## 2016 Tuition Fees for International Students effective 17 July 2015

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Note: Deposits
- Non-refundable deposit of $500 applies to package with Diploma
- Non-refundable deposit of $3000 applies to package with Advanced Diploma or Bachelor Degrees

### Events with Hospitality

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<tr>
<th>CRICOS Course Code</th>
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### Events with Travel

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**DIRECT INTO DIPLOMA OF EVENTS - PRIOR EXPERIENCE IN HOSPITALITY INDUSTRY IS PREFERRED**

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### SYDNEY CAMPUS

#### FOODS

**Commercial Cookery**

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<th>CRICOS Course Code</th>
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**Patisserie**

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<td>$36,200</td>
<td>Feb, July</td>
<td>Sydney</td>
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</table>
‘William Angliss Institute graduates come with a confidence and core understanding of basic business theory and practical understanding of how to utilise it’

Grant Gray

Director of Sales and Marketing, Melbourne Marriott
At William Angliss Institute we understand that success requires a balance of expert knowledge and hands-on experience. Our first-class facilities and expert teaching will provide you with the confidence and experience to be a leader in your chosen field, opening doors to employment opportunities globally.

**Specialist Centre**
William Angliss Institute’s central Melbourne and Sydney facilities include innovative live and simulated classrooms with state-of-the-art information technology, designed to help you perform in real workplaces.

On campus we have three operational restaurants and a conference centre where students can experience first-hand the thrill of creating delicious dishes and serving tables of satisfied patrons. Students learn how to cope with the day-to-day challenges of food service and event management at real events.

Students access wireless internet across the campus and the student portal puts learning resources, timetables, student news and forums at your fingertips. Ultimately our cutting edge facilities are about making you job-ready with the tools you need to follow your passion anywhere in the world.

**Recognition of Excellence**
The Institute’s commitment to educational excellence has been recognised with a number of awards, including:

- Victorian International Education Awards 2014 Finalist for Excellence in International Education (TAFE)
- Victorian International Education Awards 2014 Winner, Career and Employment Outcomes
- Best Education or Training Provider Award at the Australian Event Awards Finalist
- Australian International Training Provider of the Year 2014 – Finalist
- Victorian International Student of the Year 2014
- Victorian TAFE Culinary Challenge 1st Place
- 2014 Dilmah High Tea Challenge Gold Medal Winners
- Australian Event Awards Finalist
- Victorian Vocational Student of the Year Awards Finalist

**Global experience and a global reputation**
William Angliss Institute reaches far beyond Australian shores. With four joint venture campuses in China; the William Angliss Institute Centre for Education and Training (CET) in Singapore and our delivery of William Angliss qualifications in Sri Lanka at the Colombo Academy of Hospitality Management, our experience and reputation for being a leader in the hospitality and tourism training extends beyond our Australian operations. Furthermore, our offshore operations incorporate consultancy projects and training around the world; working with governments and private enterprise to grow the hospitality and tourism business of our training partners.

Winner of the Victorian International Education Awards 2014 – Career and Employment Outcomes
Finalist – Australian International Training Provider of the Year 2014
Melbourne, the major events capital of Australia

Melbourne is Australia’s centre for international sporting, arts and cultural events and William Angliss Institute is actively involved in training and recruitment support. To ensure a relevant educational experience, the Institute’s students are exposed to real industry environments and opportunities that are designed to enhance knowledge and understanding of the workforce. They are provided support and practical assistance to identify, apply and secure employment experience.

A wide variety of events and opportunities are presented for students to ‘make the most’ of employment opportunities. These include:

- Melbourne Food and Wine Festival – more than 100 students participate in the festival. Students are provided the opportunity to experience working at the annual World’s Longest Lunch event, which hosts lunch for more than 1,500 visitors at popular Melbourne destinations.
- Major events including the Spring Racing Carnival, Melbourne Formula 1 Grand Prix, Australian Open Tennis and the Grand Prix Moto GP.
- Professional Networking events with over 60 alumni/industry leaders in attendance. Students had the opportunity to engage with leaders from the hospitality, tourism, events and foods industries.
- A Mentoring Program was launched in 2014 for Higher Education students matching industry related professionals with WAI bachelor degree students.

ANNUAL CAREERS AND EMPLOYMENT EXPO

The Annual Careers and Employment Expo is a highlight of the student calendar. With over 30 employers attending promoting casual, placement and graduate opportunities. Exhibitors include:

- Accor Group
- The Ascott Hotels group
- Crown Melbourne
- Disney Cruise Line
- Grand Hyatt and Park Hyatt Melbourne
- Hamilton Island Enterprises
- Hilton Hotels
- Intercontinental Hotels Group
- The Langham Melbourne
- Melbourne Marriott Hotel
- Parkroyal Hotels and Resorts
- Starwood Properties
- Sheraton Melbourne
- The Westin, Melbourne
Membership of key industry bodies

» Association for Academic Language and Learning
» Australian Culinary Federation
» Australian Hotels Association
» Australian Industrial Group – Confectionery Sector
» Australian TAFE Tourism Hospitality Educators Association
» Australian Meat Industry Council
» Career Development Association of Australia
» Careers Guidance Association
» Clubs Victoria
» Council for Australasian University Tourism and Hospitality Education
» Eco Tourism Australia
» Foodservice Suppliers Association Australia
» International Centre of Excellence in Tourism and Hospitality Education (THE-ICE)
» International Special Events Society
» Meetings and Events Australia
» Melbourne Food and Wine Tourism Council

» National Association of Graduate Career Advisory Services
» National Association of Travel Agents Singapore
» Professional Executive Housekeepers’ Network
» Professional Tour Guides Association of Australia
» SACEOS Singapore
» Quality in Education and Training Network
» Restaurant and Catering Victoria
» TAFE Directors Australia
» TAFE Libraries Association of Australia
» Tourism Alliance Victoria
» Victorian TAFE Association Victorian TAFE International
» Victorian TAFE Libraries Association
» Victorian Tourism and Hospitality Educators Network
» Victorian Tourism Industry Council
» Young Tourism Network YMEA
Melbourne Campus

William Angliss Institute’s main campus lies in the heart of Melbourne, the world’s most liveable city*. Culturally diverse without being overwhelming in size, Melbourne is welcoming, multicultural and lively.

At William Angliss Institute, students learn in some of Australia’s best quality and most specialised facilities in foods, tourism, travel, hospitality and events.

555 La Trobe Street, Melbourne, VIC 3000

*Economist Intelligence Unit’s liveability survey 2014 - The ranking, which provides scores for lifestyle challenges in 140 cities worldwide
THE CAMPUS FACILITIES INCLUDE:

CULINARY
» 11 fully equipped training kitchens
» Four fully equipped training bakeries
» Coffee Academy
» Fully equipped meat processing rooms
» Confectionery training centre
» Research and development kitchen
» 4 Demonstration kitchens & lecture theaters
» Patisserie kitchens
» 2 Cake decorating rooms
» Chocolate Laboratory
» Two food technology laboratories

HOSPITALITY
» Three training restaurants open to the public
  The Angliss Restaurant, Occasions Restaurant and The Bistro
» Two Cafes
» Hotel reception and reservation training centre
» Coffee Academy
» Hotel business training room
» Three hotel accommodation training suites
» Wine sensory classroom
» Gaming training centre

TRAVEL AND TOURISM
» Reservation training room featuring fully automated, live travel ticket systems
» Event Management training suite
» Commercial conference centre

GENERAL
» 110 classrooms
» 400 computer terminals
» Student Recreation Lounge and kitchen with pool tables, table tennis
» Free wireless internet
» Learning Resource Centre and Library, a modern learning space with over 150 computers, private study rooms and extensive information resources
» Medical centre and doctors on campus
» Uniform and equipment retail outlet onsite
The area is conveniently located in a residential and mixed business area. Tree lined streets and small cafes make this area a perfect place to study and it is just a short walk to the action of downtown Sydney!

Practical, hands-on classes combined with state-of-the-art facilities and purpose-built learning areas make us a standout amongst training providers.

Restaurant
Our newly developed restaurant, "Waterloo Dining", a boutique dining room, is open to the public and provides cookery, patisserie and hospitality’ students opportunity for real life practice in their training program.

Public transport
William Angliss Institute is only a short walk (5–10 minutes) from Sydney Central Station where buses and trains run regularly.

Student Support
William Angliss Institute Sydney has a comprehensive and holistic approach to student wellbeing, including support in achieving academic goals, personal counselling, career development and extra English language support. Support with assignment planning, assessment tasks, organisational skills, transition services and accessing resources is given upon request. Our campus takes a personal interest in each student to ensure that they succeed in their studies.

Links to industry
Over the past 12 years, William Angliss Institute has established strong links to the best of Sydney’s restaurant and hotel scene. These strong and productive relationships enable us to provide support to students looking for part time work. We currently work with some of Sydney’s leading restaurants, including; Catalina at Rose Bay, Rockpool Bar and Grill, Fratelli Fresh, Cafe Nice, The Apollo, QT, Aria, Guillaume at Bennelong, Bondi Icebergs Bar and Grill, Est and Quay.
‘We are always on the hunt for good staff and look to William Angliss’

Monty Koludrovic
Head Chef, Icebergs Dining Room, Bondi NSW
See the chart below for the multiple ways you can progress through William Angliss Institute into employment or further study.

**Australian Qualification**

- **Degree**
  - Graduates at this level have broad and coherent knowledge and skills for professional work.
  - Example Career Outcomes: Director, Manager, Business Owner, Researcher, Market Leader, Strategist, Advisor
  - Up to 1.5 years’ credit towards degree

- **Advanced Diploma**
  - Graduates at this level have broad knowledge and skills for highly skilled paraprofessional work.
  - Example Career Outcomes: General Manager, Business Owner, Coordinator, Franchisor, Supervisor
  - Up to 1 year’s credit towards degree

- **Diploma**
  - Graduates at this level have specialised knowledge and skills for skilled paraprofessional work.
  - Example Career Outcomes: Supervisor, Coordinator, Business Operator, Manager, Assistant Manager

- **Certificate IV**
  - Graduates at this level have theoretical and practical knowledge and skills for specialised skilled work.
  - Example Career Outcomes: Operations Coordinator, Account Manager, Senior Consultant, Officer

- **Certificate III**
  - Graduates at this level have theoretical and practical knowledge and skills for work.
  - Example Career Outcomes: Assistant, Technician, Receptionist, Attendant, Clerk, Sales Agent, Guide

Pathways

The chart shows the duration of study and progression of each course. The total course duration is subject to satisfactory completion of each course. For example, to enter an Advanced Diploma or Diploma course students may need to complete a Certificate III or Certificate IV qualification.

Food Trades and Culinary Arts
- Certificate III in Commercial Cookery
- Certificate III in Patisserie
- Certificate III in Retail Bakery (combined)
- Certificate III in Commercial Cookery
- Certificate III in Patisserie
- Certificate IV in Food Science and Technology
- Certificate IV in Food Science and Technology* special prerequisite conditions
- Diploma of Food Science and Technology

Hospitality and Hotel Management
- Certificate III in Hospitality
- Diploma in Hospitality
- Certificate III in Hospitality IPP
- Diploma in Hospitality
- Certificate III in Hospitality IPP
- Diploma of Food Science and Technology
- Diploma in Hospitality
- Advanced Diploma in Hospitality

Travel and Tourism
- Certificate III in Tourism
- Diploma of Travel & Tourism
- Advanced Diploma of Travel & Tourism
- Certificate III in Travel
- Diploma of Travel & Tourism
- Advanced Diploma of Travel & Tourism
- Certificate III in Guiding
- Diploma of Travel & Tourism
- Advanced Diploma of Travel & Tourism

Events
- Certificate III in Tourism
- Diploma of Events
- Advanced Diploma of Events
- Certificate III in Travel
- Diploma of Events
- Advanced Diploma of Events
- Certificate III in Guiding
- Diploma of Events
- Advanced Diploma of Events
- Certificate III in Hospitality
- Diploma of Events
- Advanced Diploma of Events

* Entry with credit subject to successful completion of Diploma or Advanced Diploma

Indicates packaged courses with an additional qualification (students will receive an offer letter which includes both the lower and higher principal course. A Confirmation of Enrolment will be issued for each qualification)
Why a Degree?
Each course is structured to provide you with critical and strategic thinking skills and contains a major focus on management. A degree qualification offers many opportunities for leadership, management and collaboration both here and overseas. They offer a balanced combination of practical and theoretical perspectives that can be readily applied for a future with tourism and hospitality operators, resorts and hotels, event and meeting planning, community groups, government and tourism authorities.

What sets our program apart from other courses?
As the leading provider of food, tourism, hospitality and events; our specialist degrees focus on vocational outcomes, experiential learning and industry placement and are designed specifically for the tourism, hospitality and culinary industries.

Essential for a successful career in the hospitality and tourism industry is skills, experience and a recognised quality qualification. Our Bachelor degree programs provide all three components for a pathway to career success.

Work Integrated Learning
During your studies, you will consolidate your learning and gain practical experience through Work Integrated Learning. The Institute connects you to opportunities through long-standing partnerships, memberships, professional affiliations and multiple industry networks. Together with dedicated staff from the Bachelor course, the Angliss Careers and Employment service facilitates these relationships and also offers work opportunities. The work can be on a full time or casual basis, and students are paid at the appropriate award rate.

Specialist academic culture
Our academic staff draw on their diverse disciplines, extensive industry experience, current research activities and up to date knowledge to ensure that subjects are fresh and engaging. The depth of teaching experience is reflected in the innovative and creative teaching practices which develop broad knowledge, critical thinking skills, problem solving skills and communication skills among students over the course of the degree.

Work rights after study
The Australian Government currently offers post-study work arrangements for graduates who have spent at least two academic years studying a degree in Australia, and who have complied with their visa conditions.

Each graduate may apply for two year’s work rights on successful completion of their course.

Please refer to the following website for more information www.border.gov.au/Trav/Visa-1/485.

Looking for that edge when you’re seeking work in Australia and overseas? We give our degree graduates the ideal balance of business skills, industry insights and real world experience to take on exciting management roles anywhere you choose.

Degree Programs
Bachelor of Tourism and Hospitality Management

The Bachelor of Tourism and Hospitality Management equips you with the management knowledge, technical skills and insights into the dynamic tourism and hospitality industry. Graduates can recognise the challenges and opportunities in tourism and hospitality from the local level to the global scale.

BACHELOR OF TOURISM AND HOSPITALITY MANAGEMENT

CRICOS Code: 058617K
Course Code: CRS1201421
Campus: Melbourne
Intakes: Feb, Jul
Duration: 4 yrs FT

Specialist Subjects

Hospitality and Tourism specialist subjects include:
» Food and Beverage Management
» Foundations in Hospitality and Tourism
» Destinations and Attractions
» Resort and Hotel Operations
» Current Issues in Tourism

These build on a foundation of management subjects including:
» Economics and global impacts
» Organisational behavior
» Strategy and innovation
» Risk and legal issues
» Research methods
» Financial concepts.

You can draw on an extensive range of specialised electives to further pursue your study interests.

CAREER PATHS

Your Bachelor of Tourism and Hospitality Management could lead you to positions such as:
» Hotel Manager
» Business Owner
» Front Office Manager
» Tourism Operator
» Tourism Representative
» Event Coordinator

Degree course progression for Bachelor of Tourism and Hospitality Management and Bachelor of Culinary Management

Degree course progression for Bachelor of Tourism and Hospitality Management and Bachelor of Culinary Management

Year 1
Semester 1
4 Subjects
Semester 2
4 Subjects
Year 2
Semester 1
4 Subjects
Semester 2
4 Subjects
Year 3
Semester 1
4 Subjects
Semester 2
Industry Work Placement
Year 4
Semester 1
4 Subjects
Semester 2
4 Subjects

‘The William Angliss Institute internship coordinator really helped me in securing a great opportunity at InterContinental Hanoi Westlake’

Andy Nguyen
Vietnam
Bachelor of Tourism and Hospitality Management
Front desk agent - InterContinental Hanoi; Food & Beverage - InterContinental, Melbourne

The William Angliss Institute internship coordinator really helped me in securing a great opportunity at InterContinental Hanoi Westlake’
‘I now offer a strong level of customer service to all guests and colleagues. I now know how to make a business more sustainable and operate successfully’.

