



# **Elite Education Vocational Institute**

**RTO Code: 45018 CRICOS Code: 03546G**

## **Marketing Brochure**

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# WELCOME TO ELITE EDUCATION!

Elite Education Vocational Institute (EEVI) is a Registered Training Organisation (RTO) that is aimed to become the leading vocational and training organisation in Australia.

The mission of Elite Education Vocational Institute is to ensure that our graduates are well-educated, global citizens that are influencers in their respective industries and in society in general.

The motto of Elite Education Vocational Institute is three Latin words: i.e., *Cognitio* (Cognition), *Sapientiam* (Wisdom) and *Veritas* (Truth), which represent the three stages of knowledge formation by human beings:

Stage 1: Obtaining knowledge through learning – the Cognition process (i.e., Vocational Education studies);

Stage 2: Applying knowledge and skills through practice – Obtaining wisdom;

Stage 3: Creating new knowledge & innovation by exploring the truth of the world.

Elite Education Vocational Institute (EEVI) takes great pride in the quality of courses and services we deliver to students who wish to gain highly recognised Australian Vocational Education Qualifications. As one of the leading education providers, EEVI currently offers students the following world-class business qualifications:

- **BSB50215 - Diploma of Business (CRICOS Code: 093456J);**
- **BSB60215 - Advanced Diploma of Business (CRICOS Code: 093457G);**
- **FNS50215 - Diploma of Accounting (CRICOS Code: 093458G)**

EEVI has two campuses. Its Sydney CBD campus is located in the Central Business District (CBD) of Sydney at 770-772 George Street, Sydney NSW 2000. It is close to all public transport facilities (trains and buses), restaurants (e.g., Chinatown), shopping centres, affordable accommodation, a range of prospective employment opportunities and an exciting nightlife. Its North Sydney campus is in North Sydney CBD and neighbouring North Sydney Stanton library. Both campuses are fully equipped with student classrooms, refreshment areas, free Wi-Fi, computers, and printing facilities.

EEVI provides students a supportive and nurturing education environment. We rank the enhancement of students' education outcomes and welfare as the most prioritised mission of the Institute. To create a multicultural learning environment, we welcome students from different countries. New students will quickly become part of our EEVI family and they learn in safe, friendly, multicultural classrooms where they are encouraged to participate and develop the personal skills and confidence to gain a career in accounting, business management and public relations or take the pathway to a Bachelor's degree in Australia.

Overall, Elite Education Vocational Institute aims at not only helping students to acquire the knowledge as a learner, but also providing life-long learning support to its students throughout their whole career. Knowledge acquisition needs patience, confidence, and persistence! Elite Education Vocational Institute will be always with you and help you to solve your problems!

We look forward to welcoming you to Elite Education Vocational Institute and hope that your time with us will provide you with the skills and knowledge to enhance your career and potential success.

# COURSE INFORMATION

## 1. BSB50215 - Diploma of Business (AQF Level 5) (CRICOS Code: 093456J)

This course is accredited by Australian Skills Quality Authority (ASQA). You can check this accredited course from <https://training.gov.au/Organisation/Details/45018>. The Diploma of Business is designed for individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals 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. In summary, this business qualification is designed for:

- Individuals aspiring to build careers requiring business competencies
- Individuals wanting to master the essential business skills to coordinate, organise and allocate resources to meet organisational objectives
- Those wishing to upgrade business management skills in line with current best business practice.

The key learners for this qualification are international learners on a Student Visa who are required to attend 75% face to face study + 25% online study. Learners are international students and over 18 years of age. They have either completed their education to a level, which is equivalent to an Australian Senior High School, College or University, or are able to provide evidence with relevant work experience from their country of origin.

The duration of this course is 52 week in calendar Year, which include 36 weeks in academic calendar (9 weeks per term x 4 terms) and 16 weeks in holidays & study breaks.

