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## Declarations

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555 La Trobe Street
Melbourne Victoria 3000
Australia
ABN: 66 266 583 978
RTO: 3045 CRICOS: 0150SM HEP: 9534
Tel: +61 3 9606 2169
## 2017 Tuition Fees for International Students

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<td>Feb, July</td>
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<td></td>
<td>$22,500</td>
<td>Feb, July</td>
</tr>
</tbody>
</table>

Additional expenses

**Most courses**
- International Red Cross First Aid course text and kit* Approx. A$95
- Uniform for food and beverage service units* From A$195
- Uniform for cookery stream* From A$184
- Clog Profi Birki (Optional) A$99
- Equipment for cookery stream* From A$155

**Event courses**
- Uniform for food and beverage service units* From A$195

**Commercial Cookery courses**
- Uniform* From A$171
- Clog Profi Birki (Optional)* A$99
- Equipment* From A$290

**Patisserie courses**
- Uniform* From A$194
- Clog Profi Birki (Optional)* A$99
- Equipment* From A$250

**Tourism courses**
- Excursions, field trips, accommodation and class materials From A$800

**Guiding courses**
- Accommodation for overnight field trips and excursions From A$500
- Hire of specialist equipment and other costs associated with field trips and excursions From A$600

**Food Processing courses**
- Course notes, laboratory coat and excursions From A$200

Other Fees and Charges

- To be paid and issued through the Information Centre
  - Receipt replacement A$5
  - Re-issue of student ID card A$10
  - Re-issue of Transcript of Results A$10
  - Re-issue of certificates A$30
  - Archive search of old records A$40

To be issued through Angliss International Education

- International Administration Fee (as applicable) A$100
- Administration Processing Fee for course cancellation A$750
- Re-print of payment fee letter (invoice) A$10
- Re-issue of Letter of Completion A$10
- Re-issue of letter for legal purposes A$10
- Re-issue of Statement of Attainment A$10
- Telegraphic Transfer (TT) of tuition fees A$25**
- No-show for pre-booked airport reception service A$60
- Penalty for late tuition fee payment (per week) A$100
- Re-issue of Letter of Offer A$100
- Re-issue of Confirmation of Enrolment (CoE) A$150

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 1-3 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 dependants, have Overseas Student Health Cover for the proposed duration of their visa.
Note 6: 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/StaticPages/OSHCHome.aspx

**Other Fees and Charges**

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

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
“At William Angliss Institute we understand that success requires a balance of skill, expert knowledge and hands-on experience.”

Nicholas Hunt
Chief Executive Officer
William Angliss Institute

“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,
Marriott Hotel Melbourne
William Angliss Institute

Our first-class facilities and expert teaching will provide you with the confidence and experience to be a leader in your chosen field and open doors to employment opportunities globally. The Institute is unique in Australia as a government-owned, specialist training facility for the hospitality and tourism industries, with over 75 years experience.

Global experience and a global reputation

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.

Recognition of Excellence

» 2015 Most Inspiring Student at the Council of International Students Australia Awards
» Les Toques Blanches 2015 Apprentice Cook of the Year
» VicTAFE Cookery Challenge – 1st place
» 2015 Dilmah High Tea Challenge – Winner Sustainability Award
» Australian Event Awards – finalist
» 2015 Nestle Golden Chefs Hat Award – Victorian winners
» 2015 Thierry Marx career development award competition Winners

» 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
Employment Opportunities and Industry Links

Over the past 75 years, William Angliss Institute has established valuable relationships with industry and governments in Australia and globally. Our excellent reputation and strong links to industry lead to valuable employment opportunities for our students and graduates.

Annual Careers and Employment Expo

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

Exhibitors include:

» AccorHotels Group
» The Ascott Hotels group
» 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.
William Angliss Institute values its positive partnerships and has developed a partnership framework that attracts organisations that can leverage or benefit from the Institute’s industry status and leadership position.

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*. We are one of only two Institutes in Melbourne with a Central Business District campus!

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

Melbourne is the major events capital of Australia
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
» Spring Racing Carnival,
» Melbourne Formula 1 Grand Prix,
» Australian Open Tennis.

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**
- 17 fully equipped training kitchens
- 4 fully equipped training bakeries
- 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
- Kitchen garden.

**HOSPITALITY**
- Two training restaurants open to the public: The Angliss Restaurant and The Bistro
- Two cafés
- Hotel reception and reservation training centre
- Coffee Academy
- Hotel business training room
- Three hotel accommodation training suites
- Wine sensory classroom.

**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.
Sydney Campus

Personal and professional

The area is conveniently located in a residential and mixed business area. Tree lined streets and small cafés 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.

26-32 Waterloo Street, Surry Hills, NSW 2010
The Sydney campus includes:

**FACILITIES**
- Commercial kitchens
- Waterloo Dining, fully equipped training restaurant
- Classrooms equipped with smartboards
- A Coffee Academy for barista training
- Computer lab
- Student Recreation Room

**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 Sydney 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 13 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, Café Nice, The Apollo, QT, Aria, Guillaume at Bennelong, Bondi Icebergs Bar and Grill, Est and Quay.
## Qualifications, Pathways and Careers

See the chart below for the multiple ways you can progress through William Angliss Institute into employment or further study.

<table>
<thead>
<tr>
<th>Australian Qualification</th>
<th>Learning Outcomes</th>
<th>Possible Career Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Degree</strong></td>
<td>Graduates at this level have broad and coherent knowledge and skills for professional work.</td>
<td>Director, Manager, Business Owner, Researcher, Market Leader, Strategist, Advisor</td>
</tr>
<tr>
<td><strong>Advanced Diploma</strong></td>
<td>Graduates at this level have broad knowledge and skills for highly skilled paraprofessional work.</td>
<td>General Manager, Business Owner, Coordinator, Franchisor, Supervisor</td>
</tr>
<tr>
<td><strong>Diploma</strong></td>
<td>Graduates at this level have specialised knowledge and skills for skilled paraprofessional work.</td>
<td>Supervisor, Coordinator, Business Operator, Manager, Assistant Manager</td>
</tr>
<tr>
<td><strong>Certificate IV</strong></td>
<td>Graduates at this level have theoretical and practical knowledge and skills for specialised skilled work.</td>
<td>Operations Coordinator, Account Manager, Senior Consultant, Officer</td>
</tr>
<tr>
<td><strong>Certificate III</strong></td>
<td>Graduates at this level have theoretical and practical knowledge and skills for work.</td>
<td>Assistant, Technician, Receptionist, Attendant, Clerk, Sales Agent, Guide</td>
</tr>
</tbody>
</table>

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.