Fernando Daniel Amatore Rodrigue - Argentina

Bachelor of Culinary Management

Food and Beverage
Park Hyatt Melbourne
The Bachelor of Culinary Management integrates experiential learning with academic rigour to prepare you for working in the lively world of the culinary industries. From culture and cuisine to wine and artisanal products, graduates have the broad knowledge and specialist skills to become innovative professionals in the field.

Specialist food and wine knowledge is underpinned by a comprehensive management stream, bringing together the theoretical and practical dimensions of culinary management.

**BACHELOR OF CULINARY MANAGEMENT**

- CRICOS Code: 058616M
- Course Code: CRS1201422
- Campus: Melbourne
- Intakes: Feb, Jul
- Total Duration: 4 yrs FT

**Specialist Subjects**

Culinary management specialist subjects include:

- Introduction to Culinary Arts
- Culture and Cuisine
- Culinary Artistry
- Wine Design
- Gastronomic Issues and Perspectives
- Food and Beverage Knowledge

A solid management foundation is offered by subjects including:

- Economics
- Finance
- Organisational behavior
- Human resource management
- Strategy and innovation.

You can pursue your areas of interest through a range of electives from specialised subjects in culinary, events, tourism and hospitality management.

**Field trips and experiential learning**

Experiential learning and sensory engagement are essential components of the Bachelor of Culinary Management. Cookery demonstrations and culinary experimentation in the classroom put theoretical concepts into practice, while leading chefs, food writers and other industry experts share their passion and knowledge with you in the classroom. Visits to award-winning restaurants, wineries, artisanal food producers and specialty retail outlets expose you to what makes the culinary industry so dynamic and rewarding.

**CAREER PATHS**

Your Bachelor of Culinary Management could lead you to positions such as:

- Restaurateur
- Specialist food and wine retailer
- Food and beverage manager
- Corporate hospitality manager
- Catering operator

Already completed related studies in Australia or overseas? You could receive up to 2 years credit towards our degree programs.
Bachelor of Event Management

The Bachelor of Event Management provides students with the skills and knowledge to design and deliver dynamic events across a range of industries such as sporting, food and wine, music, business and community events.

Specialist food and wine knowledge is underpinned by a comprehensive management stream, bringing together the theoretical and practical dimensions of culinary management.

**Specialist Subjects**
- Fundamentals of Event Practices
- Event Design
- Marketing and Communication for Events
- Business Development in the events industry
- Event evaluation and innovation

A strong management foundation is delivered through a range of subjects including:
- Management Fundamentals
- Financial Concepts
- Introduction to Marketing
- Risk and Legal issues
- Revenue Management
- Sustainable Operations

You are able to personalize your learning through a range specialist electives such as Sporting Events, Community Events and Festivals and Business Events and Conferences.

**Experiencing world class venues and events**
Your learning moves beyond the classroom through the opportunity to connect with industry through field trips to world-class venues, sports stadiums, hotel conference and banqueting departments and live events. Learning directly from experts and specialists, both in the field and as invited guest lecturers, you will experience the application of theory to current practice.

**CAREER PATHS**
Your Bachelor of Event Management could lead you to positions such as:
- Event Manager
- Event and Sponsorship Executive
- Event Coordinator
- Festival Manager
- Event Project Manager

**Degree course progression for Bachelor of Event Management**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester 1</th>
<th>4 Subjects</th>
<th>Semester 2</th>
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<td>Year 2</td>
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The Study Abroad program at William Angliss Institute provides the opportunity for you to study in Australia for six or twelve months, allowing you to transfer the credits to your home institution or broaden your educational experience. The program will enable you to study for a period of one semester or two semesters in any Bachelor degree course. You will be able to choose subjects that will help you to meet the subject requirements of the course at your home institution or you could broaden your educational experience by studying subjects not available at your home institution. You will be awarded a transcript of subjects undertaken that can be used for gaining credit back home or your future employment applications.

What will I study?
All students must study full time by selecting a minimum of three and no more than four subjects (from year one and two degree studies) to complete within one semester. This is a total of 24 credit points where each subject is worth 6 credit points (this is equivalent to 3 to 4 credit points in USA and Japan).

Entry Requirements
To apply you must have:
> Completed at least one full-time year of study at an accredited tertiary institution, or
> Successfully completed senior secondary school studies considered to be at a similar level to Australian Year 12,
> Achieved at least a passing grade average, and
> Meet the minimum English language requirements for Bachelor degree, if English is not the first language.
For over 75 years, the Institute has been a leader in cookery, patisserie and food processing and has produced some of Australia’s best-known chefs. We are devoted to providing industry-relevant training to bakers, pâtissiers, chefs and food technicians. Our expert trainers encourage you to master traditional methods and innovate which results in graduates who are fully equipped for industry.

Culinary Studies

For over 75 years, the Institute has been a leader in cookery, patisserie and food processing and has produced some of Australia’s best-known chefs. We are devoted to providing industry-relevant training to bakers, pâtissiers, chefs and food technicians. Our expert trainers encourage you to master traditional methods and innovate which results in graduates who are fully equipped for industry.

Talented and professional teachers

William Angliss Institute’s culinary teachers and trainers are industry-current and have many years of experience in diverse industry environments, including international and local five-star hotels and resorts, fine dining establishments, airlines and specialised cafés. Many have achieved success in international and Australian culinary competitions, are noted for their regular contributions to various publications, television shows and radio programs, and have maintained strong industry links.

Their knowledge, expertise, professional pride and enthusiasm ensure our students graduate with professional confidence, a wide range of sought-after skill sets and ready to take on the challenge of being our future industry leaders.

COOKERY

Develop the fundamental skills and knowledge required in professional cooking and kitchen management using our state of the art facilities and leading chef trainers. Your career starts here and will take you as far as your passion and experience will take you.

PATISSERIE

Indulge your passion for the sweet life with the delicious art of the pâtissier or pastry chef. Learn to make professional gateaux, pralines, pastries and desserts from industry experts as they reveal traditional and contemporary techniques and the secrets of artistic presentation.

BAKERY

In this program, students will learn commercial styles of baking and specialist lines such as artisan style breads using sourdough, wood firing and tandoori. If you choose a pastry specialisation, you will undertake training in the new dessert style of cake making, royal icing decorating, chocolate work and pastry production.

FOOD SCIENCE AND TECHNOLOGY

Studies in food science and technology incorporate chemistry, biology and microbiology and prepare you to work in a myriad of roles across the food industry, including quality assurance, food production, research and development and food safety.
Careers in Food

Commis Chef
This is a junior or apprentice chef position to work and learn in every area of the kitchen.

Cook
Prepares food items and set up stations for menu, as instructed by Chef and compliant with standards.

Kitchen Chef
Responsible for food preparation, menu creation and administration tasks.

Chef de Partie
Responsible for a section of the kitchen, such as larder, grill or pastry.

Sous Chef
Second in command in a kitchen, in charge of food preparation, managing staff and some administrative duties.

Executive Chef
Top position in the kitchen hierarchy. Management duties that an executive chef may be required to perform include complaints resolution and financial management.

Assistant Pastry Chef
Assistant to pastry chef.

Pastry Cook
Front line pastry, cake and dessert production.

Pastry Chef
Pastry, cake and dessert production with experience and some responsibility for menu development.

Pastry Sous Chef
First assistant to Executive Pastry Chef.

Executive Pastry Chef
Oversees all aspects of the pastry and dessert production in large restaurant operations, including human resources, menu and production.

Baker

Bakery Manager

Food Technologist

Sources:
http://www.livingin-australia.com/salaries-australia/
http://www.benchmark.co
http://www.payscale.com

DISCLAIMER: Salaries are indicative and approximate only. Employment contracts and packages are variable.
Commercial Cookery

William Angliss Institute is Victoria’s leading provider of cookery training. The Institute’s students are tomorrow’s leading cookery professionals, with courses designed to give students the very best preparation for a career as a professional chef. You’ll develop the fundamental skills and knowledge required in professional cooking and kitchen management using state of the art facilities.

On completion of the Certificate programs in Commercial Cookery you may extend your studies (Diploma and Advanced Diploma of Hospitality) to broaden your understanding of hospitality and prepare for management roles in the industry.

**CERTIFICATE III IN COMMERCIAL COOKERY**

- CRICOS Code: 080895D
- Course Code: SIT30813
- Campus: Mel/Syd
- Intakes: Feb, Jul
- Duration: 12 months FT

Subject areas include:
- Basic Methods of Cookery
- Appetisers and salads; stocks, sauces and soups
- Vegetables, fruit, egg and farinaceous dishes
- Preparing and cooking meat, poultry and seafood
- Cakes, pastries and breads
- Desserts
- Customer relations and hospitality knowledge
- Health and safety, security and workplace hygiene
- Buffets
- Cost effective menus
- Menus for special dietary and cultural needs

**CERTIFICATE IV IN COMMERCIAL COOKERY**

- CRICOS Code: 080896C
- Course Code: SIT40413
- Campus: Mel/Syd
- Intakes: Feb, Jul
- Duration: 18 months FT

Subject areas include:
- Cook-chill and cook freeze foods
- Gateaux, tortes and cakes
- Chocolate confectionery
- Kitchen management
- Team management
- Finance management
- Lead and manage people
- Coordinate cooking operations
- Quality control
- Stock control

Extend your studies for another 6 months to also attain a Certificate IV in Patisserie.
### DIPLOMA OF HOSPITALITY

**CRICOS Code:** 080892G  
**Course Code:** SIT50313  
**Campus:** Mel/Syd  
**Intakes:** Feb, Jul  
**Duration:** 2 years FT

Subject areas include:
- Business operations
- Hospitality budgeting
- Workplace diversity
- Legal knowledge for business
- Rostering
- Service quality

### ADVANCED DIPLOMA OF HOSPITALITY

**CRICOS Code:** 080893F  
**Course Code:** SIT60313  
**Campus:** Mel/Syd  
**Intakes:** Feb, Jul  
**Duration:** 2.5 years FT

Subject areas include:
- Subject areas include:
- Business planning
- Financial operations
- Human resource management
- Marketing strategies
- Asset management

### CAREER PATHS

These courses could lead you to positions such as:
- Executive chef
- Sous chef
- Chef de partie
- Kitchen chef
- Qualified cook
- Commis chef

### STUDY PATHS

On successful completion of the Advanced Diploma, you will be eligible to apply for entry with advanced standing credits into the Bachelor of Tourism and Hospitality Management or the Bachelor of Culinary Management offered by William Angliss Institute.

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In this hospitality program, students are involved in on-site training restaurants providing a holistic approach to their development. Other specialised units include petits fours, pastries, breads and artisan skills of chocolate and sugar decorations.

A qualification in patisserie opens up global opportunities to work in leading hotels, restaurants and boutique patisseries worldwide. Our trainers are internationally experienced and recognised leaders in their specialised fields. This specialist course offers the opportunity to learn unique skills of professional gateaux, pastries and restaurant desserts. You will be trained in innovative techniques and expert knowledge in patisseries creations required by the hospitality industry.

On completion of the Certificate programs in Patisserie you may extend your studies (Diploma and Advanced Diploma of Hospitality) to broaden your understanding of hospitality and prepare for management roles in the industry.

STUDY PATHS
On successful completion of the Advanced Diploma, you will be eligible to apply for entry with advanced standing credits into the Bachelor of Tourism and Hospitality Management or the Bachelor of Culinary Management offered by William Angliss Institute.

CAREER PATHS
These courses could lead you to positions such as:
- Business Owner
- Executive Pastry Chef
- Pastry Sous Chef
- Pastry Chef
- Pastry Cook
- Assistant Pastry Chef

Extend your studies for another 6 months to also attain a Certificate IV in Commercial Cookery.
‘My dream when I was young was to become a professional pastry chef. To study at William Angliss is a wonderful way to fulfill my dream.’

Pei Chun Chen
Taiwan
Certificate IV in Patisserie
Baking

Our specialist programs allow you to undertake units in both the bread making stream and the cake and pastry stream, leading to greater employment opportunities.

We provide you with in-depth knowledge and a broad understanding of baking practices and science. You will learn to create a range of specialty cakes and desserts including tiered, special occasion, wedding, novelty, traditional and modern cakes. The courses will provide you with multi-skilled knowledge including basic cooking methods, confectionery products, sourdough products, and espresso coffee.

**CERTIFICATE III IN RETAIL BAKING (COMBINED)**

- **CRICOS Code:** 080743J
- **Course Code:** FDF30710
- **Campus:** Melbourne
- **Intakes:** Feb, Jul
- **Duration:** 12 months FT

Subject areas include:
- Techniques of bread making
- Production of artisan breads
- Production of pastry
- Production of meringue-based products
- Cake decorating
- Production of sponges and cakes
- Chocolate and confectionery
- Gateaux and torte production and decorating
- Knowledge of food safety program and procedures.

**CERTIFICATE IV IN ADVANCED BAKING**

- **CRICOS Code:** 080744G
- **Course Code:** FDF40811
- **Campus:** Melbourne
- **Intakes:** Feb, Jul
- **Duration:** 18 months FT

Subject areas include:
- Bakery management
- Basic methods of cookery
- Coffee making
- Cake and dessert production
- Confectionery
- Occupational health and safety management
- Quality control and food safety
- Baking science
- Sourdough products
- Production of specialty cakes
- Tiered/specialty cakes
- Prepare and serve espresso coffee.

**STUDY PATHS**

<table>
<thead>
<tr>
<th>6 Months</th>
<th>12 Months</th>
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<th>30 Months</th>
<th>36 Months</th>
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# Food Science and Technology

Studies in food science and technology incorporate chemistry, biology and microbiology and prepare you to work in a wide range of roles across the food industry.

Through in-depth classroom instruction and industry visits, you will learn how to make food healthier, tastier and safer for consumers. You will benefit from classroom learning along with practical instruction from industry experts as well as visits to food and beverage manufacturers. As a graduate you will have a number of career options available to you in areas such as product development, quality assurance and food safety.

## Subject Areas

### Certificate IV in Food Science and Technology

- **CRICOS Code:** 07946M
- **Course Code:** FDF40311
- **Campus:** Melbourne
- **Intakes:** Feb, Jul
- **Duration:** 12 months FT

Subject areas include:
- Food safety
- Microbiology
- Sensory analysis
- Chemistry
- Food spoilage and preservation
- Food processing of cereals, fruits, vegetables, fats & oils, ice cream
- Meat science.

### Diploma of Food Science and Technology

- **CRICOS Code:** 081347B
- **Course Code:** FDF50311
- **Campus:** Melbourne
- **Intakes:** Feb, Jul
- **Duration:** 18 - 24 months FT

Subject areas include:
- Product development
- HACCP and quality assurance
- Nutrition
- Confectionery
- Biochemistry
- Process control.

## Career Paths

These courses could lead you to positions such as:
- Quality assurance supervisor/manager
- Production manager
- R&D technologist
- Laboratory technician (product testing)
- Technical sales representative
- Food safety auditor
- Technical manager
- Packaging technologist

*NOTE: The Diploma of Food Science and Technology may be completed in 1.5 years – this may be applicable to students demonstrating a strong science, chemistry or biology academic background.*

## Study Paths

<table>
<thead>
<tr>
<th>6 Months</th>
<th>12 Months</th>
<th>18 Months</th>
<th>24 Months</th>
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<tbody>
<tr>
<td>Certificate IV in Food Science and Technology</td>
<td>Diploma of Food Science and Technology*</td>
<td>Certificate IV in Food Science and Technology</td>
<td>Diploma of Food Science and Technology</td>
</tr>
</tbody>
</table>

*Special pre-requisite conditions apply.
Hospitality

If you love working with people and thrive in a fast-paced environment, a career in the dynamic hospitality industry will offer you great career and opportunities to work in Australia and overseas.

