

OVERSEAS STUDENTS

The Academy seeks to make your student experience happy and rewarding. The Academy's International Student Manager can help you with accommodation information, orientation to Melbourne, public transport or any other issues that are concerning you. For information and appointments contact the Admissions/Enquiries Office.

Course Requirements

If you hold an overseas student visa you must make satisfactory academic progress in your studies. This means trying at all times to ensure you complete your course by the period specified on your Confirmation of Enrolment form. This is known as the 'expected duration' - usually the length of the course as listed on CRICOS, or the time it would ordinarily take a full-time domestic student to complete the same course load. Under some circumstances you may be permitted to extend your expected duration. Further information is available [here](#).

Your tutors will monitor your attendance and assessment in accordance with the Academy's policies. If you have not completed or demonstrated competency in at least 50% of the coursework requirements in a semester the Academy will use its Intervention Strategy to help you get back on track. If your progress continues to be unsatisfactory for a second semester the Academy is obliged to report you to the Department of Immigration and Border Protection (DIBP) and your visa may be cancelled.

Health Cover

You must ensure that your Overseas Student Health Cover remains up to date for the duration of your student visa.

Change of Contact Details

As a requirement of your overseas student visa you must tell the Academy's Administration Office within seven days of any change in your address or phone number.

Fees

Current fees for overseas students are available on the Academy website [here](#). The Academy's refund policy is also posted on the website [here](#). Fees paid in advance by overseas students are protected by the Commonwealth Government's Tuition Protection Service (tps.gov.au). For more details see the Statement of Tuition Assurance in this handbook or at [college/assurances/](#) on the Academy website.

English Language Assistance

The Academy's student selection processes are designed to identify language, literacy and numeracy needs. In some cases a student's needs may not be evident until after a course commences. Where a student requires assistance with English the Overseas Student Coordinator will ensure additional support is available. Should the assistance fail to ensure a student's successful achievement of the necessary learning outcomes the student will be referred to an English language provider to seek specialist help.

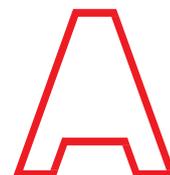
Transferring to another provider

The National Code requires that students wishing to transfer to another registered education provider within the first six months of their enrolment must obtain a letter of release from their current provider. (Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced.)

In regard to releasing current students, the Academy's broad policy is to agree to all transfer requests unless there are particular factors that need to be taken into consideration. These factors are that the student requesting a transfer has an accurate understanding of what the transfer represents to their study options, or that they still owe the Academy course fees or that it is suspected that they are seeking transfer only to avoid being reported to DIBP for unsatisfactory progress. The Director will make any final decision as to whether to refuse a letter of release for any student.

Letters of release would always be provided when or if:

1. Academy of Design Australia registration or that of the Course has been revoked.
2. Sanctions imposed on Academy of Design Australia by the Australian government prevent the student from continuing in the course.
3. A government sponsor deems that the transfer is in the best interest of their student.



Policy: Overseas Students

Endorsed by	Director
Date created	January 2016, based on existing website documentation
Revision date(s) and scope	April 2016 – minor review of role titles and clarification to ensure compliance with the ESOS National Code
Next review date	January 2019

The following procedure will apply to students wishing to transfer OUT of the Academy of Design Australia within the first six months of enrolment:

- Students make a written request (email is satisfactory) to the Enrolment Officer to transfer to another provider.
- The student is asked to provide a valid offer of enrolment from the new institution.
- With these documents sighted, the Enrolment Officer will assess the transfer request considering the following questions:
 - Does the student have any outstanding fees payable? (If they do, these must be paid before a letter of release can be provided.)
 - Is the student fully aware of the study issues involved in the transfer? (EO checks any notes on student records.)
 - Is the student simply trying to avoid being reported to DIBP for unsatisfactory course progress? (Again EO checks the relevant notes on student records.)

If the answers to the above are satisfactory and in accordance with policy, the letter of release will be granted at no charge to the student. The student will also be advised of the need to contact DIBP to seek advice on whether a new student visa is required.

- The Enrolments Office report student's termination of studies through PRISMS.
- If any of the answers are unclear, they should be referred to the Registrar to interview the student and gain a fuller understanding of the circumstances.
- The Registrar will make a recommendation to the Director if they believe the request should be refused or alternatively grant the letter of release. The Director will inform the student in writing of a negative outcome with reasons and indicate that the student may access the student appeal process as detailed in the Student Manual if they seek a review.

Notes:

- The above assessment procedure should not take more than 48 hours once the student has provided all of the necessary documentation.
- All requests, considerations, decisions and copies of letters of release should be placed on student's file.
- The approval of transfer of a student to another institution does not indicate the agreement to provide any refund. Refunds are governed by the refund policy independent of this policy.

Useful websites:

www.studyinaustralia.gov.au This government website is a great source of help, information and useful links.

<http://www.border.gov.au/> Check this website of the Department of Immigration and Border Protection for the latest information on visa requirements.

internationaleducation.gov.au For information about your rights and responsibilities as an overseas student studying in Australia.