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).

Bachelor of Culinary Management*

Bachelor of Tourism and Hospitality Management*

Bachelor of Resort and Hotel Management*

Bachelor of Event Management*

* Entry to degree with credit is subject to successful completion of Diploma or Advanced Diploma.
Degree Programs

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.

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.

Pathways to degrees
You can study a Diploma or Advanced Diploma and gain credit towards your Degree studies. These pathways provide the opportunity to develop practical skills on your pathway to leadership and management. Following your Diploma studies, the specialist Degrees focus on experiential learning and high level strategic thinking. The workplace learning in the degree program provides the opportunity to extend the practical skills learned in the Diploma program. Already completed related studies in Australia or overseas? You could receive up to 2 years credit towards our bachelor degree programs.

Work Integrated Learning (Industry Work Placement)
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 Services 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. Selection and acceptance of students for industry placement, is based on an interview process with participating employers.

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 years work rights on successful completion of their course. Please refer to the following website for more information border.gov.au/Trav/Visa-1/485.
Resort and Hotel Management

The Bachelor of Resort and Hotel Management is designed to equip you with the ability to lead and manage business operations and find innovative solutions to complex issues in the dynamic resort and hotel industry. Students will develop critical thinking, management capabilities and professional skills so they can enter the industry with confidence.

BACHELOR of Resort and Hotel Management

CRICOS Code: 089144D
Course Code: CRS1400274
Campus: Melbourne
Intakes: Feb, Jul
Total Duration: 3 years

Specialist Subjects:
» Fundamentals of the Resort and Hotel Industry
» Emerging Trends in the Resort and Hotel Industry
» Managing Resort Operations
» Rooms Division Operations
» Innovation and Entrepreneurship
» Digital Marketing and Distribution
» Financial Analysis and Decision Making
» Human Resource Operations
» Risk and Legal Issues
» Revenue Management.

BACHELOR of Resort and Hotel Management (Professional Practice)

CRICOS Code: 089145C
Course Code: CRS1400277
Campus: Melbourne
Intakes: Feb, Jul
Total Duration: 4 years

Extend your learning with the four year Bachelor of Resort and Hotel Management (Professional Practice). This qualification provides you with the opportunity to deepen your knowledge and skills in your preferred area of specialisation such as human resources, finance, marketing, food and beverage management or front office via a one year focused work placement during the fourth year of the degree.

This program provides students with full time experience in a work environment while still under the mentorship of William Angliss Institute staff.

Career Paths
Your Bachelor of Resort and Hotel Management could lead you to positions such as:
» Resort and Hotel Manager
» Business Development Manager
» Human Resources Officer
» Revenue Manager
» Rooms Division Manager
» General Manager
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.

Specialist Subjects:
- Introduction to the Tourism Industry
- Tourism Theories and Concepts
- Introduction to Marketing
- Tourism Attraction Management
- Financial Analysis and Decision Making
- Food and Beverage Service Management
- Wine Design
- Menu Design and Engineering
- Innovation and Entrepreneurship
- Project Restaurant
- Current Issues in Tourism and Hospitality.

Career Paths
Your Bachelor of Tourism and Hospitality Management could lead you to positions such as:
- Food and Beverage Manager
- Business Owner
- Front Office Manager
- Tourism Operator
- Tourism Representative
- Event Coordinator

I was so proud to secure a supervisory position in a 5-star international hotel chain immediately following my graduation from William Angliss.
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.

BACHELOR
of Event Management

CRICOS Code: 085672A
Course Code: CRS1400177
Campus: Melbourne
Intakes: Feb, Jul
Total Duration: 3 years
NOTE: There is no work integrated learning (internship) in this course

Specialist Subjects:
» Fundamentals of Event Practices
» Event Design
» Marketing and Communication for Events
» Business Development in the events industry
» Event evaluation and innovation
» Management Fundamentals
» Financial Concepts
» Introduction to Marketing
» Risk and Legal issues
» Revenue Management
» Sustainable Operations.

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

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

World's Longest Lunch, Melbourne

Melbourne Zoo excursion, Bachelor of Event Management
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 Subjects:**
- Cookery and Recipes
- Foundations of Cuisine
- Understanding Food Service
- Culinary Techniques
- Sustainable Procurement for Hospitality and Tourism
- Restaurant Service
- Human Resource Management for the Services Industry
- Sensory Education
- Financial Analysis and Decision Making
- Flavour and Function
- Strategy, Change and Leadership

**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

The first of its kind in Australia, the Bachelor of Food Studies provides you with rich insights into the challenges facing government, industry and citizens of how to feed ourselves well. Graduates will develop the skills and capabilities to reshape food systems to be more sustainable, ethical, healthy and delicious.

**Specialist Subjects:**
- Culture and Cuisine
- Understanding Food Systems
- Sensory Education
- Economics and Global Impacts
- Diet and Health in Society
- Fermenting Cultures
- Agriculture and Farming Systems
- Innovation and Entrepreneurship
- Food Policy and Governance
- Introduction to Marketing
- Communicating Food

**Career Paths**
Your Bachelor of Food Studies could lead you to positions such as:
- Food Project Coordinator
- Food Policy Advisor
- Event/Exhibition Curator
- Food and Wine Development Officer
- Food Entrepreneur
- Specialist Food Retailer
Study Abroad Program

Are you currently enrolled in a university in your home country and want an opportunity to study AND work in Australia?

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.

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.
Note: Selection and acceptance of students for industry placement, may be based on an interview process with participating employers.