Hospitality careers are diverse; whether you are interested in hotel management, operating a restaurant, wine industry services, operating as a franchisor, coordinating major events, working within the cruise line industry, or as a manager at an iconic venue, we offer courses that fit into your lifestyle and tailor a hospitality program according to your career aspirations.

We are Australia’s largest hospitality training provider, providing the best work experience opportunities, either on campus, in industry or at special events. We offer the largest selection of Hospitality electives in our field, offering you every opportunity to specialize in what interests you most.

Broad range of electives
A broad range of electives allow you to tailor your studies, including:

- Hotel reception services
- Accommodation services
- Hotel guest services
- Function coordination
- Australian wine studies
- Marketing materials
- eBusiness
- Function Coordination
- Function Management
- eBusiness
- Risk management

< APPROXIMATE SALARY PER YEAR >

Kostas Atsiaris
Bachelor of Tourism and Hospitality Management
Management Associate - The Ascott

sources:
http://www.livingin-australia.com/salaries-australia/
http://www.benchmarque.co
http://www.payscale.com

DISCLAIMER: Salaries are indicative and approximate only.
Employment contracts and packages are variable.
‘I now know how to make a business more sustainable and operate successfully.’
Industry Placement Programs – Hospitality

Incorporating a semester internship in industry, the IPP is an innovative, industry focused, flexible approach to training.

The benefits to students include:

» Earn while you learn
» Opportunity to trial your future career
» Experience the hospitality roles
» Hands on food and beverage experience
» Network and meet employers.

Upon successful completion of Certificate III, students may continue to the Diploma or the Advanced Diploma (2.5 years in total).

Throughout your industry placement, our IPP Coordinator and team liaise with you and your host employer during your training.

Wages in Australia
Each year, the Fair Work Commission reviews the national minimum wage and pay rates. You can check the current minimum wage for different positions on www.fairwork.gov.au/

The IPP course allows you to complete the Certificate III in Hospitality whilst incorporating 6 months of placements in industry. On completion of the Diploma or Advanced Diploma package, employment opportunities are available in a variety of functional areas of hospitality management.

Subject areas include:
» Food and beverage service skills
» Coffee and bar knowledge
» Provide advice on food
» Customer service
» Workplace hygiene
» Sustainability
» Control Stock
» Financial transactions
» Hygiene practices

One semester of Industry Placement in semester two.

IPP COURSE PROGRESSION

Certificate III (2 Semesters)

Diploma (3 Semesters)

Advanced Diploma (4 Semesters)

Thanks to WAI, I have worked alongside outstanding hospitality professionals at events in amazing places!

Candice Bischelonne
France

Certificate III in Hospitality – Industry Placement Program

Conferencing Function area – Jasper Hotel
Hospitality

**CERTIFICATE III IN HOSPITALITY**
- CRICOS Code: 080894E
- Course Code: SIT30713
- Campus: Melbourne
- Intakes: Feb, Jul
- Duration: 6 months FT

Subject areas include:
- Food and beverage service skills
- Coffee and bar knowledge
- Provide advice on food
- Customer service
- Workplace hygiene
- Sustainability
- Control Stock
- Financial transactions
- Hygiene practices

**DIPLOMA OF HOSPITALITY**
- CRICOS Code: 080892G
- Course Code: SIT50313
- Campus: Melbourne
- Intakes: Feb, Jul
- Duration: 12 months FT

Subject areas include:
- Business operations
- Finance
- Customer service
- Hospitality budgeting
- Workplace diversity
- Roster Staff
- Electives: Wine Studies, Functions or E-Business

**ADVANCED DIPLOMA OF HOSPITALITY**
- CRICOS Code: 080893F
- Course Code: SIT60313
- Campus: Melbourne
- Intakes: Feb, Jul
- Duration: 18 months FT

This qualification consolidates skills from Certificate IV and Diploma, and further develops your knowledge in a range of areas:
- Manage Finances
- Business planning
- Human resource management
- Marketing strategies
- Electives: Wine studies, Hotel Function Coordination, Hotel Guest Services, Accommodation Services or E-Business.

CAREER PATHS
Our travel and tourism courses could lead you to positions such as:
- Tour guide
- Travel agent
- Information officer
- Marketing officer
- Resort manager
- Customer service
- Tour costing
- Advertising and promotions
- Airline ground operations
- Tour operator
- Cruise operations
- Reservations agent

On completion of the Diploma, employment opportunities are available at middle management. Continue your studies to complete the Advanced Diploma. This course can also include an Industry Placement Program of an additional 6 months.

On completion of the Advanced Diploma of Hospitality, employment opportunities become available in a variety of hospitality management functional areas. Students can also continue on to Bachelor Degree programs. This course can also include an Industry Placement Program of an additional 6 months.

*Hotel stream offered at Angliss International Hotel School (new 2016). See www.anglisshotelschool.edu.au

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**STUDY PATHS**

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<th>Study Path</th>
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<td>Cert III in Hospitality</td>
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<td>Certificate III in Hospitality IPP</td>
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Travel and Tourism

A career in travel and tourism will provide you with a multitude of options and our practical skill-based training will ensure that you are prepare for whatever adventure you’re seeking. You can specialise in your area of interest in the first semester in: Tourism, Guiding or Travel.

Tourism: This course introduces the many tourism businesses and organisations that make up the tourism industry. You will gain the basic skills you need for employment in the industry and benefit from networking and industry events.

Tour Guiding: Training as a tourism guide can take graduates into some of the most remote and beautiful places in Australia and the world. Lead visitors safely and confidently, helping them get the most out of their journey.

Travel: Delivering comprehensive hands-on knowledge, this course will provide you with the skills required to work in the retail travel industry. Weekly presentations by industry professionals will expose you to industry trends and future career options.

On completion of Certificate III, you can continue your studies to complete the Diploma and Advanced Diploma qualifications to be job ready in seeking employment opportunities at middle management.

The Diploma and Advanced level of study incorporates subjects that will expose you to business operations and regulations, tourism practices, and project management skills. You will develop skills in this course to undertake a career in the tourism industry in management or to operate your own business. A wide range of business subjects are offered in addition to the core tourism subjects to provide you with the skills to run your own tourism business.

Training is closely aligned with industry best practice with regular site visits to provide a greater understanding of how the industry works and ensure you are job ready on graduation.

Tour Guide
$32,015 - $59,598

Corporate Travel Consultant
$37,579 - $63,237

Travel Agency Manager
$43,250 - $63,923

Travel Coordinator
$37,252 - $80,559

< APPROXIMATE SALARY PER YEAR >

sources:
http://www.livingin-australia.com/salaries-australia/
http://www.benchmark.co
http://www.payscale.com

DISCLAIMER: Salaries are indicative and approximate only. Employment contracts and packages are variable.
Subjects include:
» Overview of tourism operations
» Networking and industry visits
» Excursions to both city and regional locations
» Develop sales presentations
» Reservations and bookings
» An overnight trip to regional Victoria

Subjects include:
» First aid
» Work as a guide and lead tour groups
» Interpret aspects of Indigenous culture
» Provide commentary
» Develop tours
» Opportunities for industry-based work experience
» Site inspections

Subjects include:
» Reservation software systems knowledge
» Airfare construction
» Customer relations
» Destinations
» Travel products
» An international trip
» Industry-based excursions and guest speakers

Subjects include:
» Regular visits to tourism operations and networking opportunities
» Advanced business operations and regulations
» Culturally appropriate and sustainable tourism practices
» Operational planning

STUDY PATHS
On successful completion of the Advanced Diploma, you will be eligible to apply for entry with advanced standing credits into the Bachelor of Tourism and Hospitality Management or the Bachelor of Event Management offered by William Angliss Institute.
Events

Do you love the excitement of a major event, an opening or a premiere? Why settle for walking the red carpet when you can run the whole show? With our Event Management courses you will coordinate real events for real clients. Learn how to plan, fund, market and manage successful events – everything from international sporting events to celebrity weddings.

Our Events courses will assist you to gain the operational practical skills and essential theoretical knowledge required to coordinate event operations. Students work with real clients to co-ordinate in-house functions in William Angliss Institute venues, then progressively build on their skills to project manage entire real events for both internal and external clients. Learn how to master the art of successfully managing client expectations, while meeting the demands of managing finances, sponsors, marketing and legal requirements, all key skills in demand in the industry.

Gain an understanding of what is required to plan an event from concept through to completion, with the development of your own event proposal. Continue to build your knowledge of effective management practices through innovation, trends research, feasibility, marketing strategies, policy development and risk management. This holistic program equips graduates with skills that are highly sought after in the event industry.

You can specialise in your area of interest and broaden your skills in Tourism, Guiding or Travel by completing a Certificate III qualification before commencing the Diploma and Advanced Diploma of Events.

You can specialise in your area of interest and broaden your skills in Tourism, Guiding or Travel by completing a Certificate III qualification before commencing the Diploma and Advanced Diploma of Events.

DIPLOMA OF EVENTS
CRICOS Code: 080106E
Course Code: SIT50212
Campus: Melbourne
Intakes: Feb, Jul
Duration: 12 months FT

Subjects include:
» Event operations
» Event venues
» Leadership skills
» Project management
» Regulatory requirements
» Budget preparation skills
» Marketing knowledge

Students are required to undertake a Certificate III (Hospitality, Travel, Tourism or Guiding) prior to commencement of the Diploma of Events unless they have approved prior experience.

ADVANCED DIPLOMA OF EVENTS
CRICOS Code: 080107D
Course Code: SIT50212
Campus: Melbourne
Intakes: Feb, Jul
Duration: 18 months

Subjects include:
» Event trends
» Event feasibility
» Event proposals
» Marketing strategies
» Innovation knowledge
» Sustainability policy
» Health and safety systems
» Risk management skills

ADDITIONAL REQUIREMENTS
When enrolling in SIT50212 Diploma of Events or SIT60212 Advanced Diploma of Events, students are required to hold the following certificates. These would need to be undertaken within the first term of study unless you have already completed them in a previous qualification such as the Certificate III in Hospitality:
- RSA certificate
- Food handlers certificate (SITXFSA101 Use hygienic practices for food safety)

Our events courses could lead you to positions such as:
» Conference coordinator
» Event coordinator
» Event planner
» Event sales coordinator
» Exhibitions coordinator
» In-house meetings coordinator
» Event venue coordinator

CAREER PATHS

You can specialise in your area of interest and broaden your skills in Tourism, Guiding or Travel by completing a Certificate III qualification before commencing the Diploma and Advanced Diploma of Events.

You can specialise in your area of interest and broaden your skills in Tourism, Guiding or Travel by completing a Certificate III qualification before commencing the Diploma and Advanced Diploma of Events.

Event Manager
$43,963 – $83,446

Senior Event Manager
$57,299 – $95,391

< APPROX. SALARY PER YEAR >
STUDY PATHS
On successful completion of the Advanced Diploma, you will be eligible to apply for entry with advanced standing credits into the Bachelor of Tourism and Hospitality Management or the Bachelor of Event Management offered by William Angliss Institute. These courses are available with built in work experience.

‘It really tests your ability to problem solve, remain calm under pressure, manage people, be extremely organised and step outside your comfort zone throughout the entire process’.

Alex Rixon-Booth
Advanced Diploma of Events
Director - ‘I Need Helpers’, an events volunteering company
Our range of cooking, compliance and skillset short courses are designed for beginners wanting to learn new skills, industry professionals who want to up-skill and those just want to do a hobby course. Students who are on Visitor Visas or ELICOS 570 visas are able to apply for these short courses.

For more information, availability and bookings visit https://shortcourses.angliss.edu.au

Short Courses

Barista Short Courses
The Coffee Academy offers a range of coffee making courses from ABC of Espresso to the nationally recognised Prepare and Serve Espresso Coffee. Courses include:
- ABC of Espresso
- Advanced Espresso
- Milk Texturing & Coffee Art
- Prepare and Serve Espresso Coffee (nationally recognised unit).

Compliance Short Courses
Looking for hospitality work while you are studying? The compliance short courses are designed to offer courses to people who are employed or seeking employment in the licensed hospitality. These courses ensure industry standards are met and that employees and employers comply with the requirements:
- Responsible Service of Alcohol (RSA)
- Responsible Service of Gaming
- Licensees First Step
- Food Handlers – Hospitality Sector
- Food Safety Supervisors – Hospitality Sector

The training is design to give employees a stepping stone to hospitality qualifications and encourage a high standard of work, in light of legislative demands and increasing liability. At successful completion you will receive a certificate including accredited units to give you an edge when applying for casual or part-time positions at cafes, restaurants, bars, catering and other hospitality workplaces.

Lifestyle Short Courses
Short courses offer a varied range of cooking, bakery and patisserie classes specifically tailored to home bakers. Our unique hands-on classes using industry based trainers in a commercial kitchen setting have been developed to enable every cook, from beginner to advanced.

Courses include:
- Traditional French Pastry
- Simply Macarons
- Advanced French Pastry
- Down in the Dumplings
- Advanced Knife Skills
- Wine Education (Beginner and Intermediate)
- Social Media for Hospitality
Teaching and Assessment

Teaching and training sessions
William Angliss Institute is open from Monday to Saturday. Some excursions may be conducted over the weekend for tourism courses and training may also occur over weekends for some courses. Most timetables require attendance at least three days each week. The Institute is open for classes between 8.00am and 10.00pm each weekday, although most of your classes will be held during daytime hours. Some food and beverage and cookery classes run in the evenings, as training restaurants are open to the public for evening service.

Staff
More than 380 staff in teaching, management, administrative and support roles ensure that you will receive the very best in tuition and support services. Industry specialists are also contracted as sessional teachers to ensure that you are exposed to current industry trends. The Institute encourages and provides ongoing relevant opportunities for the professional development of its staff and also monitors their performance.

Teacher qualifications and experience
Institute teachers have been recruited and assessed in accordance with the Standards for Registered Training Organisations 2015 as required by the Australian Skills Quality Authority (ASQA). All teaching staff are required to have industry experience as well as a teaching qualification. The Certificate IV in Training and Assessment is a minimum requirement. Teaching staff for Bachelor programs possess post-graduate qualifications relevant to their area such as a Masters Degree (or equivalent).

Teaching methods
Teachers utilise a variety of training methods that may include one or more of the following approaches:

» Classroom delivery
» Lecture theatre delivery
» Specialist classroom delivery includes training kitchens, training restaurants, computerised reservation and information systems, commercial conference centre, wine sensory centre, food technology laboratories and other specialist facilities, including spas and marinas
» Online delivery distance learning work-based learning mixed mode — refers to a combination of two or more of these modes.

The Institute may conduct no more than 25% of international students’ total course by distance learning and/or online learning and must not enrol international students exclusively in distance or online learning units in any semester.

Assessment
The Institute’s assessment procedures comply with the principles of validity, reliability, fairness and flexibility. The assessment will be equitable for all students, taking into account their cultural and linguistic needs. The successful completion of a course requires demonstration of competency to workplace standard in all units of that course.

A range of assessment practices is used by staff to assess competency for courses, including:

» Practical demonstrations
» Practical demonstrations in simulated work conditions
» Problem solving
» Documents/folios
» Critical incident reports
» Journals
» Oral presentations
» Interviews
» Videos
» Visuals/slides/audio tapes
» Case studies
» Log books
» Projects
» Group projects
» Group discussions
» Examinations
» Written assignments (at Higher Education level)
» Research projects (at Higher Education level).

