent health services.

Visitors from many parts of the world are attracted by Australia's spectacular natural environment and the distinctive personality and friendliness of the Australian people. Australia is rich in the arts and is keen to preserve and display its diverse cultural heritage. Australians are also environmentally conscious and keen to preserve the

country's natural beauty and scenery. Our Clean Up Australia campaign is being adopted worldwide.

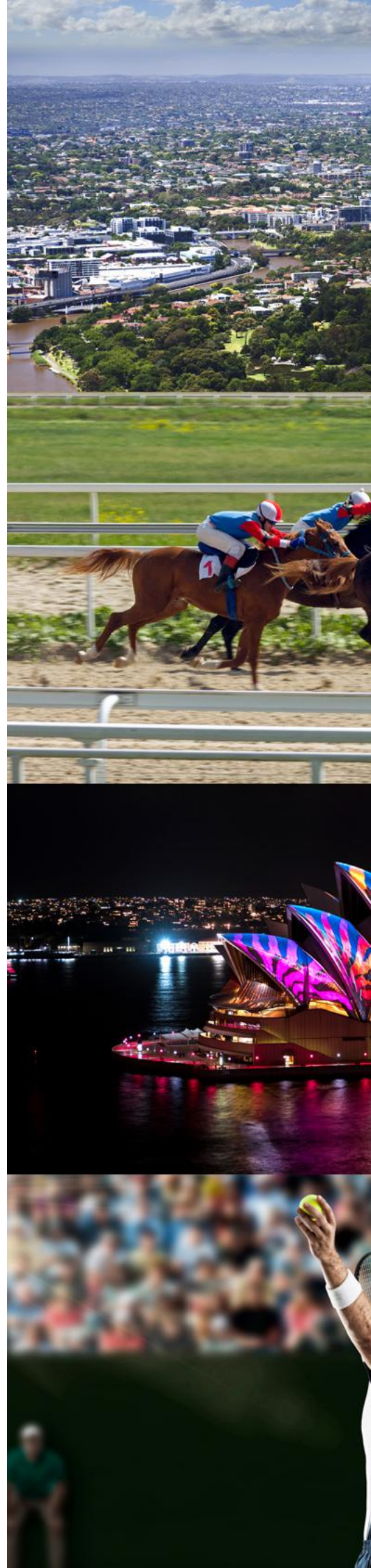
FOOD

Australia has a fantastic variety of food. Our top quality meat, fish, fruits and vegetables are exported to markets

all around the globe. There is a large range of fruit and vegetables available at Australian produce markets. You should have no difficulty in finding the foods that you are used to at home. You can sample almost every type of cuisine available throughout the world in our many restaurants. There are elegant restaurants or typical Aussie pubs. Ethnic restaurants offer cuisines from all around the world. Good food at reasonable prices can be found at bistros or cafes. For those who like takeaway, most of the major global fast food chains are well represented. The adventurous can try some of our 'bush tucker'.

TRANSPORT

With one of the highest standards of living in the world, Australia offers modern transport systems. Australia has an extensive public transport system that includes trains, buses, tramways, ferries, two major national airlines and a number of regional airlines. Metropolitan areas are divided into zones and your ticket type and cost depends on which zone you are going to travel in and for how long. Tickets can be bought at train stations, on buses and trams and at news agencies. Tourist students may drive in Australia on a valid overseas drivers license but if the document is not in the English language the visitor must carry a translation with the permit. An international driving license is not sufficient by itself. Metered taxicabs operate in all major cities and towns. You will find taxi ranks at transport terminals, main hotels or shopping centres or you can hail taxis in the street. A light and sign on the roof indicates if a cab is vacant. There is a minimum charge on hiring and then a charge per kilometre travelled. Taxi drivers do not have to be tipped.





ELECTRICITY

The electrical current in Australia is 240/250 volts AC, 50 cycles. The Australian three pin plug is extremely safe. Adaptors are usually required for most foreign appliances. A transformer may be required if you bring an appliance from overseas that operates on a different voltage.