Options for study

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<th>Option 1</th>
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<td>One Semester</td>
<td>Up to 4 academic units</td>
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<table>
<thead>
<tr>
<th>Option 2</th>
<th>12 months</th>
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</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>Up to 4 academic units</td>
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<tr>
<td>2nd Semester</td>
<td>Up to 4 academic units</td>
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</table>

<table>
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<tr>
<th>Option 3</th>
<th>12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>Up to 4 academic units</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>6 months Industry Work Placement</td>
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</tbody>
</table>
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. The Australian culinary scene is respected worldwide and our graduates are in high demand.

Our extensive facilities cannot be beaten and we take pride in providing the very best training available to our students.

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.

**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 patissier 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.

**BAKING**
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 & 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 BAKING

Baker
$34,317 - $54,631

Bakery Manager
$37,708 - $69,991

< APPROXIMATE SALARY RANGE PER YEAR >

CAREERS IN FOOD SCIENCE & TECHNOLOGY

Food Technologist
$43,258 - $80,736

Food Safety Coordinator
$50,300 - $84,400

Research & Development (R&D) Manager
$55,500 - $83,800

< APPROXIMATE SALARY RANGE PER YEAR >
Commercial Cookery

William Angliss Institute is one of Australia’s leading providers of cookery training. 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 Management) to broaden your understanding of hospitality and prepare for management roles in the industry.

CERTIFICATE III in Commercial Cookery

<table>
<thead>
<tr>
<th>CRICOS Code:</th>
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</thead>
<tbody>
<tr>
<td>Course Code:</td>
<td>SIT30816</td>
</tr>
<tr>
<td>Campus:</td>
<td>Melbourne/Sydney</td>
</tr>
<tr>
<td>Intakes:</td>
<td>Feb, Jul</td>
</tr>
<tr>
<td>Duration:</td>
<td>12 months</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
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<th>CRICOS Code:</th>
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<tbody>
<tr>
<td>Course Code:</td>
<td>SIT40516</td>
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<tr>
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<td>Intakes:</td>
<td>Feb, Jul</td>
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<tr>
<td>Duration:</td>
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</tr>
</tbody>
</table>

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.
"The knowledge and confidence gained from the course definitely helped me in getting a job at one of the best restaurants in Melbourne."

**DIPLOMA of Hospitality Management**
CRICOS Code: 090997D
Course Code: SIT50416
Campus: Melbourne/Sydney
Intakes: Feb, Jul
Duration: 2 years

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

**ADVANCED DIPLOMA of Hospitality Management**
CRICOS Code: 091147E
Course Code: SIT60316
Campus: Melbourne/Sydney
Intakes: Feb, Jul
Duration: 2.5 years

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

Please Note: The Diploma and Advanced Diploma do not include practical cooking units.

**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 Culinary Management offered by William Angliss Institute.

**CAREER PATHS**
These courses could lead you to positions such as:
» Executive chef  
» Sous chef  
» Chef de partie  
» Kitchen chef  
» Qualified cook  
» Commis chef  
* see page 21

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Rathawit Anankitphanit  
Thailand  
Certificate IV in Commercial Cookery + Diploma of Hospitality  
Chef de Partie  
Longrain Restaurant, Melbourne

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[Image 1x1 to 596x843]
[Image 433x284 to 554x325]
[Image 434x294 to 553x35]
Patisserie

Indulge your passion for the sweet life by becoming a professional in the delicious art of the patissier or pastry chef. A qualification in patisserie opens up global opportunities to work in leading hotels, restaurants and boutique patisseries worldwide.

This specialist course offers the opportunity to learn unique skills of professional gateaux, pastries and restaurant desserts. Specialised units include petits fours, pastries, breads and artisan skills of chocolate and sugar decorations.

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.

CERTIFICATE III in Patisserie
CRICOS Code: 093734C
Course Code: SIT31016
Campus: Melbourne/Sydney
Intakes: Feb, Jul
Duration: 12 months

Subject areas include:
» Cake, pastries, yeast based bakery products
» Cookery skills
» Prepare and serve espresso coffee
» Pastries
» Petits fours
» Gateaux, tortes and cakes
» Desserts
» Handle and serve cheese
» Safe food handling practices.

CERTIFICATE IV in Patisserie
CRICOS Code: 093735B
Course Code: SIT40716
Campus: Melbourne/Sydney
Intakes: Feb, Jul
Duration: 18 months

Subject areas include:
» Cake and cookie decorating
» Chocolate confectionery
» Sugar and chocolate decorative work
» Sweets buffets and showpieces
» Coordinate cooking operations
» Managing finances
» Food and beverage.

Extend your studies for another 6 months to also attain a Certificate IV in Commercial Cookery.
**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
* see page 21

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**DIPLOMA of Hospitality Management**

- CRICOS Code: 090997D
- Course Code: SIT50416
- Campus: Melbourne/Sydney
- Intakes: Feb, Jul
- Duration: 2 years

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

---

**ADVANCED DIPLOMA of Hospitality Management**

- CRICOS Code: 091147E
- Course Code: SIT60316
- Campus: Melbourne/Sydney
- Intakes: Feb, Jul
- Duration: 2.5 years

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

---

Please Note: The Diploma and Advanced Diploma do not include practical patisserie units

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**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 Culinary Management offered by William Angliss Institute.

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**Bachelor of Culinary Management**
Baking

Our specialist programs allow you to undertake units in both bread making and cake and pastry, 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 and sourdough products.

CAREER PATHS*
These courses could lead you to positions such as:
- Owner/franchisee
- Store manager
- Baker
- Production manager
- Pastry cook
* see page 21

CERTIFICATE III in Retail Baking (Combined)
CRICOS Code: 080743J
Course Code: FDF30710
Campus: Melbourne
Intakes: Feb, Jul
Duration: 12 months

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.

STUDY PATHS

<table>
<thead>
<tr>
<th>6 Months</th>
<th>12 Months</th>
<th>18 Months</th>
<th>24 Months</th>
<th>30 Months</th>
</tr>
</thead>
</table>
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.