Elite Education Vocational institute is responsible for compliance of training and assessment of this accredited qualification and all learners who have completed all Unit of Competency in this qualification will be issued with the nationally recognised AQF documentation, i.e., BSB50215 - Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

The course structure is as below:

Term	Unit Code	Unit Title	Nominal Hours
Term 1	BSBADM502	Manage meetings	80
	BSBADM506	Manage business document design and development	100
Term 2	BSBHRM501	Manage human resource services	80
	BSBHRM506	Manage recruitment selection and induction processes	100
Term 3	BSBMKG501	Identify and evaluate marketing opportunities	80
	BSBMKG502	Establish and adjust the marketing mix	100
Term 4	BSBINM501	Manage an information or knowledge management system	100

	BSBINN501	Establish systems that support innovation	80
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## 2. BSB60215 – Advanced Diploma of Business (AQF Level 6) (CRICOS Code: 093457G)

This course is accredited by Australian Skills Quality Authority (ASQA). You can check this accredited course from <https://training.gov.au/Organisation/Details/45018>. The Advanced Diploma of Business reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions. The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities. It is designed for:

- Individuals aspiring to build careers in senior business roles
- Individuals wanting to master the essential business skills in planning and managing business processes.
- Those wishing to upgrade leadership skills in line with current best business practice.

The key learners for this qualification are international learners on a Student Visa who are required to attend 75% face to face study + 25% online study. Learners are international students and over 18 years of age. They have either completed their education to a level, which is equivalent to an Australian Senior High School, College or University, or are able to provide evidence with relevant work experience from their country of origin.

The duration of this course is 52 week in calendar Year, which include 36 weeks in academic calendar (9 weeks per term x 4 terms) and 16 weeks in holidays & study breaks.

Elite Education Vocational institute is responsible for compliance of training and assessment of this accredited qualification and all learners who have completed all Unit of Competency in this qualification will be issued with the nationally recognised AQF documentation, i.e., BSB60215 – Advanced Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

The course structure is as below:

Term	Unit Code	Unit Title	Nominal Hours
Term 1	BSBADV602	Develop an advertising campaign	100
	BSBADV604	Execute an advertising campaign	80
Term 2	BSBINN601	Lead and manage organisational change	80
	BSBMGT615	Contribute to organisation development	100
Term 3	BSBMKG605	Evaluate international marketing opportunities	80
	BSBMKG606	Manage international marketing programs	100
Term 4	BSBMGT616	Develop and implement strategic plans	100

	BSBCON801	Establish and review the business continuity management framework and strategies	80
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### 3. FNS50215 - Diploma of Accounting (AQF Level 5) (CRICOS Code: 093458G)

This course is accredited by Australian Skills Quality Authority (ASQA). You can check this accredited course from <https://training.gov.au/Organisation/Details/45018>. The Diploma of Accounting reflects professional accounting job roles in financial services and other industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines. The qualification is suited to the needs of individuals who possess significant theoretical accounting skills and knowledge that they would like to develop in order to create further educational or employment opportunities. It is designed for:

- Individuals aspiring to build careers in commercial accountant roles;
- Individuals wanting to work as public accountant roles, e.g., tax advisor.
- Those wishing to upgrade skills in line with current best accounting practice.

The key learners for this qualification are international learners on a Student Visa who are required to attend 75% face to face study + 25% online study. Learners are international students and over 18 years of age. They have either completed their education to a level, which is equivalent to an Australian Senior High School, College or University, or are able to provide evidence with relevant work experience from their country of origin.

The duration of this course is 52 week in calendar Year, which include 36 weeks in academic calendar (9 weeks per term x 4 terms) and 16 weeks in holidays & study breaks.

Elite Education Vocational institute is responsible for compliance of training and assessment of this accredited qualification and all learners who have completed all Unit of Competency in this qualification will be issued with the nationally recognised AQF documentation, i.e., FNS50215 - Diploma of Accounting. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.