HEALTH CARE

Australia has a very good health care system. All Australians pay a Medicare levy (additional tax) to fund the public health system and ensure everyone gets access to public system doctors, hospitals and other health care services. People who pay extra into a private health insurance fund receive certain privileges when they use private health care services. As well as the usual services available in just about any Australian suburb or town, most Australian institutions also provide special health care services and advice for students.

International students studying in Australia are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa.

COMMUNICATIONS

Australia has a modern telecommunications system with mobile and internet access generally available at low cost. Mobile phones are very popular and can be purchased from a number of retailers.

MULTI CULTURALISM

Australia is one of the most culturally diverse countries in the world. Australia's dynamic multiculturalism can be attributed to its unique combination of Indigenous cultures, early European settlement and immigration from all parts of the world. Australians value the wealth of cultural diversity and social sophistication that international students bring to our campuses and our communities. We take great care in looking after international students and helping them to adjust to the Australian way of life. International students also gain great benefits from their education in Australia and make lifelong friendships.

LANGUAGE

Although English is the official language, a host of other languages are spoken in Australia. As one of the most culturally diverse countries in the world many

Australians are naturally fluent in other languages. In Australia not only is there the opportunity to improve your English through specialist study in an English- speaking environment but all sectors of Australian education and training provide tuition in many other languages as well English as it is spoken in Australia is very easily understood by nearly all people from other English- speaking nations. As you improve your English in Australia you will learn some of our slang, and have much fun explaining the meanings to your friends and relatives at home.

RELIGION

Although Australia is predominantly a Christian country, all religions are represented in our multicultural society. Australians respect the freedom of people to practice their choice of religion. Churches, mosques, temples and synagogues are located in most major cities. Some universities have their own spiritual groups on campus.

ARTS

Australian contemporary arts reflect the world's oldest continuous cultural traditions and also a diverse, multicultural society. Our visual and performing arts communities receive international acclaim for their vibrancy, originality and cutting- edge work in the arts, literature, stage and cinema, dance, classical music and contemporary Australian rock music.

FESTIVALS

MELBOURNE

- International Comedy Festival
- International Festival of the Arts
- Chinese New Year Parade
- Moomba Festival
- International sporting events:
- Spring Racing Carnival (Melbourne Cup)
- Australian Open (Grand Slam tennis)
- Grand Prix Motor Racing
- World Series and Test cricket



Your time in Australia

ENTERTAINMENT

Campuses are centrally located for students to experience the sophistication of our cities and excitement of our entertainment facilities. There are plenty of opportunities for international students to have an enjoyable time with friends.

SPORTS AND RECREATION

Australians are very keen on sport and outdoor activities and have gained a worldwide reputation, both as individuals and as teams. Hosting the Year 2000 Olympic Games in Sydney highlighted Australia as a leading destination for international events.

Australia has national sporting organisations and state, regional and club bodies. While there are many sporting organisations, Australians also take part in bush walking, fishing, boating and water sports.

TRAVEL

During semester breaks, you may like to venture beyond the capital cities to experience more of Australia's spectacular natural environment and great physical beauty—national parks, the Great Barrier Reef, Kakadu, Uluru and the Tasmanian wilderness.

SETTING UP A BANK ACCOUNT

To open a bank account in Australia it is normally necessary to produce several forms of personal identification. Although it may depend on your chosen bank, your passport, confirmation of enrolment, letter of offer will usually be accepted as identification if you open an account within six weeks of arrival in Australia. A small amount of cash may be required when creating an account.

There are often good offers for students, so you should shop around to find the best bank for your needs. In general, banks are open from Monday to Friday. Some branches have extended trading hours during the week and may be open on Saturdays – check with your individual bank. Automatic Teller Machines (ATMs) are usually accessible 24 hours a day.

ACCOMMODATION¹

- The following types of accommodation are available for international students:
- Hostels and guest houses - \$90 to \$150 per week
- Shared rental - \$95 to \$215 per week
- On campus - \$110 to \$280 per week
- Homestay - \$235 to \$325 per week
- Rental - \$185 to \$440 per week
- Boarding schools - \$11,000 to \$22,000 a year.