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

* see page 21

STUDY PATHS

<table>
<thead>
<tr>
<th></th>
<th>6 Months</th>
<th>12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Food Science and Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DIPLOMA of Food Science & Technology
CRICOS Code: 081347B
Course Code: FDF50311
Campus: Melbourne
Intakes: Feb, Jul
Duration: 12 months

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

*NOTE: The Diploma of Food Science and Technology is applicable to students demonstrating a strong science, chemistry or biology academic background.
Hospitality Management

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.

MELBOURNE
Study at our Angliss International Hotel School in Melbourne

SYDNEY
Study our Diploma program with AccorHotels in Sydney
Angliss International Hotel School students participate in the World’s Longest Lunch, an event at the Melbourne Food & Wine Festival.

Cameron Maher
Advanced Diploma of Hospitality
Assistant Restaurant Manager
Dinner by Heston Blumenthal

“The practical approach to learning at the Institute developed the skills and, most importantly, the confidence to succeed in the industry.”
Hospitality
Food, beverage and business management

Our courses provide a broad range of skills and knowledge, leading to careers in the diverse and exciting world of hospitality. Commencing with the foundations of customer service, food and beverage service and working in the hospitality industry, our courses provide a pathway to supervision, management and business ownership/management.

CERTIFICATE III in Hospitality
CRICOS Code: 091435G
Course Code: SIT30616
Campus: Melbourne
Intakes: Feb, Jul
Duration: 6 months

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 Management
CRICOS Code: 090997D
Course Code: SIT50416
Campus: Melbourne
Intakes: Feb, Jul
Duration: 12 months

Subject areas include:
» Business operations
» Finance
» Customer service
» Hospitality budgeting
» Workplace diversity
» Roster staff
Electives: Wine studies, Functions or e-Business.

Continue your studies for an additional 6 months to complete the Advanced Diploma.

ADVANCED DIPLOMA of Hospitality Management
CRICOS Code: 091147E
Course Code: SIT60316
Campus: Melbourne/Sydney
Intakes: Feb, Jul
Duration: 18 months

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.

On completion of the Advanced Diploma of Hospitality Management, employment opportunities become available in a variety of hospitality management functional areas. Students can also continue on to Bachelor Degree programs.

CAREER PATHS
Our Hospitality Management courses could lead you to positions such as:
» Restaurant manager
» Front of house coordinator
» Bar manager
» Gaming manager
» Operations manager
» Conference manager
“Angliss and hospitality has taken me around the world. Now I own and manage my own hospitality consulting business in India.”

CAREERS IN HOSPITALITY – Food & Beverage

<table>
<thead>
<tr>
<th>Role</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front of House Manager</td>
<td>$35,711 - $62,981</td>
</tr>
<tr>
<td>Functions Manager</td>
<td>$40,251 - $69,796</td>
</tr>
<tr>
<td>Food and Beverage Director</td>
<td>$45,615 - $118,359</td>
</tr>
</tbody>
</table>

< APPROXIMATE SALARY RANGE PER YEAR >

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

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

STUDY PATHS

- 6 Months: Cert III in Hospitality
- 12 Months: Diploma of Hospitality Management

Vijai Murugan
India
Advanced Diploma of Hospitality
Director, Dolci Hospitality Innovations, India
Hospitality
Hotel management

Focusing on the operational aspects of hotel services, these intensive programs provide students with the expert skills and knowledge to commence their pathway to success in the vibrant and growing hotel industry. Benefit from exposure to working with our leading hotel partners, ensuring you experience the best in exclusive service delivery. Students will participate in an industry placement, which may involve exposure to food and beverage service, housekeeping, front office operations and concierge*.

The hotel management stream programs incorporates specialist Masterclasses and a ten week term of work-based training*. Masterclasses provide students with specialised skills in addition to the Diploma units and the work-based training provides the opportunity to work with our leading hotel partners.

Subject areas include:
- Food and beverage service
- Food knowledge
- Introduction to kitchen operations
- Bar operations
- Customer service
- Reservations
- Front office and reception service operations
- Concierge and porter services
- Room service and housekeeping.

Supervised training will be completed in:
- Operational management and planning
- Leadership
- Workplace health and safety
- Managing quality customer service
- Managing budgets.

* Selection and acceptance of students for industry placement (work-based training), is based on an interview process with participating employers.
CAREERS IN HOSPITALITY - Hotel Management

- Guest Services Manager: $36,639 - $62,295
- Shift Manager, Hotel Front Desk: $38,183 - $60,396
- Functions Manager: $40,251 - $69,796
- Housekeeping Manager: $41,416 - $71,962
- General Manager Hotel: $53,331 - $105,734

< APPROXIMATE SALARY RANGE PER YEAR >

STUDY PATHS

- MELBOURNE:
  - Diploma of Hospitality Management
  - Bachelor of Resort and Hotel Management
  - Professional Practice

- SYDNEY:
  - Diploma of Hospitality Management
  - Adv. Dip. of Hospitality Management
  - Work-based learning
  - Work-integrated learning internship

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

DISCLAIMER: Salaries are indicative and approximate only. Employment contracts and packages are variable.
Travel and Tourism

International travel agencies, airlines, resorts and tour operators all recognise our expert training and seek out our skilled graduates.

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 and Tourism: 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 IV, you can continue your studies to complete the Diploma and Advanced Diploma qualifications to be job ready in seeking employment opportunities at middle management.

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

CERTIFICATE IV in Guiding
CRICOS Code: 093958J
Course Code: SIT40216
Campus: Melbourne
Intakes: Feb, Jul
Duration: 6 months

CAREERS IN TRAVEL

<table>
<thead>
<tr>
<th>Role</th>
<th>SALARY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour Guide</td>
<td>$32,015 - $59,598</td>
</tr>
<tr>
<td>Corporate Travel Consultant</td>
<td>$37,579 - $63,237</td>
</tr>
<tr>
<td>Travel Agency Manager</td>
<td>$43,250 - $63,923</td>
</tr>
<tr>
<td>Travel Coordinator</td>
<td>$37,252 - $80,559</td>
</tr>
</tbody>
</table>

< APPROXIMATE SALARY RANGE PER YEAR >

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

DISCLAIMER: Salaries are indicative and approximate only. Employment contracts and packages are variable.
DIPLOMA of Travel & Tourism Management (direct entry)
CRICOS Code: 093243M
Course Code: SIT50116
Campus: Melbourne
Intakes: Feb, Jul
Duration: 12 months

Subject areas include those in the packaged diploma course, plus:
» Provide advice on destinations
» Prepare quotations
» Computerised reservations or operations system.
» Provide specialist advice on cruises
» Construct airfares
» Book suppliers’ products and services
» Process documentation
» Access and interpret product information.