The course structure is as below:

Term	Unit Code	Unit Title	Nominal Hours
Term 1	FNSACC301	Process financial transactions and extract interim reports	100
	BSBFIA401	Prepare financial reports	80
Term 2	FNSACC501	Provide financial and business performance information	40
	FNSORG505	Prepare financial reports to meet statutory requirements	50
	FNSACC506	Implement and maintain internal control procedures	50
	FNSACC504*	Prepare financial reports for corporate entities	40
Term 3	FNSACC507	Provide management accounting information	60
	FNSACC503	Manage budgets and forecast	60

	FNSACC505	Establish and maintain accounting information systems	60
Term 4	FNSACC502	Prepare tax documentation for individuals	80
	FNSACC601**	Prepare and administer tax documentation for legal entities	100

\* FNSACC504 has two prerequisite units' requirements: FNSACC301 Process financial transactions and extract interim reports, and BSBFIA401 Prepare financial reports.

\*\* FNSACC601 has one prerequisite unit's requirement: "FNSACC502 - Prepare tax documentation for individuals"

## KEY DATE AND FEES

### a) Key Date

There are 4 terms in a year and classes may be held at either City Campus or North Sydney Campus and timetable may be subjected to a weekday schedule or weekend schedule.

#### Year 2018

	Commencement Date	Census Date	End of Semester
Term 1	08/01/2018	25/01/2018	09/03/2018
Term 2	09/04/2018	27/04/2018	07/06/2018
Term 3	16/07/2018	03/08/2018	14/09/2018
Term 4	08/10/2018	26/10/2018	07/12/2018

#### Year 2019

	Commencement Date	Census Date	End of Semester
Term 1	07/01/2019	25/01/2019	08/03/2019
Term 2	08/04/2019	26/04/2019	07/06/2019
Term 3	15/07/2019	02/08/2019	13/09/2019
Term 4	07/10/2019	25/10/2019	06/12/2019

#### Year 2020

	Commencement Date	Census Date	End of Semester
Term 1	06/01/2020	23/01/2020	06/03/2020
Term 2	06/04/2020	24/04/2020	05/06/2020
Term 3	13/07/2020	31/07/2020	11/09/2020
Term 4	05/10/2020	23/10/2020	04/12/2020

## b) Fee Structure

The Tuition Fee below is applied for both Domestic and International Students

Course	Tuition fee per Term	No. of Terms	Total Tuition Fee*
BSB50215 - Diploma of Business	\$1,500	4	\$6,000
BSB60215 - Advanced Diploma of Business	\$1,500	4	\$6,000
FNS50215 - Diploma of Accounting	\$1,500	4	\$6,000

### Other Compulsory Fee

- **Application Fee** International Student: \$250  
Domestic Student: \$200
- **Changing CoE Fee** Only for International Student - \$100 (once only);
- **Total Material fee** All students: \$200
- **Overseas Student Health Cover (OSHC):** Only for International Student - Varied according to course duration (international students are required to obtain OSHC for proposed duration of their study)

### Ancillary Fees

- **Airport Transfer Service** All students: \$150 (one way)
- **Homestay Placement and Support Fee** All students: \$300 (once only)
- **Late Payment Fee** All students: \$120
- **Re-assessment Fee** \$100 (Only applies when student needs re-assessment)
- **Late Assessment Fee** \$50 (Only applied when student fail to be assessed by due date and without compelling reasons \$50 per assessment)
- **RPL Processing Fee** \$120 Only applied when student applies for RPLs. Fee is per RPL assessment

\* NOTE: The tuition fees only covers the cost of tuition, which do not include other expenses related to study (i.e., textbooks) and living. The tuition fees and other charges may vary each year. International students' fee are protected by Australian Government Tuition Protection Services (TPS). For more information, please visit [www.tps.gov.au](http://www.tps.gov.au)

## c) Fee Payment Arrangement

Fee details for International Students	Amount in \$AUD
Application fee	\$250.00
COE amendment fee (if COE needs to be changed)	\$100.00
Total Material fee (\$50/Term for the printing of class materials, class test/quiz, and assessment cover forms)	\$200.00
Total tuition fee	\$6,000.00
Grand Total	\$6,450.00
Total First Payment	\$1,800.00