Level of qualifications
The qualifications in TAFE are based on nationally endorsed units of competency developed by relevant Industry Skills Councils. These units identify the skills and knowledge required to work in a specific job or occupation and form part of the Australian Qualifications Framework (AQF).

The qualifications are specified in terms of learning outcomes identified as a set of competencies and may accommodate a variety of pathways to each qualification. The AQF qualifications in universities are knowledge-based rather than competency-based. Refer to the pathways on page 14 for training and career outcomes.
Student Services

William Angliss Institute provides you with a range of services and assistance to achieve in your studies, professional and personal life. Opportunities are also provided to make friends and have fun in a diverse community. For a complete list of student services and facilities, visit www.angliss.edu.au

Angliss International Office

Angliss International Office is responsible for the admission, orientation and welfare of all international students. The office provides advice on matters relating to program admission, student visa regulations, ESOS requirements, payment of fees and further study options for international students. In conjunction with Student Services at the Institute, the Angliss International Office provides international students with important support services and pastoral care while students are studying at the Institute. Please visit the Angliss International Office if you require assistance.

International Student Course Coordinators

International student course coordinators have been appointed in the teaching departments to help you to understand timetables, assignment tasks and day-to-day issues. They will also monitor your course progress, consult with your teachers and organise support services if required to ensure that you make satisfactory course progress.

Orientation

The Institute will assist you to adjust through an orientation program. You must attend the orientation program during the week prior to commencement of your course at the Institute.

The orientation program offers a number of activities to welcome you to the Institute and help you:

- Meet other students
- Obtain information on OSCH, Student Visa, legal services, emergency and health services, facilities and complaints and appeals processes
- Get to know your international coordinators, program managers, international office staff and student services staff
- Find useful resources and services at the Institute including information on accommodation, study strategies, academic requirements and expectations.
- Join a tour around the campus
- Enjoy fun activities.

Accommodation Services

Student Services have developed a Student Accommodation and Finance Guide to help with finding accommodation in Melbourne. This guide lists student accommodation, hostels, serviced accommodation, homestay agencies, short term rentals and real estate agents if you wish to rent privately. Copies are free and can be collected from Building C, Level 2.

Careers and Employment

The Careers and Employment service can assist you with career development and opportunities to gain valuable experience to ensure a smooth transition from study to work.

Services include:

- Career guidance and development
- Writing resumes, interview skills
- Online jobs notice board
- Employer information sessions and on-campus interviews
- Opportunities to be involved in major events including Melbourne Food and Wine Festival, Spring Racing Carnival, Melbourne Formula 1 Grand Prix, various fashion and sports entertainment events
- Annual Careers and Employment Expo, as well as other careers-related events and activities where you can network and meet potential employers.

Counselling and Personal Development

Counselling and Personal Development services are available to discuss any issues that may be affecting your ability to study. All services are free and confidential and include:

- Personal counselling for stress, depression, relationship problems etc.
- Personal development coaching/mentoring
- Self help resources
- Accommodation information
- Financial support information and referral
- Workplace and consumer rights support and referral.
Disability Services
Specialised support is available for students with a diagnosed disability. Support may include:
» Interpreters and notetakers
» Participation assistants for practical classes
» Tutors
» Assistance with assignments and coursework outside of class
» Readers and scribes
» Access to adaptive technology
» Learning support during tests and assessments.

Medical Centre
The onsite Medical Centre offers a bulk billing, fully confidential service to all students. A full range of medical services are offered including women’s health services, pathology testing, health checks, dietary advice, referrals, and sports medicine.

myWAI Student Portal
The myWAI Student Portal provides information for students including:
» Results
» Student email
» Events
» Examination information
» Timetables
» Services.

Learning Advisors
Learning Advisors support includes:
» Understanding assessments
» Research skills
» Time and study management
» Writing skills
» Assessment preparation
» English language skills.

Student Activities Centre
The Student Activities Centre organises a range of fun and free campus activities.

The Lounge
The Lounge is a great place for students to relax and meet up with other students. The Lounge offers a pool table, table tennis, beanbags, board games and a large LCD/TV. The Lounge also has food and drink vending machines, two microwaves, sandwich press and hot water facilities.

Learning Resource Centre
The Learning Resource Centre (LRC) offers traditional library services, access to approximately 100 computers, and to the Institute’s wireless network. The LRC also has study rooms that can be booked by students. Home to a substantial range of industry journals and publications that students can access, the LRC also has a Special Collection that focuses on Australian culinary history and culture.

Scholarships
The Institute provides scholarships and bursaries every semester for international students as part of the William Angliss Institute Foundation, an initiative established to provide educational opportunities and financial assistance to support students in achieving their career ambitions.

The William Angliss Institute Memorial Bursaries are available to international students who are undertaking studies at William Angliss Institute in any Certificate, Diploma, Advanced Diploma or Degree course within the fields of foods, tourism and hospitality.


Visas to Study in Australia
The Australian Government welcomes people who are not Australian citizens or Australian permanent residents to study in Australia and has set a number of requirements to regulate and protect the industry and intending students. The visa related information provided in this booklet has been obtained from Department of Immigration and Border Protection (DIBP) and is not advice provided by the Institute. You should seek your own advice from DIBP offices or from the student visa and skilled migration section on the DIBP website www.border.gov.au/students

If you wish to undertake VET courses (certificates, diplomas or advanced diplomas), you should apply for a student visa subclass 572 (VET). To study a HE course (degree), you will need a 573 (HE) visa. Detailed information on visas can be viewed and downloaded from the DIBP website www.border.gov.au/Study/Pages/Study.aspx

Packaging of Courses
If you wish to apply for a package of courses consisting of a preliminary course followed by other course/s, you should apply for a visa associated with the ‘principal course’. The principal course is the highest level qualification that you plan to study.

International Students Currently in Australia
If you are an international student currently studying in Australia, you must meet the Institute’s entrance requirements. You must also provide evidence that you have maintained satisfactory attendance and made satisfactory academic progress during all your courses in Australia.

Holding a Temporary or Bridging Visa in Australia
The Institute’s entry requirements and refund policy apply to international students who hold bridging or other visas in Australia. If you hold a bridging or other visa, you will be required to pay full fees and study on a full-time basis.

Extending Your Stay
Following your initial student visa, you may wish to extend your stay in Australia for further study at William Angliss Institute or another institution, attend your graduation ceremony, take a holiday or for some other reason. If you wish to extend your stay to undertake full time study, you will need to apply for a new student visa. If you are in Australia on another temporary visa, you may be eligible to apply for another visa to extend your stay or to migrate permanently. To find out whether you are eligible for another visa, visit the DIBP website www.border.gov.au/students or a registered migration agent.

Note: William Angliss Institute staff are not permitted by law to advise or provide any assistance to you on any visa matters.

Change of Status
If you are granted a bridging visa or another temporary visa pending determination of permanent residency, or are granted permanent residency after the commencement of your course of studies or after you have paid your tuition fees, you must complete the current semester on a full-fee basis. There are no refunds in these situations. You may apply to recommence the course in the following semester as a local student.

Work Rights and Tax File Number
All people granted student visas automatically receive permission to work with their student visa. The “permission to work” granted on your visa is effective from the first date that your classes commence. Under this work permit, you may work for a maximum of 40 hours over a two week period during a semester and without restriction during vacations. You must obtain a Tax File Number if you intend to work. Please refer to the following websites for more information:

Australian Taxation Office: www.ato.gov.au

Living and Other Expenses
Single Student
William Angliss Institute estimates, if for a single person, approximately A$18,610 per year is required to cover your living expenses in Melbourne, Australia. Depending on your lifestyle, this amount may be sufficient to cover accommodation, food, transportation, clothing, health insurance, textbooks, stationery, entertainment, telephone, electricity, gas, postage and other incidental expenses. Your tuition fees, uniforms (if required), equipment (if required), excursions and field trips (if required) are additional. Please refer to www.angliss.edu.au/ international if you would like to find out the breakdown of expenses.

Student and Family
Costs can be expected to increase by at least 35% if you have a spouse and a further 20% if you have one child. The cost of schooling for your child will be an additional A$8,000 per year. Each additional child will add a further 15% plus A$8,000 per child per year for schooling. All school age dependents who accompany or later join you in Australia will be required to pay full fees on each child’s enrolment in either a government or non-government school.

Please visit the DIBP website for more information, www.border.gov.au.

Tuition, Dress Standards, Uniforms and Equipment
Your tuition fees are additional to living expenses and are listed at the front of this booklet and in the course description sections. Tuition fees do not include the cost of books or stationary items that you will need for your course. You are expected to wear neat casual clothes appropriate for trainees in the hospitality, tourism, events and culinary industries. Additional costs will apply for uniforms that must be worn for specialist classes in kitchens, restaurants, bakeries, the Coffee Academy or food laboratories as well as for equipment required in a number of courses.

Excursions, Field Trips and Hiring Equipment
If you are enrolled in a tourism course, you must take part in mandatory excursions and field trips. Accommodation and transport costs will be your responsibility. You will also need to hire or purchase some equipment for these courses. The hire or purchase costs will be your responsibility and are in addition to tuition fees and living expenses.
**Guardianship Arrangements**

If you are under 18 years of age and will be accompanied by your parent(s) or custodian, or will be staying with a relative at least 21 years of age, of good character and who has been nominated by your parent(s) or custodian, the Institute will issue you with the CoE on payment of tuition and other fees. If you are not being accompanied by your parent(s) or custodian, or will not be staying with a relative, the organisations listed below can provide you with assistance in organising a suitable guardianship. You should make contact with one of these organisations to obtain full details of their services available to you. If you use the services of one of them, we will issue you with a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter (along with the CoE) on payment of your tuition and other fees.

The Institute will only issue this documentation when the organisation demonstrates in writing that suitable accommodation, support and general welfare arrangements have been organised for you. You should pay any fees associated with the services provided by one of these organisations directly to that organisation.

Please note: If you have not turned 17 years of age by the commencement date of the course you are enrolling in, you must be accompanied and reside with your parent(s) or a suitable nominated relative in Australia. In this case, William Angliss Institute does not need to issue you a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.

William Angliss Institute does not accept students that are under 16 years of age.

- EduCARE Services Australia: [www.educareservicesaustralia.com.au](http://www.educareservicesaustralia.com.au) or email alison@i.net.au
- A&J Student Care Services: [www.guardians4student.com.au](http://www.guardians4student.com.au) or email info-jakarta@guardians4student.com.au or ajstudentcare@optusnet.com.au

Please refer to [www.angliss.edu.au/international](http://www.angliss.edu.au/international) for the Guardianship policy and procedures.

**Unique Student Identifier (USI)**

All students studying Certificate, Diploma or Advanced Diploma programs in Australia must have a Unique Student Identifier (USI).

USI is a reference number made up of numbers and letters that give students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

Please ensure that you go to the website below and apply for a USI before the Orientation program:

[www.usi.gov.au/create-your-USI/Pages/default.aspx](http://www.usi.gov.au/create-your-USI/Pages/default.aspx)

You will be reminded to apply for your USI before Orientation by the Institute.

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**Note 1:** Items marked with an * can be purchased from outlets on campus or elsewhere.

**Note 2:** Hiring some equipment or purchasing it second-hand will reduce your expenditure. It may also be cheaper to purchase the equipment or uniforms in your home country. Premium brands will also cost more than economy versions of the same equipment or uniforms.

**Note 3:** Only tuition fees listed on pages 6–7 are paid directly to William Angliss Institute.

**Note 4:** All prices listed above are subject to change without notice.

**Note 5:** The Department of Immigration and Border Protection (DIBP) has advised that, in order to be granted a student visa, all applications must provide evidence that the student, and any of their accompanying dependents, have Overseas Student Health Cover for the proposed duration of their visa. If you have any queries including the OSHC Premiums, you can contact the Angliss International Office or visit the Medibank website [http://www.medibank.com.au/Client/StatsPages/OHSChome.aspx](http://www.medibank.com.au/Client/StatsPages/OHSChome.aspx).

**Note:** Credit for overcharge will be made against next semester tuition fees if TT fee is less than A$25.00.

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**Additional expenses (associated with some courses)**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-issue of Confirmation of Enrolment (CoE)</td>
<td>A$150</td>
</tr>
<tr>
<td>Re-issue of Letter of Offer</td>
<td>A$100</td>
</tr>
<tr>
<td>Penalty for late tuition fee payment (per week)</td>
<td>A$100</td>
</tr>
<tr>
<td>No-show for pre-booked airport reception service</td>
<td>A$60</td>
</tr>
<tr>
<td>Telegraphic Transfer (TT) of tuition fees</td>
<td>A$25**</td>
</tr>
<tr>
<td>Re-issue of Statement of Attainment</td>
<td>A$10</td>
</tr>
<tr>
<td>Re-issue of letter for legal purposes</td>
<td>A$10</td>
</tr>
<tr>
<td>Re-issue of Letter of Completion</td>
<td>A$10</td>
</tr>
<tr>
<td>Re-print of payment fee letter (invoice)</td>
<td>A$10</td>
</tr>
</tbody>
</table>

**Commercial Cookery courses:**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform*</td>
<td>From A$171</td>
</tr>
<tr>
<td>Clog Profi Birki (Optional)*</td>
<td>A$99</td>
</tr>
<tr>
<td>Equipment*</td>
<td>From A$290</td>
</tr>
</tbody>
</table>

**Patisserie courses:**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform*</td>
<td>From A$294</td>
</tr>
<tr>
<td>Clog Profi Birki (Optional)*</td>
<td>A$99</td>
</tr>
<tr>
<td>Equipment*</td>
<td>From A$250</td>
</tr>
</tbody>
</table>

**Tourism courses:**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excursions, field trips, accommodation and class materials</td>
<td>From A$800</td>
</tr>
</tbody>
</table>

**Guiding courses:**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation for overnight field trips and excursions</td>
<td>From A$500</td>
</tr>
<tr>
<td>Hire of specialist equipment and other costs associated with field trips and excursions</td>
<td>From A$600</td>
</tr>
</tbody>
</table>

**Food Processing courses:**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course notes, laboratory coat and excursions</td>
<td>From A$200</td>
</tr>
</tbody>
</table>

**Other Fees and Charges**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be paid and issued through the Information Centre:</td>
<td></td>
</tr>
<tr>
<td>Receipt replacement</td>
<td>A$5</td>
</tr>
<tr>
<td>Re-issue of student ID card</td>
<td>A$10</td>
</tr>
<tr>
<td>Re-issue of Transcript of Results</td>
<td>A$10</td>
</tr>
<tr>
<td>Re-issue of certificates</td>
<td>A$30</td>
</tr>
<tr>
<td>Archive search of old records</td>
<td>A$40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be issued through Angliss International Education:</td>
<td></td>
</tr>
<tr>
<td>Re-print of payment fee letter (invoice)</td>
<td>A$10</td>
</tr>
<tr>
<td>Re-issue of Letter of Completion</td>
<td>A$10</td>
</tr>
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</table>
Study Melbourne Student Centre
599 Little Bourke Street, Melbourne, VIC 3000
1800 056 449
info@studymelbourne.vic.gov

The Study Melbourne Student Centre provides practical support for all international students in Victoria. The Centre is a ‘one-stop-shop’ where students can access a range of face-to-face information and assistance. It is in a welcoming CBD location.
Accommodation, Banking and Health Insurance

Accommodation

The Institute does not have on-campus accommodation but can assist in locating short-term accommodation placements for new international students. The Institute can also provide referrals to a number of private organisations that specialise in providing long term accommodation placement services. They may charge you a fee for this service.

You should advise the Institute of your initial accommodation request at least two weeks in advance by faxing a completed F4: Airport Reception and Homestay Service Form from the back of this booklet.