“My best experience at William Angliss Institute was to be given opportunities to work in the tourism industry.”

Haruna Seki
Japan
Diploma of Travel and Tourism
Meet and Greet staff Abercrombie and Kent

CERTIFICATE IV in Travel and Tourism
CRICOS Code: 093959G
Course Code: SIT40116
Campus: Melbourne
Intakes: Feb, Jul
Duration: 6 months

Subject areas include:
» Provide advice on destinations
» Prepare quotations
» Computerised reservations or operations system.
» Provide specialist advice on cruises
» Construct airfares
» Book suppliers’ products and services
» Process documentation
» Access and interpret product information
» An international trip
» Industry based excursions and guest speakers.

DIPLOMA of Travel & Tourism Management (packaged with Certificate IV)
CRICOS Code: 093243M
Course Code: SIT50116
Campus: Melbourne
Intakes: Feb, Jul
Duration: 12 months

Subject areas include:
» Finances and budgets
» Diversity in the workplace
» Quality customer service
» Lead and manage people
» Establish and conduct business relationships
» Implement and monitor environmentally sustainable work practices
» Plan e-marketing communications
» Marketing strategies
» Optional overseas trip
» Industry based excursions and guest speakers.

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 and other degrees offered by William Angliss Institute.

6 Months
Certificate IV in Guiding
Certificate IV in Travel & Tourism
Diploma of Travel & Tourism Management

12 Months
Diploma of Travel & Tourism Management
Adv. Diploma of Travel & Tourism Management

18 Months
Adv. Diploma of Travel & Tourism Management
Bachelor of Tourism and Hospitality Management

ADVANCED DIPLOMA of Travel and Tourism Management
CRICOS Code: 093733D
Course Code: SIT60116
Campus: Melbourne
Intakes: Feb, Jul
Duration: 18 months

Subject areas include:
» Broad industry knowledge, industry visits, networking opportunities and guest speakers
» Development of a business plan looking at all aspects of business is a major focus of study with elective choices available during the course of study
» Develop the skills needed to run your own tourism business.

» An international trip
» Industry based excursions and guest speakers.

Haruna Seki
Japan
Diploma of Travel and Tourism
Meet and Greet staff Abercrombie and Kent

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 and other degrees offered by William Angliss Institute.

6 Months
Certificate IV in Guiding
Certificate IV in Travel & Tourism
Diploma of Travel & Tourism Management

12 Months
Diploma of Travel & Tourism Management
Adv. Diploma of Travel & Tourism Management

18 Months
Adv. Diploma of Travel & Tourism Management
Bachelor of Tourism and Hospitality Management

ADVANCED DIPLOMA of Travel and Tourism Management
CRICOS Code: 093733D
Course Code: SIT60116
Campus: Melbourne
Intakes: Feb, Jul
Duration: 18 months

Subject areas include:
» Broad industry knowledge, industry visits, networking opportunities and guest speakers
» Development of a business plan looking at all aspects of business is a major focus of study with elective choices available during the course of study
» Develop the skills needed to run your own tourism business.

» An international trip
» Industry based excursions and guest speakers.
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.

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.

It is strongly recommended that you gain the practical skills to support your work in the events industry by undertaking a Certificate III program in Hospitality, Guiding, Travel or Tourism before you enter the Events Diploma studies.

**COMPLIANCE CERTIFICATES**

When enrolling in SIT50316 Diploma of Event Management or SIT60216 Advanced Diploma of Event Management, students will gain the following certificates. These will 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:

1. **RSA certificate**
   - The RSA certificate will be undertaken through William Angliss Institute short courses.
2. **Food handlers certificate (SITXFSA001 Use hygienic practices for food safety)**
   - The food handlers certificate will be undertaken through William Angliss Institute short courses.
“Working in events really tests your ability to problem solve, remain calm under pressure, manage people, be extremely organised and step outside your comfort zone.”

Chiara Bickel
Italy
Advanced Diploma of Events
Team Leader – Food & Beverage
Melbourne Convention Centre

CAREER PATHS
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

CAREERS IN EVENTS

Event Manager
$43,963 - $83,446

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

< APPROXIMATE SALARY RANGE PER YEAR >

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

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

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 Event Management offered by William Angliss Institute.
Short Courses

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.

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 designed 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 cafés, 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.

For more information, availability and bookings visit shortcourses.angliss.edu.au
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 wide range of assessment practices is used by staff to assess competency for courses.
William Angliss Institute provides you with a range of services and assistance to achieve success in your studies, professional and personal life. Opportunities are also provided to make friends and have fun in a diverse community.

**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.

**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 provide you with essential information regarding your study at William Angliss Institute.

» Meet other students
» Obtain information on OSHC, 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.

**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.

**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.

For a complete list of student services and facilities, visit [www.angliss.edu.au](http://www.angliss.edu.au)
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.

Learning Advisors
Learning Advisors provide learning support including:
- Understanding assessments
- Research skills
- Time and study management
- Writing skills
- Assessment preparation
- English language skills.

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.

Medical Centre
The onsite Medical Centre offers a fully confidential service to all students. With Overseas Student Health Cover, the service is free.
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.

Student Activities Centre
The Student Activities Centre organises a range of campus activities – food, music, cultural events and trips.

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.

Scholarships
The Institute provides 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.


International students may also access Australian Government scholarships for their study in Australia.
Visas to study in Australia
Student Visas are for full time study in courses that are registered for delivery to international students. These courses must have a CRICOS Code listed with the Course title and all visa documentation will refer to the course title and CRICOS code.
Detailed information on applying for a student visa to study in Australia should be obtained directly from the Department of Immigration and Border Protection (DIBP) website: [www.border.gov.au/Study](http://www.border.gov.au/Study)
Note: William Angliss Institute staff are not permitted by law to advise or provide any assistance to you on any visa matters.