### Installment Schedule for International Students

Study Period Installments	Due Date	Application Fee	Material Fee	Tuition Fee	Total in \$ AUD
01	Immediately after Student Written Agreement is signed.	\$250	\$50.00	\$1,500.00	<b>\$1,800.00</b>
02	End of Term 1	-	\$50.00	\$1,500.00	<b>\$1,550.00</b>
03	End of Term 2	-	\$50.00	\$1,500.00	<b>\$1,550.00</b>
04	End of Term 3	-	\$50.00	\$1,500.00	<b>\$1,550.00</b>

### Fee details for Domestic Students

	Amount in \$AUD
Application fee	\$200.00
Total Material fee (\$50/Term for the printing of class materials, class test/quiz, and assessment cover forms)	\$200.00
Total tuition fee	\$6,000.00
Grand Total	<b>\$6,400.00</b>
Total First Payment	<b>\$1,750.00</b>

### Installment Schedule for Domestic Students

Study Period Installments	Due Date	Application Fee	Material Fee	Tuition Fee	Total in \$ AUD
01	Immediately after Student Written Agreement is signed.	\$200	\$50.00	\$1,500.00	<b>\$1,750.00</b>
02	End of Term 1	-	\$50.00	\$1,500.00	<b>\$1,550.00</b>
03	End of Term 2	-	\$50.00	\$1,500.00	<b>\$1,550.00</b>
04	End of Term 3	-	\$50.00	\$1,500.00	<b>\$1,550.00</b>

## TUITION FEES REFUND POLICY FOR INTERNATIONAL STUDENTS

EEVI fully complies with the ESOS Act 2000 and its amendments including the Tuition Protection Service (TPS).

Under Section 47D, the written agreement with the student outlines the various circumstances under which a refund can be made and the amount due.

1. The application fee, \$250 is non-refundable
2. There is no refund if the student defaults (NB i. all internal and external appeals processes must be exhausted and ii. the TPS director and DIBP must be informed within 5 days). A student defaults by:
  - i. Not starting on the agreed day and location (and has not previously withdrawn)
  - ii. Failing to pay an amount payable to EEVI
  - iii. Breaching a condition of his/her visa
  - iv. Misbehaving (Note: the student is entitled to natural justice under subsection 47A (3)).
3. If a student's visa is refused prior to commencement (through no fault of their own) (Section 47A of the ESOS Act), then EEVI will fully refund tuition fees to the student (Enrolment Fee and Changing CoE Fee are not refundable);
4. Refunds will be paid:
  - i. within 4 weeks after the day of default in the case of visa refusal (or where EEVI has not entered into a written agreement with the student (Section 47E) or
  - ii. Within 4 weeks from when EEVI receives a written claim form from the student (Section 47D).

Refunds must be paid either to the student or the person specified in the agreement between EEVI and the student.

5. In the event of a student withdrawing from a course, an application for a refund must be made in writing to EEVI.
  - i. If the notice is received by EEVI at least 28 days before the course starts, a refund of 75% of tuition fees will be made (after deduct the enrolment fee of \$250).
  - ii. If the notice is received by EEVI prior to, but less than 28 days before the course starts, a refund of 50% of tuition fees will be made (after deduct the enrolment fee of \$250).
  - iii. If the notice is received by EEVI on or after the course starts, no refund will be made. If an exceptional circumstance exists, a refund will be given on a case by case basis (after deduct the enrolment fee of \$250).
6. In the event of EEVI defaulting\*, EEVI will advise the student in writing of their default, how they intend to fulfil their obligations under the ESOS Act. Within 14 days of the day of default, the:
  - i. total unexpended tuition fee may be refunded to students OR
  - ii. EEVI may offer an alternative (replacement) course or part of a course in accordance with subsection 46D(4). The student must advise in writing within fourteen days whether he or she accepts this arrangement.