The Institute does not accept any payments for accommodation or associated services, as these payments are made through agreements between you and the accommodation services providers. An “Accommodation and Finance Guide” has been prepared by William Angliss Institute Student Centre. You can download a copy from the website or contact the Angliss International Office to obtain a copy.

Note: The Institute is not responsible or liable for any airport reception or accommodation-related services provided by external organisations.

Overseas Student Health Cover (OSHC)

You are required by the Australian Government to join an OSHC scheme and to hold health insurance for the duration of your student visa. For more information visit the Department of Department of Immigration and Border Protection website www.border.gov.au

If you have any queries including the OSHC Premiums, you can contact the Angliss International Office.

The OSHC assists you to pay for, among other things:
- Visits to doctors for outpatient medical
- In-patient medical services
- Pathology services
- X-rays
- Treatment in public hospital in shared ward accommodation
- Treatment in private hospital in shared ward accommodation (conditions apply)
- Day surgery accommodation
- Emergency ambulance transportation
- Some pharmaceuticals.

The OSHC does not pay for, among other things, treatment for pre-existing medical conditions (please refer to www.angliss.edu.au/international for more information).

You will not need OSHC if you provide evidence that you are a Swedish student covered by either CSN (the Swedish National Board of Student Aid) or by Kammarkollegiet if you are a Swedish student, you may choose to use OSHC instead of your national scheme.

Banking

If you’ve come to Australia from overseas to study, we can help you set up a new bank account, transfer your money from overseas and so much more.

Why choose CommBank?
- Get access to Australia’s largest banking network with over 1,000 branches and 4,000 ATMs nationwide, including more on university campuses than any other bank in Australia
- Open an Everyday Account with no withdrawal or monthly account fees*
- Transfer money to and from overseas
- Receive a debit card to use in ATMs and EFTPOS terminals
- Access your accounts anytime worldwide with NetBank, Mobile Banking and telephone banking
- Access your money at more than 35 million locations around the world wherever MasterCard® is accepted, and shop online without needing a credit card.

Open an account before you arrive
- Our team of professional, multilingual service officers can help you set up your new student banking in Australia from your home country.
- Apply for a student bank account online from your home country
- Our Migrant Financial Service team will process your application and contact you with:
  - Your bank account details
  - The location of the bank branch you’ll need to visit when you arrive in Australia to provide your identification and access your account.

Contact CBA Western Branch via email: western.vic@cba.com.au

Important information

*Access fees apply to all transactions (including balance enquiries) using non-Commonwealth Bank and non-Bankwest ATMs here and all ATMs overseas and EFTPOS transactions overseas.
**Entry Requirements**

### Academic Requirements

Admission to the Institute is on the basis of academic merit. International students are required to meet the same standards as Australian citizens and residents – that is, an Australian Year 12 qualification (completion of high school) and obtain the required score from the public examination of your country. You must achieve the required academic grades and the English language proficiency requirements to be eligible for a full offer. If you do not meet the Institute’s minimum academic entrance requirements, you must complete an approved Australian Year 12 equivalent program or approved Foundation Studies course where the language of instruction and assessment is English.

William Angliss Institute academic entry requirements must be demonstrated by ONE of the following:

- Completed secondary studies in your home country equivalent to an Australian Year 12 qualification and obtain the required score from the public examination of your country.
- Completed a Senior Secondary Certificate of Education in Australia with an ATAR or TER score of 50 or higher for VET and 60 or higher for Degree programs.
- Completed a recognised Foundation Studies course in Australia.
- Or other countries with a pass in all subjects.

If you have not completed your secondary studies, you need to be at least 21 years of age with demonstrated capacity to meet course requirements and relevant work experience. If you have completed only year 11 secondary level (or equivalent) you may be considered for Certificate level courses and course pathways.

Please check our website www.angliss.edu.au/international for entry requirements for the Bachelor Degree programs.

### English Language Requirements

International students must have a good command of written and spoken English. Additionally, students applying from Assessment Level 3 countries will be required to demonstrate a minimum level of English language proficiency to apply for a student visa (see http://www.border.gov.au)

### Minimum English Language Requirements

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Certificate, Diploma, and Advanced Diploma</th>
<th>Industry Placement and Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS (Academic Module)</td>
<td>Overall 5.5 (no band below 5.0)</td>
<td>Overall 6.0 (no band below 5.5)</td>
</tr>
<tr>
<td>TOEFL iBT (Internet-Based)</td>
<td>69-70 with no band less than 16</td>
<td>79-80 with no band less than 19</td>
</tr>
<tr>
<td>TOEFL Paper</td>
<td>523 (with a min TWE 3.5)</td>
<td>550 (with a min TWE 4.0)</td>
</tr>
<tr>
<td>TOEFL CBT (computer-Based)</td>
<td>193 (with a min TWE 3.5)</td>
<td>213 (with a min TWE 4.0)</td>
</tr>
<tr>
<td>PTE Academic</td>
<td>46 with no communicative skill score less than 40</td>
<td>54 with no communicative skill score less than 47</td>
</tr>
<tr>
<td>TOEIC</td>
<td>650-700 (4 components)</td>
<td>700-780 (min 160 Speaking; 150 Writing)</td>
</tr>
<tr>
<td>CEF</td>
<td>B2</td>
<td>C1</td>
</tr>
<tr>
<td>CELS (all skills)</td>
<td>Pass</td>
<td>Pass with Merit</td>
</tr>
<tr>
<td>ISLPRS (all skills)</td>
<td>2+</td>
<td>3</td>
</tr>
<tr>
<td>FCE (Cambridge)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CAE (Cambridge)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CPE (Cambridge)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Upper Intermediate (English for Academic Purposes) certificate from recognised English language centre</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Advanced English (English for Academic Purposes) certificate from recognised English language centre</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Senior Secondary Certificate of Education completed in Australia</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Certificate IV or higher completed in Australia</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tertiary studies in medium of English</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Evidence of at least 5 years of studies in an English speaking country (Australia, New Zealand, United Kingdom, Canada, United States of America, South Africa, Republic of Ireland)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>English is first language</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**William Angliss Institute English language testing**

William Angliss Institute may utilise an online testing tool or request that a test is issued by an Institute Approved English School to estimate the level of English proficiency for international students from AL1 and AL2 (HE) who choose not to sit an IELTS test. These tests assess the competence of students in reading, speaking, listening and writing skills by expressing standards in terms of IELTS equivalence. Students must have the equivalent English level to the stipulated IELTS levels required for direct entry into the Bachelor degree. Interviews may also be conducted when required.
Studying English in Australia

English Language Intensive Courses for Overseas Student (ELICOS)

If you do not meet the Institute’s minimum English language proficiency entrance requirements, you may choose to complete an intensive English course (ELICOS) at an Institute Approved ELICOS Provider in Australia. For an up to date list of Institute approved providers see www.angliss.edu.au/international.

Note: This is a restricted list of English Providers if you are applying for Advanced Diploma or Degrees. This list may change, please refer to www.comlaw.gov.au/Details/F2015L00537

<table>
<thead>
<tr>
<th>Institute Name</th>
<th>CRICOS number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABILITY English</td>
<td>01530K</td>
</tr>
<tr>
<td>Access Language Centre</td>
<td>01738E</td>
</tr>
<tr>
<td>Australian Catholic University</td>
<td>00004G</td>
</tr>
<tr>
<td>Australian Catholic University</td>
<td>00112C</td>
</tr>
<tr>
<td>Browns English Language School</td>
<td>02663M</td>
</tr>
<tr>
<td>Kaplan International English</td>
<td>03008A</td>
</tr>
<tr>
<td>Deakin University</td>
<td>00113B</td>
</tr>
<tr>
<td>Discover English</td>
<td>03262J</td>
</tr>
<tr>
<td>English Language Company Australia</td>
<td>02251G</td>
</tr>
<tr>
<td>Victoria University</td>
<td>00124K</td>
</tr>
<tr>
<td>Greenwich English College</td>
<td>02672K</td>
</tr>
<tr>
<td>Hawthorn-Melbourne</td>
<td>02931G</td>
</tr>
<tr>
<td>ILSC</td>
<td>02137M</td>
</tr>
<tr>
<td>Impact English College</td>
<td>02995B</td>
</tr>
<tr>
<td>International House Sydney</td>
<td>02623G</td>
</tr>
<tr>
<td>Kangan Institute</td>
<td>01218G</td>
</tr>
<tr>
<td>La Trobe University English</td>
<td>00070G</td>
</tr>
<tr>
<td>Navitas English</td>
<td>00289M</td>
</tr>
<tr>
<td>Performance English</td>
<td>03109G</td>
</tr>
<tr>
<td>RMIT English Worldwide</td>
<td>01912G</td>
</tr>
<tr>
<td>South Australian College of English</td>
<td>00094M</td>
</tr>
<tr>
<td>Embassy English</td>
<td>01682E</td>
</tr>
<tr>
<td>Sydney English Language Centre (SELC)</td>
<td>00051M</td>
</tr>
<tr>
<td>ELS Universal English College</td>
<td>00053J</td>
</tr>
<tr>
<td>Australian Pacific College</td>
<td>01331F</td>
</tr>
</tbody>
</table>

You must undertake studies sufficient to exit at a level deemed equivalent to the required levels for main course of study (see table opposite page). English for Academic Purposes, for further studies or similar courses, are strongly recommended as a preparation for all courses at the Institute. You should make direct contact with an Institute Approved ELICOS Provider by visiting www.angliss.edu.au/international for full details of ELICOS courses providers.

ELICOS Pathways to Advanced Diploma and Degree – packaging your course

Note that there is a restricted list of Institute Approved ELICOS Providers if packaging your course to Advanced Diploma or Bachelor Degree and does not include all Approved English Language providers. AL3 applicants must demonstrate a minimum standard of English language proficiency prior to packaging ELICOS programs with VET and/or HE packaged courses:

a) Overall IELTS score (Academic module): 5.0 (no band below 4.5)
b) TOEFL iBT score of 60
c) PTE Academic score of 45.

Packaged Course | Qualification Level | Equivalent IELTS score
--- | --- | ---
ELICOS/VET/HE | English for Academic Purposes (EAP) Upper-Intermediate Level | Overall score of 5.5 (Academic)
ELICOS/HE | English for Academic Purposes (EAP) Advance Level | Overall score of 6.0 (Academic)

For students undertaking ELICOS before entry into William Angliss Institute courses, international students must demonstrate appropriate levels of English language proficiency at the commencement of their courses. Levels are measured as equivalent to direct entry proficiency criteria.

Students from AL3 countries can undertake a maximum period of 25 weeks of ELICOS training after English language testing. These strategies are in place with the belief that if a student needs long period of ELICOS or struggles with English language proficiency from the outset they may be at greater risk of non-compliance with visa conditions or may need to extend their stay in Australia if they are required to repeat units, or undertake additional ELICOS courses.

If a student requests packaging to Bachelor degree with more than 25 weeks ELICOS training prior to commencement of course, the student will be encouraged to apply for an independent ELICOS visa.

Note that this list may change and will apply as listed on www.comlaw.gov.au/Details/F2015L00537
Institute policies and procedures for international students are in accord with the Australian Government Education Services for Overseas Students Act 2000, Education Services for Overseas Students Regulations 2001, National Code of Practice for Registration of Providers of Education and Training to Overseas Students, Australian Recognition Framework Standards for Registered Training Organisations and the Vocational Education and Training Act 1990. All policies and procedures can be found in the Student Guidelines or on the Institute website www.angliss.edu.au/international/policies and the student intranet MyWAI.

Notification of Address
Under Australian Government student visa regulations, you must register your residential address and telephone number with the Angliss International Office within seven days of arriving in Australia. You must also notify the Institute on the appropriate form of any changes to your residential address, within seven days, every time you change address. Students who undertake practical work placements as part of their course must also comply with this requirement. Addresses must be confirmed and or updated every 6 months.

Use of Personal Information
Your personal information that is available to the Institute, such as your address, telephone number(s) or academic results, cannot be disclosed under Australian law to third parties, including your parents, sponsors, family members or friends, without your written consent.

If you want your parents or sponsors to receive copies of your academic transcripts, you must write to the Manager Angliss International Education at the Institute to give the Institute staff permission to release your results or other personal details to your parents, sponsors or friends.

Under Australian law (ESOS Act 2000), your personal information may be made available by the Institute to Commonwealth and State Government authorities. The Institute is also required to tell DIBP/DEEWR about certain changes to your enrolment and of any breach to the condition of your visa relating to attendance and/or satisfactory course progress.

Maintaining Privacy
We provide security for all our database intelligence in line with the Information Privacy Act 2001 and Electronic Transactions (Victoria) Act 2000. If we need to seek the services of a third party in order to retain your information or maintain our database, we will obtain a privacy agreement with that operator so as to maintain a secure database. If at any time you receive information from us that you don’t want to receive, just let us know by contacting the Information Centre by phone or email and we will remove your details from our database.

Freedom of Information (FOI)
William Angliss Institute complies with government regulations about Freedom of Information. If you have a FOI request, contact our FOI Officer or send us an email.

Credits and Skills Recognition
If you have earned qualifications or Statements of Attainment from other Institutes conducting nationally recognised training, you may be eligible for credits. Subject credits may be awarded to students who can supply documentation of having successfully completed prior subjects of similar duration, content and assessment requirements. Students may be required to undertake challenge or theory tests as part of the process of recognising credits.

William Angliss Institute staff who grant the exemptions will need to be confident the information provided by the student is reliable and authentic. If an assessment could lead to your study load being less than full time, you will be offered substitute subjects as available and where timetabling permits. Students must maintain a full-time study under Student Visa conditions.

No semester fee reductions are available for any changes to your subject loading within a semester. Fee reductions apply only if credits can be applied as semester blocks. The adjustment to the duration of your course due to credit processes can occur either before your student visa is issued or after it is issued. The Institute is required to notify DIBP of any change in course duration after a visa has been granted.

Attendance
The Institute has an expectation that your attendance will be 100%. Poor attendance is a primary contributor to poor academic performance.

The Institute monitors academic performance as per ESOS and National Code requirements. www.angliss.edu.au/international. Your attendance will be recorded and monitored on a regular basis and the Institute will note non-attendance, including absences due to illness or for any other circumstances, on your file. This information may be used in the decision to report you to DIBP if you do not make satisfactory course progress.

Course Progress
The Institute is required to monitor your course progress. Should you receive a letter from the Institute at any stage during a semester advising you that your course progress is a matter of concern to your teachers and coordinators, you will be required to participate in learning support and/or counselling, and/or undertake other obligations required by the Institute.

The Institute will require you to sign an agreement that you understand that your course progress is of concern and that you will participate in the support programs provided by the Institute. If you fail five units or more (50% for degree courses) in that semester, you will be required to attend further Institute support programs in the following semester and sign another agreement to participate in these support programs.

If you fail five units or more (50% for degree courses) at the end of the following semester, the Institute will notify you of the intention to report you to DIBP for unsatisfactory course progress. You will have 20 days to appeal against this notice. If your appeal is not successful, the Institute will proceed with the report to DIBP and you will be provided with the address of the DIBP office that you must attend for an interview. The Institute will also notify DIBP that this letter has been sent to you. You will be required to make an appointment with the DIBP office within 28 days of the date on the letter and present for the interview with photographic identification (such as your passport). As a result of this meeting, DIBP will make a decision on whether or not your student visa will be cancelled. Please refer to our website www.angliss.edu.au or on the student intranet MyWAI to read more about the policy and procedure relating to monitoring your course progress as required by the Australian Government.
Issuing Qualifications and Statements of Attainment

Upon successful completion of all of the competencies in your course, you will be eligible to apply for the qualification for the course that you enrolled in. If you have only partially completed the course, you can apply for a Statement of Attainment.