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:
You may be eligible to claim for funds paid by your employer into a retirement fund (superannuation) on departing Australia.
You are protected by law whilst working in Australia and your work rights may be checked:

Living and other expenses
The Australian government requires that you can demonstrate the ability to afford your studies and living in Australia.
You must be able to prove your financial capacity by demonstrating one of the following:
» Evidence of 12 months’ living, course fees and travel costs for you and your accompanying family members. You will have to provide schooling costs for any school aged dependants (please refer to the table on the application form)
» Evidence that your spouse or parent is willing to support you and has an annual income of at least AUD 60,000 for single students or at least AUD 70,000 for students that are accompanied by family members. Please visit the DIBP website for more information, [www.border.gov.au](http://www.border.gov.au)
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.
Tips for Living in Australia

Make a copy of the important documents and keep an electronic file for easy access (certified copies of your identification documents, school results, passport, work references etc).

Seasons

» Check the weather before you arrive: Will it be cold/wet/windy/hot/cold?
» Whether you are studying in Melbourne or Sydney – don't forget the sun screen. The Australian sun is STRONG. Use a strong protectant – UV filter of 30 or above.

Safety

The emergency telephone number for Police/Ambulance/Fire is 000 (NOT 911)

Fire safety

» Make sure your accommodation has a smoke detector fitted (it is the law in Australia). A smoke detector is a device that senses smoke, typically as an indicator of fire. See:
www.mfb.vic.gov.au
www.fire.nsw.gov.au
» Watch out for fire alerts on hot days in summer. Fires outside of the cities are extremely dangerous during high temperatures.
» On Total Fire Ban days you cannot light fires in the open AT ALL. You should be aware of the fire warning ratings and take action accordingly. See:
www.cfa.vic.gov.au
www.rfs.nsw.gov.au

Road safety

On the roads: STAY LEFT if you are driving and LOOK RIGHT if you are crossing the road

Beach safety

If you are planning a trip to the beach and want to swim, swim between the yellow and red flags ONLY. See Surf Life Saving Australia https://sls.com.au

Telecommunications

Getting a local mobile telephone SIM card or account. There are many companies that will provide packages for pre-paid SIM cards or you can take out a Plan with any of them. Most well-known providers are: Telstra, Optus and Vodafone.

Electrical

Bring power adaptors for electronic equipment you are bringing with you. The Australian power outlet has three flat slots (as shown) and is 230V 50Hz.
Accommodation 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.

Refer to www.angliss.edu.au/international for more information
Entry Requirements

William Angliss Institute accepts international students on the basis of their demonstrated capacity to succeed and who meet the minimum Academic and English requirements for each level of study (e.g. certificate or diploma or bachelor degree). You must achieve the required academic grades and the English language proficiency requirements to be eligible for a full offer.

Academic requirements

Admission to the Institute is on the basis of academic merit. William Angliss Institute academic entry requirements must be demonstrated by ONE of the following:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Academic requirement in Australia</th>
<th>Academic requirement in your home country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree</td>
<td>An Australian Year 12 qualification with an ATAR/TER score of 60 or higher. OR Successful completion of a recognized Foundation Studies program in Australia with credit average. OR Satisfactory completion of the International Baccalaureate Diploma minimum 25 points over six subjects.</td>
<td>Senior high school certificate that is equivalent to an Australian Year 12 qualification with the required score from the public examination. OR Cambridge GCE Advanced Level Certificate with grade ‘E’ or higher in 3 Advanced Level subjects and 3 Ordinary Level subjects.</td>
</tr>
<tr>
<td>Diploma, Advanced Diploma</td>
<td>An Australian Year 12 qualification with an ATAR/TER score of 50 or higher. OR Successful completion of a recognized Foundation Studies program in Australia. OR Satisfactory completion of the International Baccalaureate Diploma minimum 23 points.</td>
<td>Senior high school certificate that is equivalent to an Australian Year 12 qualification with satisfactory results and attendance. OR Cambridge Overseas School Certificate or GCE O levels with credit average in 4 subjects.</td>
</tr>
<tr>
<td>Certificates</td>
<td>Successful completion of an Australian Year 11 with satisfactory results and attendance. OR Successful Completion of a recognized Foundation Studies program in Australia. OR International Baccalaureate Certificate minimum 25 points.</td>
<td>Cambridge Overseas School Certificate or GCE O levels with credit average in 3 subjects.</td>
</tr>
</tbody>
</table>

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.

English language requirements

International students must have a good command of written and spoken English. William Angliss Institute English Language entry requirements must be demonstrated by ONE of the following:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Certificate, Diploma, and Advanced Diploma</th>
<th>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 14</td>
<td>79-80 with no band less than 18</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>Listening and Reading 650 - 700 Speaking 150 Writing 130</td>
<td>Listening and Reading 700 - 780 Speaking 160 Writing 150</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>ISLPR5 (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 a recognised English language centre</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Advanced English (English for Academic Purposes) certificate from a 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>
</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 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.

<table>
<thead>
<tr>
<th>Approved ELICOS Centre</th>
<th>CRICOS Provider Code</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 Pacific College</td>
<td>01331F</td>
</tr>
<tr>
<td>Browns English Language School</td>
<td>02663M</td>
</tr>
<tr>
<td>Deakin University</td>
<td>00113B</td>
</tr>
<tr>
<td>Discover English</td>
<td>03262J</td>
</tr>
<tr>
<td>ELS Universal English College</td>
<td>00053J</td>
</tr>
<tr>
<td>Embassy English</td>
<td>01682E</td>
</tr>
<tr>
<td>English Language Company Australia</td>
<td>02251G</td>
</tr>
<tr>
<td>Explore English</td>
<td>03024A</td>
</tr>
<tr>
<td>Greenwich English College</td>
<td>02672K</td>
</tr>
<tr>
<td>Hawthorn-Melbourne</td>
<td>02931G</td>
</tr>
<tr>
<td>IELC</td>
<td>02137M</td>
</tr>
<tr>
<td>Impact English College</td>
<td>02955B</td>
</tr>
<tr>
<td>International House Sydney</td>
<td>02623G</td>
</tr>
<tr>
<td>Kangan Institute</td>
<td>01218G</td>
</tr>
<tr>
<td>Kaplan International English (Melbourne/Adelaide)</td>
<td>03008A</td>
</tr>
<tr>
<td>Kaplan International English (Sydney)</td>
<td>01165D</td>
</tr>
<tr>
<td>La Trobe Melbourne</td>
<td>03312D</td>
</tr>
<tr>
<td>Navitas English Services</td>
<td>00289M</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>Sydney English Language Centre (SELC)</td>
<td>00051M</td>
</tr>
<tr>
<td>Victoria University</td>
<td>00124K</td>
</tr>
</tbody>
</table>

You must undertake studies sufficient to exit at a level deemed equivalent to the required levels for the 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 Providers.