\* If a provider ceases to offer a course or courses before the student has finished the course, this is 'provider default' under the Education Services for Overseas Students Act 2000. The default date is the date the Institute stopped providing the course. Provider defaults can include the course not starting on the agreed starting day; the course ceasing before it is completed, or the course not being provided in full to the student, and the student having not withdrawn before the default day.

7. In circumstances where a default has occurred and EEVI cannot satisfy their obligations, the TPS Director will be advised. The TPS Director will then invite relevant providers to participate in a placement round.

*This fees refund policy does not remove students' rights to take further action under Australian Consumer Protection laws.*

Enrolment Fee	Non-refundable
<b>Tuition Fees</b>	
Visa refused prior to course commencement	Full refund less enrolment fee of \$250
Withdrawal at least 28 days (prior to agreed start date)	75% refund of tuition fees less administration fee of \$250
Withdrawal less than 28 days (prior to agreed start date)	50% refund of tuition fees less administration fee of \$250
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Visa extension is refused	Return of unused tuition fees
Withdrawal from study - current students	Refund of unused tuition fees (of the following term/s)* *Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s
Compulsory Health Insurance (Student visa holders only)	Refer to OSHC provider
Airport Pick-up	Full Refund if service cancelled prior to flight arrival

## TUITION FEES REFUND POLICY FOR DOMESTIC STUDENTS

This Policy details the refunds payable to Domestic Students who withdraw from the course after having paid their fees to Elite Education Vocational Institute. The request for refund must be made in writing to the Principal Executive Officer by using the Refund Application Form.

1. No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged that any refunds due are payable to a third party.
2. Where a refund is approved, Elite Education Vocational Institute will make payment of refunds within 28 days of receipt of Refund Application Form.
3. The application fee, \$200 is non-refundable;
4. For New Students:
  - If a student withdraws any time before the agreed start date, he/she will receive a full refund of prepaid fees less a \$200 application fee and \$50 materials fees;
  - If a student withdraws any time after the start date, but before the census date he/she will receive a 75% of prepaid fees less a \$200 application fee and \$50 materials fees;
  - If a student withdraws after the census date there will be no refund of fees.
5. For Continuing Students:
  - If a student withdraws any time before the agreed start date, he/she will receive a full refund of prepaid fees less \$50 materials fees;

- If a student withdraws any time after the start date, but before the census date he/she will receive a 75% of prepaid fees less \$50 materials fees.
  - If a student withdraws after the census date there will be no refund of fees.
6. No tuition fee refund is payable if:
    - The terms and conditions of the contract between the student and EEVI are breached.
    - The student's enrolment is cancelled by EEVI due to student's misconduct.
  7. The following fees are non-refundable:
    - Fees charged for administrative services (for example, late fees, materials fee, and reprints of transcripts).
    - Protection of student fees. Protection of student fees are in place by way of an Australian Government recognised Tuition.
  8. Where a refund is payable, the refund is made in Australian dollars, within 28 days from the date the student lodges a written request for a refund of their tuition fees.
  9. EEVI Default:
    - Under the Australian Student Tuition Assurance Scheme (ASTAS), if Elite Education Vocational Institute is unable to fulfill its obligations to complete a course. The new ASTAS will facilitates the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider).
    - Elite Education Vocational Institute defaults if the course they offer does not start on the agreed starting day.
    - Elite Education Vocational Institute defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
    - If Elite Education Vocational Institute defaults, EEVI will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
  10. Elite Education Vocational Institute will give the student a statement that explains how the refund amount has been worked out.
  11. Elite Education Vocational Institute dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
  12. This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
  13. The refund policy is subject to review from time to time.

## **ADMISSION REQUIREMENTS**

### **For International Students:**

- a) **English language equivalence requirements**
  - English is the student's first language; or
  - IELTS 5.5 with no sub band scores less than 5.0; or
  - Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
  - A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
  - Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or

- Completion of an English communication skills program appropriate for specific programs approved
- b) **Educational and other qualifications, skills, and other prerequisites**
- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
  - For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

### **For Domestic Students:**

- A recognised secondary (high school) qualification; or
- Completion of AQF Level 4 study (e.g., Certificate IV); or
- minimum skills, knowledge, resources, work environment and work experience necessary for student success in their chosen VET course of study. This will include determination of minimum English language, literacy and numeracy skills required for the course level.