Deferred, Suspended or Cancelled Studies

Once you have enrolled in a course, you cannot defer commencement of your studies or suspend your studies except in compassionate and compelling circumstances (e.g. illness, where a medical certificate states that you are unable to attend classes). The Institute may cancel or suspend your enrolment because of inappropriate behaviour. If the Institute intends to cancel or suspend your enrolment, you will be notified in writing and you will have 20 working days to appeal using the Institute’s internal complaints and appeals process. The cancellation or suspension will not take effect until after the internal process is completed, unless extenuating circumstances relating to your welfare apply.

DIBP will be notified of your deferment, suspension or cancellation of enrolment and you will be required to present your air ticket to William Angliss Institute office and return to your home country unless DIBP provides written advice that you can stay in Australia. The maximum deferment, suspension or cancellation of enrolment period is six months.

Your visa will be cancelled if your deferment, suspension or cancellation of enrolment exceeds this period and you will be required to obtain a new visa to recommence your studies at the Institute.

The Institute Refund Policy should be referred to in terms of eligibility for refund of fees (see Student Default).

The Institute tuition fees in place at the time of your new application will apply. You will also be able to recommence your studies within a semester only if a full-time load can be configured.

Change of Institution/Provider

According to Standard 7 of the National Code 2007 of the ESOS Act 2000, students are restricted from transferring between registered providers prior to the student completing six months of the principal course of study. If you are currently studying at another registered provider in Australia and have completed less than six months of the principal program, William Angliss Institute can only accept you into our course if one of the following conditions is fulfilled:

» The original provider has provided a written letter of release
» The original registered provider has ceased to be registered or the course in which you are enrolled in has ceased to be registered
» The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course, or

Any government sponsor considers the change to be in your best interest and has provided written support for that change.

For current international students at William Angliss Institute, the Institute will only consider issuing a release letter under compassionate or compelling circumstances (see policy at www.angliss.edu.au/international). However, you have the right to lodge an appeal against this decision. You must lodge an appeal in writing with the Director, International Services, within 20 working days. Whether you choose to lodge an appeal or not, you must remain enrolled and attend all classes as normal until the process is complete. If you have completed six months of the principal course at William Angliss Institute and decide to change institution, you must notify the Angliss International Education Office of your intention to move to another Institution within seven days of issue of a CoE by your new education provider.

Changing programs for Streamlined Visa Holders

If you were granted a visa under the streamlined visa processing arrangements, you must stay enrolled in a streamlined visa processing eligible program with an education provider participating in the arrangements. For further information, visit the Department of Immigration and Border Protection’s webpage about how changing programs will affect streamlined visa holders. www.border.gov.au/Trav/Stud/More/Changing-courses

Important: If you enrol to study with an education provider that is not participating in the streamlined visa processing arrangements, you no longer meet the criteria for which your visa was granted and may be considered for visa cancellation.

Complaints and Appeals

If you have a complaint about your course, your assessment or the Institute, we want to hear from you. But to make things fair for everyone, we’ve developed a student complaints procedure that everyone needs to follow. Visit our website or call our Information Centre for more information.

Students who wish to lodge a formal grievance should refer to the full Student Academic and Non-Academic Grievance/Complaints Policy and Procedure in conjunction with the William Angliss Institute Managing Diversity (Equal Opportunity and Minimisation of Inappropriate Behaviour) Student Policy. There is no financial penalty for students to pursue the William Angliss Institute Academic and Non-Academic Grievance/Complaints and Appeals Policy and Procedure. Refer to www.angliss.edu.au/International

If at any time the student is not satisfied with the fairness of this process or if a grievance still remains unresolved, the student has the right to lodge a complaint externally with an appropriate Government authority or external agency such as:

» International Student Care Service
   info@iscs.vic.gov.au
» Overseas Student Ombudsman
   www.oso.gov.au
» Equal Opportunity Commission of Victoria
   www.hrc.gov.au
» Australian Human Rights and Equal Opportunity Commission
   www.hreoc.gov.au
» Dispute Settlement Centre of Victoria
» Anti-Discrimination Board
   www.AntiDiscriminationAustralia.com.au
» Consumer Affairs Victoria (Office of Fair Trading)
   www.consumer.vic.gov.au
» Other bodies as appropriate.

Students have the right to access the external appeals process at minimal or no cost. International students do not lose their right to seek external dispute resolution services or seek other legal remedies provided by organisations such as the Dispute Resolution Commission of Victoria under consumer protection law.

Further Information

The Institute has policies and procedures relating to access and equity, student agreements, appeals processes, declarations, enrolment and orientation, assessment, excursions, field trips, uniforms, equipment, and attendance. You can find more information on these policies and procedures on our website, or by contacting the Information Centre by phone or email.
Tuition Fees

Courses are offered to international students in semester blocks of 18 weeks duration. Fees are not determined on a single subject basis but for places in entire courses which are designed by the Institute to ensure graduates maximise their career opportunities. For future stages of your course, the Institute reserves the right to adjust your annual tuition fees to take into account increases in Institute and course delivery costs. The Institute undertakes to keep any adjustment factor to a minimum.

In relation to tuition fees from an international student or an intending international student either in Australia or overseas, the following statements apply.

1. Payments
   1.1 The first semester tuition fees paid to the Institute includes a A$500 administration processing fee, which is not refundable.
   1.2 Tuition fees must be paid one semester in advance. New international students must pay in advance according to the terms and conditions contain within the Offer Letter and Acceptance Agreement. Continuing international students must pay 2 weeks before the start of the next semester.
   1.3 Deposit for VET / Degree packaging

<table>
<thead>
<tr>
<th>Packaging Program(s)</th>
<th>Deposit Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET (Certificate only)</td>
<td>VET first semester fees in full (plus OSHC fees)</td>
</tr>
<tr>
<td>VET (Certificate plus Diploma)</td>
<td>VET first semester fees plus A$500 deposit for Diploma (plus OSHC fees)</td>
</tr>
<tr>
<td>VET (Advanced Diploma or Degree)</td>
<td>VET first semester fees in full + A$3,000 non-refundable deposit for Advanced Diploma or Degree (plus OSHC fees)</td>
</tr>
<tr>
<td>Degree</td>
<td>Degree first semester fees in full (plus OSHC fees)</td>
</tr>
</tbody>
</table>

   Prospective students must pay a minimum of one semester’s tuition fees plus visa length OSHC to obtain a Confirmation of Enrolment (CoE). In the case of packaging students must pay non-refundable deposits as indicated above for the confirmation of enrolment.

   1.4 Tuition and deposits can be paid in the form of a bank draft, cash, credit card or telegraphic transfer. Please refer to "How to Pay Your Fees at William Angliss Institute Form"

   1.5 All bank charges relating to telegraphic transfer (TT) of funds to the Institute are the responsibility of the international student or intending international student and a processing fee of A$25 must be deposited in addition to the tuition fees. The balance of bank fees for a TT of funds that are less than A$25 will be credited to the student’s next semester tuition fees.

2. Accelerated Mode of Studies
   2.1 If an international student is given approval to accelerate their course of studies, DIBP will be notified of the change in duration of a course of studies. A new CoE will be issued, which must be taken to the DIBP office along with other required documentation. The duration of the student visa will be adjusted accordingly.

   2.2 Timetables and tuition fees are indicative of full study loads – a student with approval to take additional semester subjects must pay tuition fees for those extra subjects in that semester. The fee will be determined pro rata.

3. Repeat Subjects
   3.1 Tuition fees must be paid for repeat subjects or components of repeat subjects. A learning plan will be developed for students who are repeating subjects. The fee will be determined pro rata.

4. Credit Subjects
   4.1 In the case that credits are granted and substitute subjects are applied to maintain full time study load, full semester fees will apply.

5. Transfer of courses at William Angliss Institute
   5.1 International students are not permitted to transfer between courses within the first 6 months of the principal course of study (highest qualification that the student is studying). Transfers to a second course will only be permitted based on compassionate and compelling circumstances conditional on available places in the second course and a suitable timetable can be arranged.

   5.2 Should an international student be granted permission to transfer to another course at William Angliss Institute, tuition fees for the first semester of the new course must be paid in full as well as the administration fee of A$500 to issue a new Offer Letter and Acceptance Agreement and CoE.

   5.3 DIBP will be notified of the transfer to another course. A new CoE will be issued, which must be taken to the DIBP office along with other required documentation. The duration of the student visa will be adjusted accordingly.

6. Deferment
   6.1 In the case where a student is suspended and/or deferred their studies, the tuition fees not utilised will be transferred as credit for the period of their return to the Institute. In the event that the student does not return to study at the Institute, the refund policy will apply.

7. Non-Payment
   7.1 An invoice, with a payment schedule for the following semester tuition fees will be issued to each student, sent to the student's local mailing address registered with the Institute as well as their Institute email address. Non-receipt of this invoice will not be accepted as reason for non-payment of tuition fees by the scheduled date. A late fee will be charged if payment is not received by the due date.

   7.2 Non-payment of tuition fees will result in a cancellation of a student’s enrolment. Student will be notified in writing of WAI’s intention to report and given 28 days of internal appeal period before a notification is sent to Department of Education via Provider Registration and International Students Management System (PRISMS) PRISMS as required under ESOS legislation.

   7.3 Outstanding fees will attract debt collection agency charges that must be paid by a student before the Institute will issue any course certification to that student.
Refund of Fees

(See www.angliss.edu.au/international/policies)

Policy

Full Refunds due to William Angliss Institute (WAI) default

William Angliss Institute (WAI) will refund all pre-paid fees not utilised by an international student or intending international student within two weeks of the default in relation to a course if:

» the Institute fails to deliver the course on the agreed start date; or
» the course ceases to be provided by the Institute after it starts and before it is completed; or
» the course is not provided in full because a sanction has been imposed on the Institute by Australian government agencies; and
» the student has not withdrawn before the default day.

WAI will report a provider default via PRISMS within 3 business working days to the Secretary (or delegate) and Tuition Assurance Scheme, and default outcome within 7 days.

WAI discharges its obligation to refund where a place in an alternative course is arranged at the Institute’s expense and the offer is accepted by the student in writing.

Partial Refunds due to student default – refund less A$500 administration processing fee

WAI will refund all pre-paid fees not utilised, other than the A$500 administration processing fee and any deposits paid, paid by an international student or intending international student within four weeks of receipt of a written claim in relation to a course if:

» a student provides more than 28 days’ notice from course commencement of withdrawal from course; or
» a student visa application is rejected or visa renewal is refused on or before census date; or
» a student fails to meet course progression rules and is thus not permitted to re-enrol and the tuition fees were paid in advance of the notification of the exclusion from further studies at the Institute; or
» a student withdraws from the course and returns home before a course commences because of exceptional and extenuating circumstances such as a death or severe illness in the immediate family; or
» a student fails to meet the entry requirements as per the offer letter and course deferment is not possible; or
» a student holds a Department of Immigration and Border Protection (DIBP)- approved transfer and unconditional letter of offer to another institution where a letter of release is not required.

No Refunds due to student default

WAI will not refund any money paid by an international student or intending international student in relation to a course if:

» a written claim for the student’s withdrawal from the course at that location is received less than 28 days before the starting date of the course or after the course commencement date; or
» the student does not commence the course on the agreed start date and has not previously withdrawn; or
» visa refusal after census date; or
» the student’s failure to start the course at the location on the agreed starting day; or
» the student fails to pay the required tuition fees; or
» the student breaches any condition of their student visa; or
» the student misbehaves or is in breach of any enrolment conditions; or
» the student has been granted permanent residency or any other visas; or
» suspension or deferment is not approved. Where a suspension is approved by WAI for “compassionate & compelling” circumstances any pre-paid tuition fees not utilised will be transferred to the next study period. All transferred fees are not refundable and subject to a no further transfer condition.

Deposits and Part-payments

Any administration fees, deposits including the tuition fee deposit paid for packaged courses are not refundable.

Refund of Overseas Student Health Cover (OSHC) Premium

Students who have arrived in Australia and apply for refund of Overseas Student Health Cover (OSHC) premium will be subject to the designated OSHC company’s refund policy and procedures. Application should be made directly to the OSHC provider. Students who have not yet arrived in Australia and have prepaid OSHC premium to WAI, will be fully refunded their OSHC premium through application to William Angliss Institute.

Application should be made by submitting an Application for Refund with William Angliss Institute.

Alternative Tuition Arrangements

WAI may arrange, at the discretion of the Institute, for another course, or part of a course, to be provided to an international student or intending international student as an alternative to refunding course money. Should an international student or intending international student agree to accept the alternative course to receiving a refund of course money, William Angliss Institute is no longer liable to refund the student money owed for the original enrolment.

Refund requests

Apart from instances of provider default where no Application for Refund is required, an international student or intending international student must make a claim for a refund by completing the Request Form for International Student for the attention of:

Manager

Angliss International Office
William Angliss Institute
555 La Trobe Street
Melbourne 3000 Australia

The claim must identify the reason for the refund and must include supporting documentation according to the circumstances such as:

» A letter from the Department of Immigration and Border Protection (DIBP) advising of a rejection of the student visa application or a refusal to extend a student visa; or
» Proof of exceptional and extenuating circumstances affecting a close family member; or
» Proof of compassionate and/or compelling circumstances that may prevent the student upholding the enrolment agreement that may include:
   - Serious Illness or medical condition that prohibits them from continuing their studies.
   - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
   - Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies.
   - A traumatic experience which could include but is not limited to:
     - Involvement in or witnessing of an accident; or
     - A crime committed against the student; or
     - The student has been a witness to a crime and this has impacted on the student (these cases should be supported by police or psychologists’ reports).

An unconditional letter of offer from another institution along with a DIBP approval letter to transfer; and

» A completed and signed William Angliss Institute Cancellation of Enrolment form (if enrolled)

» The request must be signed and dated correctly by the student. The student must show proof that the tuition fees had been paid in full.