COST OF LIVING¹

In addition to paying the full cost of their courses, full-fee students must meet all their own travel and living expenses, plus administrative charges levied by the institution. A single person studying in Melbourne will need about A\$ 21,041 each year in addition to the tuition fees*. This amount also depends on the type of accommodation a student chooses. An additional A\$7,362 for a person with a partner or spouse, and A\$3,152 for each child per year is required.

(*Refer to Department of Home Affairs website www.homeaffairs.gov.au for further details and updates).

COST OF EDUCATION FOR ACCOMPANYING CHILDREN

For accompanying children, additional tuition fees may be incurred for their study purposes while they are in Australia.

(Refer to <https://www.study.vic.gov.au/Shared%20Documents/en/StandardTuition-FeeRateCard.pdf>)

OTHER COSTS¹

- Groceries and eating out - \$140 to \$280 per week
- Gas, electricity - \$10 to \$20 per week
- Phone and internet - \$15 to \$30 per week
- Public transport - \$30 to \$60 per week
- Car (after purchase) - \$150 to \$260 per week
- Entertainment - \$80 to \$150 per week

WORKING IN AUSTRALIA

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 College study time and full-time during breaks.

However, work is not always easy to find and under no circumstances can students rely on income earned in Australia to pay tuition fees. Students are not permitted to work if it interferes with their study.

STUDY METHODS

In Australia, much emphasis is placed upon private (individual) study including assignments, research, learning to analyse data and present arguments about subject matter, and on being willing to defend one's argument. All these involve heavy use of libraries, intensive note taking in lectures, and active participation in the learning process (as opposed to passive listening and rote learning). To be a successful student in Australia, you will need to adapt to these methods of learning,

but most education institutions in Australia are willing to help as they offer counselling services and assistance to develop effective study skills.

Many lecturers in Australia have vast experience teaching overseas students, understand the difficulties in getting used to different study methods and they will be patient in helping you to develop new skills.

¹Prices include GST and are based on figures from www.studyinaustralia.vic.gov.au and are accurate at the time of print and are subject to change. For more information and latest figures, please refer to above website. Certain accommodation mentioned can be booked prior to arrival. Two weeks advance notice is required before you depart for Australia. Further details can be obtained from our student support staff.

*The Australian Government provides information and guidance on managing your finance. You can read more at: www.moneysmart.gov.au



ESOS Framework

International education: ensuring quality and protecting student

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 that 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 can be accessed from the following link <https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>

The following are some information from the fact sheets.

AUSTRALIAN LAWS PROTECT INTERNATIONAL STUDENTS

As a student on a student visa, you benefit from Australian laws that ensure high standards of education, facilities and support services while you are in Australia. You also have rights to information about your course and the institution you wish to study with before and during your enrolment. The Education Services for Overseas Students (ESOS) framework offers you financial protection in case your education institution does not deliver what it has promised you. You can find out more about the framework at <https://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.aspx>.

BEFORE YOU BEGIN YOUR STUDIES

CHOOSING A COURSE TO STUDY

As an international student, you can only study a course with an education institution listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All institutions registered on CRICOS have met the quality standards set out in Australian law, which ensures you receive the best possible education services. CRICOS is a good place to start when you want to find a course or education institution to study with, and can be found at <http://cricos.education.gov.au>.

USING AN EDUCATION AGENT

International students do not have to use an education agent. You can enrol directly with an Australian education institution. Information about what education institutions offer is usually on their websites. If you want to use an education agent, it's best to pick one used by the institution you want to study at. You can find a list of education agents on the institution's website.

The law requires institutions to use only education agents that act honestly and with integrity. Agents must give you accurate

advice about the courses on offer, including entry requirements, and information about living in Australia. You should still be careful and alert when dealing with agents to ensure you enrol in a course that is suitable for you and will help you achieve your learning goals.