## **ADMISSION PROCESS**

All international and domestic students applying to study at Elite Education Vocational Institute must complete the Student Application Form and submit it to the Administration Office for assessment. Applicants who wish to apply through one of Elite Education Vocational Institute's authorized agents can find authorized agents information from the Institute's website.

For a completed application, the applicants must attach certified copies of transcripts of all relevant previous studies and the evidence of meeting English language equivalence requirements. If documents are in a language other than English, a certified English translation of each document must be provided together with certified copies of original documents. Upon successful assessment, Elite Education Vocational Institute will issue a conditional or unconditional offer of admission, together with instruction for applicant accepting the offer. Administration Office will advise students if their application is unsuccessful.

## **EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS) LEGISLATION**

The *Education Services for Overseas Students Act 2000*, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students. Fact sheets for students and providers are now available on the Department of Education and Training website. (<https://www.education.gov.au/qualifications-recognition-esos-framework-tuition-protection-service>)

# OVERSEAS STUDENT HEALTH COVER – INTERNATIONAL STUDENT ONLY

Overseas Student Health Cover (OSHC) is the private health insurance that international students and their dependents are required to purchase as a condition of their Student Visa. The Institute will arrange with a private health fund, to facilitate the provision of OSHC for international students. Students should note that it is a condition of their Student Visa to maintain current. OSHC pays the cost of most medical and hospital treatments that may be required while studying in Australia and will contribute to the cost of prescription medicines and emergency ambulance transport.

## LEGAL INFORMATION AND ADVICE

LawAccess NSW is a free government telephone service that provides legal assistance for people who have a legal problem in NSW. They can provide you with information about your legal problem and contact details for services that might be able to assist you.

If you are calling from outside Australia you can contact LawAccess NSW by calling +61 2 8833 3190 between 9am and 5pm, Monday to Friday, Australian Eastern Standard Time (AEST) or Australian Eastern Daylight Time (AEDT).

Legal Aid NSW has a number of specialist services that provide help over the phone.

Youth Hotline 1800 10 18 10

Child Support Service 02 9633 9916 (Sydney) or 1800 451 784 (regional)

Mental Health Advocacy Service 02 9747 6155

Veteran's Advocacy Service 02 9219 5148

Prisoners Legal Service 02 8688 3888

For any further legal information and advice, please see website: [www.lawaccess.nsw.gov.au/](http://www.lawaccess.nsw.gov.au/) or calling 1300 888 529

The Redfern Legal Service for NSW will provide legal services to International students:  
<https://rlc.org.au/our-services/international-students>

Other useful links include:

- [Anti-Discrimination Board of NSW](#)
- [Community Legal Centres NSW](#)
- [Aboriginal Legal Service \(NSW&ACT\)](#)

- [PIAC Public Interest Advocacy Service NSW](#)
- [Community Restorative Centre](#)
- [Gay and Lesbian Legal Rights Centre](#)
- [HIV/AIDS Legal Centre](#)
- [Women's Legal Services NSW](#)

Your rights as a consumer - [Consumer Action Law Centre](#)

Your rights as a tenant - [Tenants Union of Victoria](#)

Refugee and immigration legal issues - [Refugee and Immigration Legal Centre Inc.](#)

Your rights at work - [JobWatch](#)

Specialist legal advice for women - [Women's Legal Service Victoria](#)

If in any doubt, please contact the EEVI Administration Office, who will assist you through referral to the appropriate agency.

## WORK RIGHTS– INTERNATIONAL STUDENT ONLY

Students are not permitted to work until their course is started. Students can work up to 40 hours fortnightly while their course is in session (excluding any work undertaken as a registered component of study or training) and they can work unlimited hours during scheduled course breaks. Family members of students are not allowed to work until the student begins the course. They are allowed to work up to 40 hours fortnightly at all times. Students should contact the Department of Immigration and Border Protection (DIBP) in Australia for the latest requirements as these requirements vary.