For students undertaking ELICOS before entry into William Angliss Institute, 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 certain 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 a 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.

<table>
<thead>
<tr>
<th>Packaged Course</th>
<th>Qualification Level</th>
<th>Equivalent IELTS score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELICOS/VET/HE</td>
<td>English for Academic Purposes (EAP)</td>
<td>Overall score of 5.5 (Academic)</td>
</tr>
<tr>
<td>ELICOS/HE</td>
<td>English for Academic Purposes (EAP)</td>
<td>Overall score of 6.0 (Academic)</td>
</tr>
</tbody>
</table>

Under 18 students

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 or email alison@i.net.au

» A&J Student Care Services: www.guardians4student.com.au or email info-jakarta@guardians4student.com.au or ajstudentcare@optusnet.com.au

Please refer to www.angliss.edu.au/international for the Guardianship policy and procedures.
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 also, once enrolled, on 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.

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 receive 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.

Code of conduct
The Student Code of Conduct explains to students their obligations and responsibilities and convey the Institute’s principles, which are aimed at enhancing the students’ learning experience.

The Institute has policies and procedures that specifically apply to International Students and it is important that you read and understand these policies. They are available on www.angliss.edu.au/international/policies and includes:

» Credits and Skills Recognition
» Welfare for International Students under the Age of 18
» Course Progress
» Issuing Qualifications and Statements of Attainment
» Deferred, Suspended or Cancelled Studies
» Change of Institution/Provider
» Complaints and Appeals.

The Institute also has policies and procedures relating to Freedom of Information, 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 and Additional Expenses

Courses are offered to international students in semester blocks. 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.

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$750 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 contained within the Offer Letter and Acceptance Agreement. Continuing international students must pay according to the payment due date on the invoice before the start of the next semester.

1.3 Deposit for VET / Degree packaging. 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 below for the confirmation of enrolment.

<table>
<thead>
<tr>
<th>Packaging Program(s)</th>
<th>First semester fees in full (plus OSHC fees)</th>
<th>Deposit required for principal course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>VET (Certificate + Diploma)</td>
<td>Yes</td>
<td>Yes – A$500</td>
</tr>
<tr>
<td>VET (Certificate + Advanced Diploma)</td>
<td>Yes</td>
<td>Yes – A$1,000</td>
</tr>
<tr>
<td>VET (Certificate + Advanced Diploma + Bachelor Degree)</td>
<td>Yes</td>
<td>Yes – A$3,000</td>
</tr>
</tbody>
</table>

1.4 Tuition fees 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 Form (A2)”.

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 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. Deferral

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) 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.

See www.angliss.edu.au/international/policies
Refund of Fees

Purpose
To ensure that William Angliss Institute (WAI) complies with provisions under the Education Services for Overseas Students (ESOS) framework, the Standard Codes 2007, and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) requirements.

To ensure that WAI implements a fair and equitable refund policy for international students and intending international students who have made payment to undertake a course of study at William Angliss Institute (WAI) in Melbourne/Sydney.

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$750 administration processing fee

WAI will refund all pre-paid fees not utilised, other than the AUS$750 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 of a compassionate nature such as a death or severe illness in the immediate family; 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
» a deferment request is received after the starting date of the original course commencement; or
» the student submits fraudulent documents or misleading information or fails to disclose previous visa refusal/cancellation or makes false declaration on the application forms.

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 or 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 (if applicable); and
- A completed and signed William Angliss Institute Application for Course Withdrawal Form (if enrolled)
- A progress and attendance report from the preliminary course as requested in the conditional offer letter.

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
The provision of a refund from William Angliss Institute does not guarantee the issue of a release letter and conversely the issue of a release letter does not guarantee the eligibility for refund. Refer to International Students Application for Release Policy.

Refunds will be paid directly to the student or the person nominated by the student. The refund will be calculated in the currency of the country the bank account is held in and the exchange will be determined on the day of the transaction.

A refund due to provider default will be paid within 2 weeks after the default day.
A refund due to student default will be paid within 4 weeks after the default day.
## Important Dates

### 2017 Academic Calendars Vocational Education

#### Melbourne
Certificates, Diplomas, Advanced Diplomas

<table>
<thead>
<tr>
<th>Activity</th>
<th>2017 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Closure &amp; Public Holiday</td>
<td>2 January</td>
</tr>
<tr>
<td>Orientation</td>
<td>6 February - 10 February</td>
</tr>
<tr>
<td>Commence Semester 1</td>
<td>13 February</td>
</tr>
<tr>
<td>Census Date</td>
<td>14 March</td>
</tr>
<tr>
<td>Graduation</td>
<td>7 – 8 March</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>18 April – 21 April</td>
</tr>
<tr>
<td>End Semester 1</td>
<td>24 June</td>
</tr>
<tr>
<td>Mid-year vacation for students</td>
<td>26 June – 14 July</td>
</tr>
<tr>
<td>Orientation</td>
<td>17 July – 21 July</td>
</tr>
<tr>
<td>Commence Semester 2</td>
<td>24 July</td>
</tr>
<tr>
<td>Graduation</td>
<td>8 – 9 August</td>
</tr>
<tr>
<td>Census Date</td>
<td>21 August</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>25 September – 29 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>21 December – 31 December</td>
</tr>
</tbody>
</table>