In Australia, education agents cannot give you information on visa and immigration matters – only migration agents can do this. You can find out more about using migration agents at the Department of Home Affairs website at www.homeaffairs.gov.au/trav/visa-1.

If you think your education agent might be behaving dishonestly or unethically, you should stop using them immediately and contact your education institution directly.

WRITTEN AGREEMENTS OR CONTRACT BETWEEN THE STUDENT AND INSTITUTION

Under Australian law an education institution must have an acceptance agreement with you outlining the services they will provide, all the fees you are required to pay, and conditions for refunds of money you pay for the course.

The acceptance agreement is a legal contract. You should read it carefully and make sure you fully understand what it says before signing it. You and your education institution must follow whatever is set out in the Acceptance Agreement once you have accepted it, so you should keep a copy of it. Should you ever make a complaint about your institution, you will need to refer to your written agreement.

YOUR RIGHTS BEFORE YOU ENROL

Even before you enrol with an education institution, under Australian law you have the right to:

- receive current and accurate information about the courses, entry requirements, all fees and modes of study from your institution and your institution's agent before you enrol
- sign an Acceptance Agreement with your institution before or at the time you pay fees. You do not have to pay the institution any money or fees until you accept the agreement
- seek a refund in certain situations for course money you have paid. Information about refund arrangements must be included in your Acceptance Agreement
- get the education you paid for. The law includes tuition protections that will allow you to be placed in another course or receive a refund if your institution is unable to teach your course (known as a provider default), visit <https://tps.gov.au/> for more information
- access complaints and appeals processes
- request to transfer to another institution and

have that request assessed by your institution.

PAYING YOUR TUITION FEES

In Australia there are also very strong protections for students' fees. From 14 December 2015, changes to Australian law give international students more choice about how they pay their fees. Previously you could not pay more than 50 per cent of your fees before you started a course. Now you can choose to pay more than 50 per cent of your tuition fees before you start. For example, you or the person who is paying your fees may decide this is a good idea if the Australian dollar exchange rates mean you will save money by paying more of your fees early.

Your education institution may ask you if you would like to pay more than 50 per cent of your fees before you start your course. This is your choice. Your institution cannot require you to pay more, unless you are doing a short course of 25 weeks or less. If your course is longer than 25 weeks, you cannot be asked to pay more than 50 per cent of your tuition fees before you start.

Your institution may wish to organise a payment plan so you can start regularly paying the rest of your tuition fees once you start the course. Your Acceptance Agreement should include an itemised list of all the fees you will be charged for your course, including your tuition fees and how they will be paid, and refund arrangements.

Should you ever make a complaint about your institution, you will need to refer to your Acceptance Agreement.

YOUR RESPONSIBILITIES AS AN INTERNATIONAL STUDENT IN AUSTRALIA

YOUR STUDENT VISA

As an international student on a student visa, you must:

- comply with your student visa conditions
- ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa
- tell your institution if you change your address or other contact details
- meet the terms of your Acceptance Agreement with your education institution

maintain satisfactory course progress and attendance. Information about visa conditions for student visa holders is available on the Department of Home Affairs website at www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students, or call 131 881 on Monday – Friday from 8.30am to 4pm inside Australia (except public holidays).

ESOS Framework

WHO?	WHY?	HOW?
Australian Technical and Management College	For policies and procedures that affect you	Speak with your provider. Go to ATMC Website at atmc.edu.au
Department of Education and Training	For your ESOS rights and responsibilities	https://internationaleducation.gov.au/ ESOS Helpline: 1300 615 262
Department of Home Affairs	For visa matters	www.homeaffairs.gov.au Phone 131 881 in Australia Contact the Department of Home Affairs office in your country.

More detailed information regarding ESOS Framework can be viewed on <https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/esos-regulations/pages/default.aspx>



How to apply

1. Please carefully read the information below to ensure your student application form is complete to enable processing. If you need assistance with completing your application form, please contact our Enrolment Officer on vetadmissions@atmc.edu.au or call +61 3 8327 3100.