## LIVING IN AUSTRALIA

There are many websites providing information on living in Australia. These few are useful:

<http://www.australia.gov.au/information-and-services/education-and-training/international-students>

<https://www.livingin-australia.com/>

<https://www.border.gov.au/Trav/Life>

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs> - this is a good site identifying the costs of living in Australia

[https://www.internationalstudent.com/study\\_australia/living\\_in\\_australia/](https://www.internationalstudent.com/study_australia/living_in_australia/)

If you have a school aged dependent, you will be required to pay full fees if enrolled in either a government or non-government school. Check the government's education website in the state you will be living in.

## RECOGNITION OF PRIOR LEARNING (RPL)

Applicants wishing to apply for recognition of their previous studies should indicate in the relevant section of the Student Application Form and also complete RPL Application Form. Students need to complete this form and provide the necessary documentation (i.e. descriptions of subjects previously studied) and return it along with the Student Application Form to the Institute. The RPL policy and RPL Application Form can be found on Institute website: [www.ee.edu.au](http://www.ee.edu.au)



## **COURSE COMPLETION EXPECTATIONS– INTERNATIONAL STUDENT ONLY**

International students enrolled in the Institute are expected to complete their awards within the normal duration of the course as specified in their offer letter and candidature rules. The Institute may allow students to undertake no more than 25% of their total course by distance and/ or online learning. However students may not enroll exclusively in distance or online learning units in any compulsory study period. There are defined compassionate and compelling circumstances that the Institute may consider in the event that an international student is unable to complete their course within the expected duration, are unable to meet attendance requirements, or wish to defer, suspend or cancel their enrolment. Please contact the Institute staff for further information.

## **COURSE ADVICE SERVICES**

All institute students in Australia must formally enrol in their course, either electronically or by submitting an enrolment form. Enrolment for Elite Education Vocational Institute is conducted in the week prior to the commencement of classes each semester. During enrolment students are given course advice to ensure they are enrolled in both the correct course and units of study. Assistance is given throughout the process to ensure each student is successfully enrolled. For new students enrolment is an opportunity to meet academic administrative staff and managers from The Institute and to have any queries or concerns resolved.

## **ORIENTATION PROGRAM**

An orientation session is conducted before classes begin and is compulsory for all newly enrolled students. The program includes information about student support services, facilities, healthcare, obtaining legal advice; what to do in an emergency and contact details of the Institute staff that can assist. In addition information is given about the rights and responsibilities of The Institute students including information about complaints, appeals and the legal requirements regarding study and residence in Australia. Orientation also includes guidelines about how to study The Institute courses successfully and an introduction to Australian culture, society and life. In addition to the formal processes described above, students have their first opportunity to meet with fellow students and staff.

## **SOCIAL ACTIVITIES PROGRAM**

An ongoing social activities program runs throughout each term and provides opportunities for students to enjoy a range of activities outside study. These include occasional weekends or one day excursions to various locations in Sydney.

## **VOCATIONAL ACTIVITIES**

Elite Education Vocational Institute paid significant attention to train the students with employability skills. Some industry visit, workshop, or seminar may be available for students.

## **ACADEMIC AND ENGLISH LANGUAGE SUPPORT**

Continuing study assistance is provided by specially trained staff on an individual or group basis to assist students with note taking, referencing, essay and report writing, paraphrasing, grammar, oral presentations, researching, time management and exam preparation.

## **COUNSELLING SERVICE**

Elite Education Vocational Institute provides a free and confidential counselling service. Counsellors can help students adjust to their new environment, deal effectively with difficult personal situations and advocate on behalf of students.

## **FIRST AID SERVICES**

First Aid Kits and supplies are kept on the premises. The Institute staff respond immediately to requests for first aid assistance.