Payment of Refunds

Refunds will be paid directly to the student or the person nominated by the student. A refund will be made in Australian dollars unless otherwise stipulated by the student on the application for refund. A refund due to provider default will be paid within 2 weeks after the default day or 4 weeks if due to student default.
# Important Dates

## 2016 Academic Calendar Vocational Education (Melbourne - Certificates, Diplomas, Advanced Diplomas)

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Closure &amp; Public Holiday</td>
<td>1 January</td>
</tr>
<tr>
<td>Orientation</td>
<td>8 February – 12 February</td>
</tr>
<tr>
<td>Commence Semester 1</td>
<td>15 February</td>
</tr>
<tr>
<td>Census Date</td>
<td>15 March</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBA</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>29 March – 1 April</td>
</tr>
<tr>
<td>End Semester 1</td>
<td>24 June</td>
</tr>
<tr>
<td>Mid-year vacation for students</td>
<td>27 June – 15 July</td>
</tr>
<tr>
<td>Orientation</td>
<td>11 July – 15 July</td>
</tr>
<tr>
<td>Commence Semester 2</td>
<td>18 July</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBA</td>
</tr>
<tr>
<td>Census Date</td>
<td>15 August</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>19 September – 30 September</td>
</tr>
<tr>
<td>End of academic year/ End Semester 2</td>
<td>2 December</td>
</tr>
<tr>
<td>Campus Closure &amp; Public Holidays</td>
<td>22 December – 31 December</td>
</tr>
</tbody>
</table>

## 2016 Academic Calendar Vocational Education (Bachelor Degrees)

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 2016 Dates</td>
<td></td>
</tr>
<tr>
<td>Campus Closure &amp; Public Holiday</td>
<td>1 January</td>
</tr>
<tr>
<td>Orientation</td>
<td>15 February – 19 February</td>
</tr>
<tr>
<td>Commence Semester 1</td>
<td>22 February</td>
</tr>
<tr>
<td>Census Date</td>
<td>21 March</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBA</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>29 March – 8 April</td>
</tr>
<tr>
<td>End Semester 1</td>
<td>24 June</td>
</tr>
<tr>
<td>Mid-year vacation for students</td>
<td>27 June – 22 July</td>
</tr>
<tr>
<td>Orientation</td>
<td>18 July – 22 July</td>
</tr>
<tr>
<td>Commence Semester 2</td>
<td>25 July</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBA</td>
</tr>
<tr>
<td>Census Date</td>
<td>22 August</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>12 September – 23 September</td>
</tr>
<tr>
<td>End of academic year/ End Semester 2</td>
<td>25 November</td>
</tr>
<tr>
<td>Campus Closure &amp; Public Holidays</td>
<td>22 December – 31 December</td>
</tr>
</tbody>
</table>

## 2016 Academic Calendar Vocational Education (Sydney - Certificates, Diplomas, Advanced Diplomas)

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Closure &amp; Public Holiday</td>
<td>1 January</td>
</tr>
<tr>
<td>Orientation</td>
<td>4 – 5 February</td>
</tr>
<tr>
<td>Commence Semester 1</td>
<td>8 February</td>
</tr>
<tr>
<td>Census Date</td>
<td>7 March</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBS</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>11 – 22 April</td>
</tr>
<tr>
<td>End Semester 1</td>
<td>24 June</td>
</tr>
<tr>
<td>Mid-year vacation for students</td>
<td>27 June – 15 July</td>
</tr>
<tr>
<td>Orientation</td>
<td>14 – 15 July</td>
</tr>
<tr>
<td>Commence Semester 2</td>
<td>18 July</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBA</td>
</tr>
<tr>
<td>Census Date</td>
<td>15 August</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>26 September – 7 October</td>
</tr>
<tr>
<td>End of academic year/ End Semester 2</td>
<td>2 December</td>
</tr>
<tr>
<td>Campus Closure &amp; Public Holidays</td>
<td>23 December – 2 January 2017</td>
</tr>
</tbody>
</table>

## 2016 National, Victorian and NSW Public Holidays

<table>
<thead>
<tr>
<th>Activity</th>
<th>2016 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>1 January</td>
</tr>
<tr>
<td>Australia Day</td>
<td>26 January</td>
</tr>
<tr>
<td>Labour Day</td>
<td>14 March (Victoria only)</td>
</tr>
<tr>
<td></td>
<td>3 October (NSW only)</td>
</tr>
<tr>
<td>Good Friday/ Easter Monday</td>
<td>25 March / 28 March</td>
</tr>
<tr>
<td>ANZAC Day</td>
<td>25 April</td>
</tr>
<tr>
<td>Queen's Birthday</td>
<td>13 June</td>
</tr>
<tr>
<td>Melbourne Cup</td>
<td>1 November (Victoria only)</td>
</tr>
<tr>
<td>Christmas and Boxing Day</td>
<td>25 December to 27 December (day in lieu for Sunday 25 December)</td>
</tr>
</tbody>
</table>
Streamlined Visa Processing SVP

William Angliss Institute (WAI) has been approved by the Department of Immigration and Border Protection (DIBP) to participate in the Australian Government Streamlined Visa Processing (SVP) arrangements for the Advanced Diploma and Degree applications (direct or packaged).

DIBP will assess all student visa applicants who are eligible for SVP as though they were a low immigration risk (similar to the current Assessment Level 1), regardless of the country of origin. William Angliss Institute will undertake screening of applications to ensure that visa applications are processed as low risk. This may involve more rigorous checks of documentation and background of applicants to ensure that they are genuine students. Once an Offer has been made, and a Confirmation of Enrolment issued, this may reduce the length of time it takes to issue the student visa. For more SVP information, please refer to www.border.gov.au/Trav/Stud/Stre
How to Apply

PRE-APPLICATION
Have you checked and understood:

Academic programs available including course structure, delivery methods, campus locations and projected course graduate/career outcomes
» Academic entry requirements
» English language requirements
» Financial requirements to undertake study at the Institute living in Australia
» Requirements of Genuine Temporary Entrant (GTE)/Genuine Student (GS) status and overall requirements of compliance with the student visa conditions.
» Check the Department of Immigration and Border Protection website www.border.gov.au for visa application process, SVP eligibility and eligibility criteria for student visa application.
» Check the Student Visa Assessment Level (AL) on www.border.gov.au/Trav/Stud

APPLICATION
Application steps:
» Complete International Student Application Form F1 including Student Declaration and, where applicable, Agent Declaration which confirms student awareness of student visa regulations, financial obligations and satisfying GTE and GS criteria.
» Complete the Financial Declaration. Applicants from AL 2 and AL 3 countries (Visa Subclass 572 and 573) must present evidence of funds. This form is not currently required for Assessment Level 1 countries, but the Institute may request it from applicants if required to see evidence of funds.
» Attach one set of all certified documents as identified in the Document Checklist for Application
» Refer to Document Checklist for Application on the inside back cover to ensure you have completed your application correctly

Send by courier, email, fax or post to:
William Angliss Institute, International Office, 555 La Trobe Street, MELBOURNE VIC 3000 AUSTRALIA
Email: international@angliss.edu.au Fax: +61 3 9670 9348.

OFFER
» Application assessed and if successful, Letter of Offer and Acceptance Agreement forwarded to applicant/agent.
» Applicant/Agent to ensure the Applicant understands the terms and conditions of Letter of Offer and Acceptance Agreement and accuracy of course(s) offered.

ACCEPTANCE
» Applicant reads and understands all the details in the offer and signs Letter of Offer and Acceptance Agreement (including a Student Declaration and Agent Declaration if applicable).
» Signed Letter of Offer and Acceptance Agreement returned to the Institute with evidence of payment (refer to How to Pay your Fees at William Angliss Institute F3).
» The Institute will issue the Confirmation of Enrolment (CoEs) for your student visa application.
» If applicable, complete and return Airport Reception and Homestay Service F4.
» Attend Orientation and Enrolment session at the Institute.

Disclaimer: Incorrect or incomplete applications will not be processed and may lead to a delay in processing applications. Please ensure that all documents provided are certified or notarised by authorised organisation. The Institute reserves the right to decline applications for any reason at our discretion.
1. This application is the property of the Institute. Supporting documentation will NOT be returned.
2. Your application cannot be processed unless full documentation is attached.
3. If you obtain Australian permanent residency at any stage of the application process, you must advise the Institute immediately.
4. It is your responsibility to advise the Institute of any change of address prior to enrolment at the Institute.
5. The information in this application form is correct as of July 2015, however course information for the Institute is subject to change. Admission to any particular course is not guaranteed, and should be assessed in accordance with procedures specified by William Angliss Institute.
6. You should always check with a course adviser or Institute accredited education agent or representative when planning your course. Visit the Institute website for the most up-to-date information about courses, entry requirements, fees and destination degrees.
7. The Institute reserves the right to decline any application.

Part 1: Personal Details (please include copy of identification pages of your passport) (attach documents)

Are you a currently enrolled Institute student? [ ] No [ ] Yes If yes, please provide Institute ID number: 
Have you previously applied to the Institute? [ ] No [ ] Yes
Title: [ ] Mr [ ] Mrs [ ] Ms [ ] Dr [ ] Other
Family name (as in passport): 
Given name(s): English name (if you use one): 
Date of Birth: DD / MM / YYYY Sex: [ ] Male [ ] Female
Current Age: First language: 
Citizenship (as in passport): Country of birth (as in passport): 
Disability
Do you have a disability, impairment or long-term medical condition which may affect your studies? [ ] Yes [ ] No If ‘Yes’, please provide details: (This information is for support services only and will not affect the outcome of your application)

Home address in home country (mandatory)
Address: 
Province: Zip: 
Country: 
Telephone: ( ) Mobile Telephone: ( ) Fax: ( ) Email (mandatory): 

Home address in Australia (if you are already in Australia)
Address: 
Province: Zip: 
Country: AUSTRALIA Suburb: Postcode: 
Telephone: ( ) Mobile Telephone: ( ) Email (mandatory): 

Part 2: Guardianship (please complete this section if you will be under 18 years of age at the time of enrolment) (attach documents)

Name of your parent/guardian: 
Parent/guardian’s business telephone (include country code): ( )
Parent/guardian’s business fax (include country code): ( )
Parent/guardian’s email address (if available): 
Signature of parent/guardian: Date: DD / MM / YYYY
Date when you turn 18 years of age: DD / MM / YYYY
While in Australia, the Student:
[ ] will be residing with a Parent or Suitable Nominated Relative; or
[ ] will not be residing with a Parent or Suitable Nominated Relative but will reside with WAI approved Guardianship Service.
F1 Application Form Continued

Part 3: Visa-related Information (Please attach copy of current visa if applicable) (attach documents)

Passport Number: __________________________ Expiry date: DD / MM / YYYY
Are you currently in Australia? □ Yes □ No If no, please go to Part 5.
If yes, state your visa type (eg student, tourist, etc) visa subclass number and expiry date:
Visa Type: __________________________ Subclass No: __________________________ Expiry date: DD / MM / YYYY
Have you applied to become a permanent resident of Australia? □ Yes □ No
If yes, date of application: DD / MM / YYYY

Part 4: Overseas Student Health Cover (OSHC) (If you are already in Australia) (attach documents)

Do you have OSHC? □ Yes □ No
If yes, please provide details:
OSHC Provider Name: __________________________ Expiry Date: DD / MM / YYYY
OSHC Number: __________________________

Part 5: Institute Course Preferences (documentary evidence must be provided) (attach documents)

<table>
<thead>
<tr>
<th>Qualification Level</th>
<th>CRICOS Code</th>
<th>Nat. Code</th>
<th>Course Title</th>
<th>Intake (Feb/July)</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td></td>
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<tr>
<td>Diploma</td>
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<tr>
<td>Advanced Diploma</td>
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<tr>
<td>Bachelor Degree</td>
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</tbody>
</table>

Please complete details of your preferred course of study. If packaging Certificate, Diploma, Advanced Diploma or Degree courses, please include details of all courses. Please note that the highest qualification is your principal course of study.

Study Abroad Program (please complete only if applying for Study Abroad program)

Please list the subjects you wish to study in order of preference:

<table>
<thead>
<tr>
<th>Preferences</th>
<th>William Angliss Institute</th>
<th>Equivalent from home institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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</tr>
</tbody>
</table>

Part 6: Education Background (attach documents)

Please provide details and documentation of your highest secondary and any post secondary school results, either completed or pending, including an explanation of the grading system.

Secondary studies

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Institution</th>
<th>Country/State</th>
<th>Start</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
### Post-secondary studies

Both complete and incomplete studies must be listed below. Submit official statements for all studies including failures (if any).

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Institution</th>
<th>Country/State</th>
<th>Start</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Studies in Australia (if applicable)

Have you undertaken or are you currently enrolled in study in Australia? Yes [ ] No [ ]

Please provide details below.

You must list all the courses you have undertaken or are currently enrolled in studying in Australia.

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Institution</th>
<th>Country/State</th>
<th>Start</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Please attach certified copies of relevant academic records in Australia, such as high school or college/university result transcripts, certificates and relevant CoE(s).

### Part 7: English Language Proficiency

Please tick the appropriate box and attach your results.

- English is your first language
- English was the language of instruction in your secondary/tertiary studies (Documentary evidence must be provided if institution is located in a non-English speaking country)

- **I have completed an approved English language test** (complete the details below - attach evidence)
  - IELTS Academic (Module) test score
  - Date taken: [ ]
  - TOEFL
  - Date taken: [ ]
  - PTE Academic
  - Date taken: [ ]
  - Other English test score
  - Date taken: [ ]

<table>
<thead>
<tr>
<th>Result (if known)</th>
<th>Overall:</th>
<th>Listening:</th>
<th>Reading:</th>
<th>Writing/TWE/ER:</th>
<th>Speaking:</th>
</tr>
</thead>
</table>

- **I have not yet completed an approved English language test. I intend to complete the following test on the date specified below** (complete the details below)
  - IELTS test
  - Date to be taken: [ ]
  - TOEFL
  - Date to be taken: [ ]
  - PTE Academic
  - Date to be taken: [ ]
  - Other English test
  - Date to be taken: [ ]

Test must be taken within 2 years of course commencement.

- **Completed English course in Australia** (attach evidence)
  - Name of English language course:
  - Name of English language centre:
  - Start date: [ ]
  - Completion date: [ ]

- **Completing English course in Australia** (attach evidence)
  - If “Yes” provide details of English language course and English language centre and attach Offer Letter.
  - Name of English language course:
  - Name of English language centre:
  - Start date: [ ]
  - Completion date: [ ]
F1 Application Form Continued

Part 8: Summary of Work Experience
(attach documents)
(Complete only if relevant. Certified Documentary Evidence Required)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>Duties</th>
<th>Country</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Part 9: Credit Transfer and Advanced Standing
(attach documents)

Are you applying for exemptions as a result of previous experience/study?  [Yes] [No]

If you have selected “Yes”, please attached translated copies of the course, subject outlines, subject descriptors and other relevant information for each subject or unit.

Part 10: Student Statement

Please note: You must answer all the questions below as thoroughly as you can. (Please attach an additional page if you require more space)

1. Please list 3 education providers in your home country that offer a similar course and explain your reasons for choosing to study at WAI.

2. Please explain your understanding of the course that you have applied for.

3. How do you believe your chosen program will contribute towards your current or chosen career path? Please describe your future employment prospects including how you are going to achieve your short term and long term career goals.

4. Do you have relatives or contacts in Australia? Please give details about them.

5. Have you or any family members had any previous visa application, visa grants or visa refusals (in Australia or overseas)? Please explain.

Part 11: Financial Details
All applicants must complete the Financial Details Section. Your application will not be progressed unless this information is provided.

To calculate the total funds needed you may use the table below. The table outlines the finance required to cover a twelve month period in Australia and considers the cost of program fees, basic living and travel expenses for you and your dependants. You must have sufficient funds available for yourself and each of your dependents (including child care and school fees where applicable).

Will you be accompanied by dependants while in Australia?   [Yes] [No]
If you selected “Yes”, how many dependants?

<table>
<thead>
<tr>
<th>Ongoing expenses Per person</th>
<th>Funds required per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td>One return airfare to Australia</td>
</tr>
<tr>
<td>Family members</td>
<td>One return airfare to Australia per person</td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td>Should calculate the tuition fees by confirming semester, annual and total course fees (see pages 1-3).</td>
</tr>
<tr>
<td>Dependent children aged 5-18 years</td>
<td>AUD$8000/year</td>
</tr>
<tr>
<td>Living Costs</td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td>AUD$18,610</td>
</tr>
<tr>
<td>Partner</td>
<td>AUD$6,515</td>
</tr>
<tr>
<td>First child</td>
<td>AUD$3,720</td>
</tr>
<tr>
<td>Each other child</td>
<td>AUD$2,790</td>
</tr>
</tbody>
</table>

Overseas Student Health Cover (OSHC)
You will be required to pay OSHC at Acceptance of Offer. This amount will vary according to course and visa lengths and must be paid in full at acceptance for total visa length. The amount will also vary according to level of cover (single/couple/family). In general the costs are approximately: Single $647 per year, dual family $2,325 per year and multi family $4,792 per year. (Costs are subject to change depending on visa length and OSHC provider schedule of fees.)

How will you be funding your studies whilst living in Australia?

Please tick appropriate box.

- Self funded (yourself)
- Sponsored (family or friend)
- Bank Loan
- Approved government, institutional or corporate sponsor

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a student visa. Applicants may have to demonstrate sufficient funds to cover these expenses for the first one or two years in Australia, depending on their assessment level (please refer to http://www.border.gov.au/Trav/Stud).

Applicants from Assessment Level 2 and 3 countries will be asked to supply evidence of available funds to support the initial 12 months in Australia by completing the Financial Declaration Form (F2).