2. Choose the program/ course that best suits your interests and career goals.

3. Go to our website atmc.edu.au, click [Apply Now] at homepage, and register via VET enrol system. Remember to attach all relevant certified documents. Ensure you read the payment and refund, terms and conditions and ATMC policies and procedures on atmc.edu.au

4. Once you have submitted your completed Application Form - International Student, you will get a letter of offer if you meet our application assessment criteria. If you do not meet our application assessment criteria, you/ your agent will be notified in writing.

5. Completed student application forms will be processed by the College and the application assessed on the basis of the information supplied. The participants

for each program offered by the College will be selected in a manner that reflects access and equity principles. Completion of the student application form does not imply that the College will make an offer to the student. When prospective students apply to enter the College to study, the following procedure applies to the processing of applications:

FOR VET COURSES

- The College will assess the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification.

The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.

- If the applicant's educational qualifications do not meet the College's admission requirements, other factors may be considered at the discretion of the college. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:

- Mature age, and or proof of being 18 years or older at the proposed date of commencement

- Work experience
- Attitude and aptitude
- Previous academic results
- Attendance /participation rate in a previous college
- Ability and skills to function in an academic environment
- Possibility to succeed in his/her academic endeavours

- Having arrived at an admission decision for applicants' educational qualifications, their English language skills (language and literacy) will be assessed. If the applicant has a satisfactory IELTS score or equivalent (listed under entry requirements), the applicant will be offered a place in the chosen course.

- If an applicant cannot produce a satisfactory IELTS score or equivalent and if there are doubts about the English language skills to cope in an academic environment, the decision will be made based on PTR results, the applicant will be advised to enrol in an ELICOS course, for an appropriate duration until the student achieves the equivalent of the IELTS score required by the course. The applicant will be issued with a Letter of Offer and Acceptance Agreement International Student with relevant.

PRE-TRAINING REVIEW

All individuals interested in undertaking courses offered at ATMC will undergo a PTR (Pre-training review) process to determine the suitability of the individuals' preferred course or qualification as per the institute's documented policies and procedures.

This PTR process includes a PTQ (pre-training questionnaire), LLN (Language, Literacy, and Numeracy) assessment and PTI (pre-training interview). The PTR process helps determine if the course chosen by the individual learners would be the most suitable and appropriate for them by identifying their aspirations and interests, existing educational attainment and capabilities, competencies previously acquired, i.e. Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or credit transfer, experiences and aptitude as well as determining ACSF core skills level (literacy and numeracy skills), and digital capability.

Based on the outcomes of the PTR process, we can ascertain that the proposed learning strategies and materials are suitable for the individual learner. In addition, each student is provided with information about the most suitable training options. If any gaps in ACSF core skills, or specific learning needs or difficulties are identified, an individualised support program will be developed to assist them to complete the course. The PTR process outcomes and records maintained will inform Student Support Services to assist in the development of an appropriate training plan.

How to apply

- Applicants wishing to accept the offer must pay the fee requested in the Letter of Offer and Acceptance Agreement, complete, sign and date the Letter of Offer and Acceptance Agreement and return it to ATMC.
- Once the completed acceptance agreement and the fee are received (and cleared by the bank) an electronic Confirmation of Enrolment (eCOE) will be generated and sent to the student/ the student's agent/ representative.
- Applicants must then apply for a student visa at their Australian Student Visa issuing centre and make travel arrangements to arrive in Australia in time to commence their course.

FOR ELICOS COURSES

Applicants are required to take Cambridge English placement test (CEPT) to be placed in an appropriate ELICOS course/level and duration.

ATMC provides a high standard for the provision of international education in Australia. This is demonstrated by highly qualified trainers, a concentration on industry currency and professional development, as well as a close connection between Vocational Education and Training (VET), ELICOS and Higher Education sectors.





AUSTRALIAN TECHNICAL
& MANAGEMENT COLLEGE

Contact us

ATMC Melbourne Head Office

355, Spencer Street, West Melbourne, VIC 3003

Telephone: +61 3 8327 3100

Email: info@atmc.edu.au

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