## **OTHER SERVICES**

### **a) Pre-Departure Information and Assistance for International Students**

Elite Education Vocational Institute provides information and advice about how to prepare for arrival in Australia and what to expect on arrival. A pre-departure kit is sent to all students before they leave their home country. Students may also contact our friendly admissions staff for more information.

### **b) Airport Reception and Airport Pick Up**

New students arriving from overseas or interstate are met at Sydney Airport by the Institute friendly staff or senior students and are transferred by car or bus to their prearranged accommodation. Students are then assisted with basic needs such as changing currency (for international students), telephoning home, buying food and any other items. Students are required to make a request for airport pick-up at least two weeks in advance (conditions and charges apply). Contact our admissions staff for details

### c) **Accommodation and Settling In**

Our dedicated student support staff can help organise accommodation for students in advance of their arrival. Every effort is made to enable students to acquire the accommodation best suited to their needs. Staff will assist students to settle quickly and successfully into their accommodation and to familiarise the new environment.

## **FACILITIES**

### **1. Teaching Facilities**

Elite Education Vocational Institute provides contemporary learning facilities for students. There are fully equipped lecture facilities with audio visual projection equipment, computer and internet access and appropriate software. There are study areas for groups and individuals in addition to teaching rooms. Staff and students may use computers, photocopiers, scanners and audio visual projectors to facilitate successful teaching and learning.

### **2. Library Facilities**

Students have access to library, photocopying, and printing services. The Institute Library collection includes books, journals, audio-visual materials as well as other resources and provides workspace for students. Students also have free access to the e-Library & online research database (i.e., ProQuest) at the all institute's campuses.

### **3. WIFI, Internet Access, and E-learning**

Elite Education Vocational Institute provides students with free WIFI and internet access when they are on campus. We also have e-learning system, Moodle system to facilitate students' learning. Students can access Moodle system at anytime, anywhere with internet access.

## **ACCOMMODATION OPTIONS**

Several options are available for students, including rental accommodation, shared accommodation and homestay. Most international students prefer to share rental accommodation to reduce costs. The Institute staff assist students to find accommodation. Although accommodation is usually readily available, the beginning of each semester is a very busy time and accommodation may take a little longer to find during these periods. Homestay with an Australian family who provide accommodation and meals is a good option

for international students. Students need to make a request for this service at least two weeks in advance and conditions and charges apply.

## **INFORMATION PRIVACY**

EEVI will collect information from students and prospective students, either electronically or in hard copy format. In collecting personal information the EEVI complies with the requirements of the Australian Privacy Principles (APP) set out in the Privacy Act 1988 (Cth) as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. EEVI, as a registered training provider in Australia is required to collect information from learners in accordance with data provision requirements and information standards. To comply with EEVI's legal and regulatory obligations, including disclosure and reporting to the Commonwealth, State and Territory government agencies for planning, evaluative and administrative and funding purposes; and, to the Department of immigration and Border Protection for visa issues. EEVI's Privacy Policy can be found on EEVI's website under Policies.

## **STUDENT CONTACT DETAILS**

Students must notify EEVI of their contact details, including their Australian phone number (mobile and/or landline number), email address and residential address; and, students must maintain these personal details with EEVI administration. Students must advise EEVI of their Australian address within seven days of arriving in Australia and within seven days of any change of address. In addition, students are obligated to provide a local point of contact in the case of any emergency arising. This is a requirement of a Student Visa.

## **SCHOOL-AGED DEPENDENTS**

There are requirements for compulsory school attendance for children or dependents of international students. In New South Wales 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, Institute or university that they enrol in whilst in Australia.

## **CONTACT DETAILS**

### **Elite Education Vocational Institute**

City Campus: Level 5, 770-772 George Street, Sydney NSW 2000

North Sydney Campus: Level 2, 1 James Place, Sydney NSW 2000

Tel: 61 2 9211 4958 (City Campus); 61 2 99575588 (North Sydney Campus)

Website: <http://www.ee.edu.au> Email: [admission@ee.edu.au](mailto:admission@ee.edu.au)

**Principal Executive Officer (PEO)**

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**Student Service Manager**

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