Please tick appropriate box.

- I have access to sufficient funds to support myself and my dependents (if any) for the total period of my visa.
- I acknowledge that I may be required to provide additional evidence and/or documentation to confirm my ability to meet all necessary expenses as referred to on http://www.border.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds
- I will be sponsored by my government/department and they will bear all my tuition and living expenses for the duration of my stay.

Part 11: Financial Details

All applicants must complete the Financial Details Section. Your application will not be progressed unless this information is provided.

To calculate the total funds needed you may use the table below. The table outlines the finance required to cover a twelve month period in Australia and considers the cost of program fees, basic living and travel expenses for you and your dependants. You must have sufficient funds available for yourself and each of your dependants (including child care and school fees where applicable).

Will you be accompanied by dependants while in Australia?  
[ ] Yes  [ ] No  
If you selected “Yes”, how many dependants?  

<table>
<thead>
<tr>
<th>Ongoing expenses</th>
<th>Per person</th>
<th>Funds required per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td></td>
<td>One return airfare to Australia</td>
</tr>
<tr>
<td>Family members</td>
<td></td>
<td>One return airfare to Australia per person</td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td></td>
<td>You should calculate the tuition fees by confirming semester, annual and total course fees (see pages 1-3).</td>
</tr>
<tr>
<td>Family members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependent children aged 5-18 years</td>
<td></td>
<td>AUD$8000/year</td>
</tr>
<tr>
<td>Living Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yourself</td>
<td></td>
<td>AUD$18,610</td>
</tr>
<tr>
<td>Partner</td>
<td></td>
<td>AUD$6,515</td>
</tr>
<tr>
<td>First child</td>
<td></td>
<td>AUD$3,720</td>
</tr>
<tr>
<td>Each other child</td>
<td></td>
<td>AUD$2,790</td>
</tr>
</tbody>
</table>

Overseas Student Health Cover (OSHC)

You will be required to pay OSHC at Acceptance of Offer. This amount will vary according to course and visa lengths and must be paid in full at acceptance for total visa length. The amount will also vary according to level of cover (single/couple/family). In general the cost are approximately: Single $647 per year, dual family $2,325 per year and multi family $4,792 per year. (Costs are subject to change depending on visa length and OSHC provider schedule of fees.)

How will you be funding your studies whilst living in Australia?  
Please tick appropriate box.

[ ] Self funded (yourself)  [ ] Sponsored (family or friend)  [ ] Bank Loan  [ ] Approved government, institutional or corporate sponsor

International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a student visa. Applicants may have to demonstrate sufficient funds to cover these expenses for the first one or two years in Australia, depending on their assessment level (please refer to http://www.border.gov.au/Trav/Stud/Stud).

Applicants from Assessment Level 2 and 3 countries will be asked to supply evidence of available funds to support the initial 12 months in Australia by completing the Financial Declaration Form (F2).

Please tick appropriate box.

[ ] I have access to sufficient funds to support myself and my dependants (if any) for the total period of my visa.

I acknowledge that I may be required to provide additional evidence and/or documentation to confirm my ability to meet all necessary expenses as referred to on http://www.border.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds

[ ] I will be sponsored by my government/department and they will bear all my tuition and living expenses for the duration of my stay.

Part 12: Declaration

Applicant’s declaration

1. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.

2. I acknowledge that failure to disclose my academic record may result in the Institute revoking an offer or terminating my studies at any stage.

3. I authorise the Institute to seek verification of my academic and professional qualifications, and work experience. I understand that the Institute reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.

4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.

5. I acknowledge that the Institute reserves the right to alter any course, subject, admission requirement or fee without prior notice.

6. I understand that the personal information I have provided may be released to government agencies as required by law, I further understand that it may be disclosed to third parties for the purpose of progressing my application.

7. I acknowledge that I have read and understand the description of the program/s that I am applying for.

8. I authorise the Institute to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.

9. I declare that I am applying to be a genuine temporary entrant to Australia as defined by DIBP and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant’s declarations that they are a genuine student.

10. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.

11. I declare that my signature is true and correct and matches the signature in my passport.

Applicant’s declaration

I (insert full name):

understand all of the requirements for the courses and visa application and confirm that all of the information provided is true.

Signature of applicant: (as in passport signature page): Date: DD / MM / YYYY

Note: Applicant declaration must be signed by a parent or legal guardian if the student is under 18 years of age.

Signature of guardian: Date: DD / MM / YYYY

Agent’s declaration (if applicable)

1. I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by DIBP and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant’s declarations that they are a genuine student.

2. To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.

3. The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).

4. I recommend the Institute proceed with the assessment for admission of this applicant.

5. I confirm the student has signed this application form.

6. I have provided the student’s personal email address and residential address, as disclosed to me by the student.

Agent’s declaration

Agency name:

Agency branch office:

Agent staff member name:

Signature of Agent: Date: DD / MM / YYYY

DISCLAIMER: William Angliss Institute respects your privacy. The information you have provided will not be given to any third parties, and will only be used internally. Upon graduation, you will automatically become a part of the William Angliss Institute Alumni. Please note: you will be given the opportunity to unsubscribe at the time of completing your course.

We have made every effort to ensure that the information contained in this document is correct at the time of printing. William Angliss Institute reserves the right to change the admission requirements, fees and units of competency in listed courses whenever necessary. All reasonable attempts will be made to publish the most up-to-date information, but course details can change, and you will always find the most current information on our website at www.angliss.edu.au.
F2 Financial Declaration for Assessment Level 2 & 3 countries

Applicants who apply for Advanced Diploma or Bachelor Degree packaged courses or Bachelor Degree programs from VET or HE Assessment Level (AL) 2 & 3 countries are required to complete the financial details below and provide evidence such as a bank statement.

Note: All applications to William Angliss Institute packaging courses to degree will be assessed as per visa subclass 573 assessment levels.


Please complete all sections (for Assessment Level 2 & 3 countries only)

Will you be accompanied with dependants while in Australia? □ Yes □ No

If you selected “Yes”, how many dependants?

Funds Needed

Please calculate the total funds needed below:

Exchange Rate: AUD$1 = [________] (please indicate currency and exchange rate)

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Minimum funds required in AUD</th>
<th>Funds required in home country currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Tuition Fee as per course guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Fees as per course guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Health Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Around AUD$647 for single cover or AUD$2,325 for dual family or AUD$4,792 for multi-family depending on course duration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Expenses (per year)</td>
<td>Student</td>
<td>$18,610</td>
</tr>
<tr>
<td></td>
<td>Partner</td>
<td>$6,515</td>
</tr>
<tr>
<td></td>
<td>First Child</td>
<td>$3,720 x 1</td>
</tr>
<tr>
<td></td>
<td>Second Child</td>
<td>$2,790 x 1</td>
</tr>
<tr>
<td>Schooling (per child age 5 to 18 years)</td>
<td>Student</td>
<td>$8,000 x</td>
</tr>
<tr>
<td>Airfare (per person @$2000)</td>
<td></td>
<td>$2,000 x</td>
</tr>
</tbody>
</table>

**TOTAL FUNDS REQUIRED for the first year**

Details of Sponsor

<table>
<thead>
<tr>
<th>Sponsor (full name)</th>
<th>Relationship to applicant</th>
<th>Occupation</th>
<th>Monthly salary</th>
<th>Yearly salary</th>
<th>Bonus or commission (if any)</th>
<th>Total yearly amount in your currency</th>
<th>Total yearly amount in AUD</th>
</tr>
</thead>
</table>

Please list evidence to support the above

- e.g. Employment letter | Yes or No (Attached)
- e.g. Pay slip          | Yes or No (Attached)
- e.g. Bank statement    | Yes or No (Attached)
Details of Bank Deposits (including term deposit)
Enter at least three consecutive months in the current financial year.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Account Type</th>
<th>Account Name</th>
<th>Relationship to applicant</th>
<th>Total yearly amount in your currency</th>
<th>Total yearly amount in AUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Citibank</td>
<td>Savings or Term Deposit</td>
<td>Mr John Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list financial documents provided such as bank statement, financial guarantee letter, etc:

- e.g. Bank statement

Other Financial Information

Please list financial documents provided such as bank statement, financial guarantee letter, etc:

- e.g. Bank statement

Money deposits must be held in a bank account by the applicant or a family member supporting the applicant.

Note: Non-cash assets such as property and shares are not acceptable evidence of income. However, non-cash assets may be liquidated or used as collateral on a loan.

A money deposit with a financial institution must be held for at least three consecutive months immediately before the date of the visa application by the applicant or

- partner (spouse or de facto partner, including same-sex de facto partners)
- brother or sister
- parents
- grandparents
- aunt or uncle (only if they usually live in Australia and are either a citizen/permanent resident of Australia or an eligible New Zealand citizen)

Declaration

Please declare that the information provided in this document is true and correct. William Angliss Institute respects your privacy. The information you have provided may be disclosed to third parties for the purpose of progressing your application and to government agencies as required by law.

Applicant declaration and signature: ____________________________ Date: DD / MM / YYYY

Sponsor declaration and signature: ____________________________ Date: DD / MM / YYYY
You can pay your fees by:

1. Electronic Bank Transfer
   Telegraphic Transfer from an overseas bank account
   Account name: William Angliss Institute
   Bank: National Australia Bank
   Branch: 500 Bourke Street, Melbourne VIC 3000
   Account: 51 519 6209
   BSB: 083 054
   SWIFT: NATAAU33

   • Make sure you pay all bank fees. You must include an additional A$25 with your payment to cover bank changes in Melbourne.
   • Use your Student ID as a reference (12345678)
   • Send William Angliss Institute a copy of your bank’s confirmation with this form.

2. Credit Card
   • Complete and sign this form
   • Send it to William Angliss Institute, International Education Office
   Please note: William Angliss Institute cannot accept personal cheques for first time enrolments.

3. Bank Draft or Money Order (Australia only)
   • Payable to William Angliss Institute
   • In $AUD Australian dollars to an Australian bank
   • Mail the bank draft or money order, or deliver it in person to the International Office with this form.

4. Cash or EFTPOS in person
   • At our Student Information Centre:
     Ground Floor, 555 La Trobe Street Melbourne VIC 3000.

Send this page to:
William Angliss Institute, International Education Office
Fax  +61 3 9670 9348
Email  international@angliss.edu.au
Mail  555 La Trobe Street
     Melbourne VIC 3000
     AUSTRALIA

Personal Details
Title:  [ ] Mr  [ ] Miss  [ ] Ms  [ ] Mrs  [ ] Other
Today’s Date: DD / MM / YYYY
Given Names:  
Family Name:  
Date of Birth: DD / MM / YYYY
Student Reference No. (from your William Angliss Institute letter of offer): 
Postal Address in Home Country: 
Telephone:  
Facsimile:  
Email:  
Visa Type (tick one):  [ ] Student  [ ] Working  [ ] Holiday  [ ] Visitor  [ ] Other

William Angliss Institute Course
Course Title:  

Tick the appropriate box
[ ] Bank Draft or Money Order is attached to this form
[ ] The bank’s confirmation of electronic transfer is attached
[ ] Please charge my fees to this credit card:
   Card type:  [ ] Visa  [ ] MasterCard
   Card number:  
   Name on card:  
   Expiry date:  
   Amount AUD $  
I authorise William Angliss Institute to charge this amount in Australian dollars to my credit card.
Cardholder’s signature:  
Date signed: DD / MM / YYYY
F4 Airport Reception and Homestay Service

If you require the services below, you must send this form to the International Education Office one week before arrival.
Fax +61 3 9670 9348 Email international@angliss.edu.au

Airport On-Arrival Service

Please arrange an Airport Reception Service for:

☐ Myself only (free service)

Will you be accompanied by other persons?  ☐ 1  ☐ 2  ☐ 3

(Each person accompanying you will be charged A$50 for this service. If the person accompanying you would like to be taken to a separate destination, extra charges apply. A taxi fare may be cheaper.)

Note: If you request this service but do not use it you will be charged A$60.

Title: ☐ Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Other

Family Name: 

Given Names: 

Date of Arrival in Melbourne:   Time of Arrival in Melbourne:    □ AM    □ PM

Airline:  

Flight Number: 

Destination Address: 

Destination Telephone: 

Email: 

If you wish to receive a confirmation of the booking from us, provide your contact details:

Telephone: 

Facsimile: 

Email: 

Signature of intending international student:  

Date:    DD / MM / YYYY

Note: The Institute is closed on Saturdays, Sundays and public holidays (check dates with Australian Diplomatic Mission for Australian and Victorian public holidays).

Homestay Accommodation

Homestay accommodation can be arranged if you contact Australian Homestay Network (AHN) online, details below.

<table>
<thead>
<tr>
<th>Place</th>
<th>Distance from Institute</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay- Australian Homestay Network (AHN) (Recommended welcome option)</td>
<td>Varies (subject to availability)</td>
<td>Go online to book and to choose accommodation preferences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.homestaynetwork.org/public/angliss">www.homestaynetwork.org/public/angliss</a> <a href="mailto:melbourne@homestaynetwork.org">melbourne@homestaynetwork.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+61 3 9435 6621</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24/7 National Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+61 2 89050321 (outside Australia)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1300 69 78 29 (Inside Australia)</td>
</tr>
</tbody>
</table>
Document Checklist for Application

Application form
☐ Completed all sections
☐ Signed declaration by applicant
☐ Signed declaration by Accredited agent or representative (if applicable)
☐ Signed declaration by sponsor/guardian if under 18 years of age

Passport
☐ Copy of identification pages of your passport
☐ Copy of current visa (if you are in Australia)

Academic Documents
☐ Certified copies of relevant academic records in your home country, such as high school
   or college/university certificates
☐ Certified copies of relevant academic records in Australia, such as high school or college/
   university certificates (if relevant)
☐ Financial Documents (for assessment level 2 and 3 countries)
☐ Completed Financial Declaration form (F2)
☐ Provide evidence of funds: certified copy of bank statement, payslip etc. as stated.

English Proficiency Documents
☐ Copy of enrolment in any course (other than an English language course) if you are
   undertaking the course in Australia, including the CoE from the Institute plus a letter
   reporting your attendance level and completion date
☐ If studying English in Australia prior to William Angliss Institute. Copy of English
   language course Offer Letter and the CoE from the English language centre
☐ If completed English in Australia, Certified copy of English language certificate and
   attendance report if you have completed an English language course

Certified copy of IELTS certificate
☐ Certified copy of other English language proficiency test certificate (if applicable)

Other required forms
☐ For students currently in Australia, copy of Overseas Student Health Cover card as well
   as names and dates of birth of family member(s) if applying for family cover:
☐ Certified copies of work references (if relevant)
☐ Other (if requested by the Institute)
☐ On acceptance you will need to fill in and send F3 & F4.

Contact Us
☐ For information available to international students, phone William Angliss Institute’s
   International Office on +61 3 9606 2169 or visit www.angliss.edu.au

Declarations
William Angliss Institute has used its best endeavours to ensure that the material contained in this publication was
accurate at the time of printing. The Institute gives no warranty and accepts no responsibility for the accuracy or
completeness of information. The Institute reserves the right to make changes to, among other things, course schedules,
location, admission requirements, fees and staffing without notice at any time (even once you have enrolled in the course)
at its absolute discretion. You should frequently check with the Institute’s website for the most current information
available.

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William Angliss Institute
555 La Trobe Street
Melbourne Victoria 3000
Australia
ABN: 66 266 583 978
RTO: 3045 CRICOS: 01505M HEP: 9534
Tel: +61 3 9606 2169
For over 75 years William Angliss Institute has been a learning community devoted to students with a passion for foods, hospitality, tourism and events. Our staff and industry partners work with our students to inspire them and nurture their careers with expert training, education and mentoring.