#### Melbourne
Bachelor Degrees

<table>
<thead>
<tr>
<th>Activity</th>
<th>2017 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Closure &amp; Public Holiday</td>
<td>2 January</td>
</tr>
<tr>
<td>Orientation and Academic Week</td>
<td>13 February – 17 February</td>
</tr>
<tr>
<td>Commence Semester 1</td>
<td>20 February</td>
</tr>
<tr>
<td>Census Date</td>
<td>20 March</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBA</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>10 April – 21 April</td>
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<tr>
<td>End Semester 1</td>
<td>21 June</td>
</tr>
<tr>
<td>Mid-year vacation for students</td>
<td>22 June – 28 July</td>
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<tr>
<td>Orientation</td>
<td>24 July – 28 July</td>
</tr>
<tr>
<td>Commence Semester 2</td>
<td>31 July</td>
</tr>
<tr>
<td>Graduation</td>
<td>TBA</td>
</tr>
<tr>
<td>Census Date</td>
<td>28 August</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>18 September – 29 September</td>
</tr>
<tr>
<td>End of academic year/End semester 2</td>
<td>29 November</td>
</tr>
<tr>
<td>Campus Closure &amp; Public Holidays</td>
<td>21 December – 31 December</td>
</tr>
</tbody>
</table>

#### Sydney
Certificates, Diplomas, Advanced Diplomas

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<thead>
<tr>
<th>Activity</th>
<th>2017 Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Closure &amp; Public Holiday</td>
<td>2 January</td>
</tr>
<tr>
<td>Orientation</td>
<td>2 – 3 February</td>
</tr>
<tr>
<td>Commence Semester 1</td>
<td>6 February</td>
</tr>
<tr>
<td>Census Date</td>
<td>6 March</td>
</tr>
<tr>
<td>Mid-semester break for students</td>
<td>10 – 13 April</td>
</tr>
<tr>
<td>End Semester 1</td>
<td>23 June</td>
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<tr>
<td>Mid-year vacation for students</td>
<td>26 June – 14 July</td>
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<tr>
<td>Orientation</td>
<td>13 – 14 July</td>
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<tr>
<td>Commence Semester 2</td>
<td>17 July</td>
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<tr>
<td>Graduation</td>
<td>8 August</td>
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<tr>
<td>Census Date</td>
<td>21 August</td>
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<tr>
<td>Mid-semester break for students</td>
<td>25 September – 29 September</td>
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<tr>
<td>End of academic year/End semester 2</td>
<td>1 December</td>
</tr>
<tr>
<td>Graduation</td>
<td>12 December</td>
</tr>
<tr>
<td>Campus Closure &amp; Public Holidays</td>
<td>21 December – 31 December</td>
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</tbody>
</table>

### 2017 National Public Holidays

<table>
<thead>
<tr>
<th>Public Holiday</th>
<th>2017 Dates</th>
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</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>2 January</td>
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<tr>
<td>(in lieu of Sunday 1 January)</td>
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<tr>
<td>Australia Day</td>
<td>26 January</td>
</tr>
<tr>
<td>Labour Day</td>
<td>13 March</td>
</tr>
<tr>
<td>(Victoria only)</td>
<td></td>
</tr>
<tr>
<td>Good Friday/Easter Monday</td>
<td>14 April/17 April</td>
</tr>
<tr>
<td>ANZAC Day</td>
<td>25 April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>12 June</td>
</tr>
<tr>
<td>Friday before Grand Final</td>
<td>29 September</td>
</tr>
<tr>
<td>(Victoria only) (tbc)</td>
<td></td>
</tr>
<tr>
<td>Labour Day</td>
<td>2 October</td>
</tr>
<tr>
<td>(NSW only)</td>
<td></td>
</tr>
<tr>
<td>Melbourne Cup</td>
<td>7 November</td>
</tr>
<tr>
<td>(Victoria only)</td>
<td></td>
</tr>
<tr>
<td>Christmas and Boxing Day</td>
<td>25 December – 26 December</td>
</tr>
</tbody>
</table>
How to Apply

If you need assistance with your application, please contact one of our approved representatives (agents) from around the world to provide advice and assistance. In the event that an application is submitted through an approved representative, the representative will be required to sign off the application together with the applicant. You should ask for evidence of accreditation with William Angliss Institute before proceeding with an application. Visit www.angliss.edu.au/agents for a list of representatives in your country.

**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 and living in Australia
» Requirements of Genuine Temporary Entrant (GTE)/Genuine Student (GS) status and overall compliance with the student visa conditions.
» Check the Department of Immigration and Border Protection website www.border.gov.au for visa application process and eligibility criteria under the Simplified Student Visa Framework (SSVF).

**APPLICATION**

Application steps:

» Complete the International Student Application Form A1, including Student Declaration and, where applicable, Agent Declaration which confirms student awareness of student visa regulations, financial obligations and satisfying GTE and GS criteria.
» Attach one set of all certified documents as identified in the Document Checklist for Application
» 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.

**APPLICATION ASSESSMENT**

The International Office will assess the application and may request for additional documents such as:

» Additional questions and information that relate to your application.
» Financial Evidence. The Institute reserves the right to ask applicants to present evidence of funds subject to assessment of the application.

**OFFER**

» After the application is assessed and if successful, a Letter of Offer and Acceptance Agreement will be forwarded to the Applicant/Agent.
» Applicant/Agent to ensure that the Applicant understands the terms and conditions of the Letter of Offer and Acceptance Agreement and accuracy of course(s) offered.

**ACCEPTANCE**

» Applicant reads and understands all the details and signs the Letter of Offer and Acceptance Agreement (including 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 A2).
» The Institute will issue the Confirmation of Enrolment (CoEs) for your student visa application.
» If applicable, complete and return Airport Reception and Homestay Service A3.
» Attend the Orientation and Enrolment session at the Institute.

Disclaimer: Incorrect or incomplete applications will not be processed and may lead to a delay in processing time. Please ensure that all documents provided are certified or notarised by an authorised organisation. The Institute reserves the right to decline applications for any reason at our discretion. The Institute will not refund any money paid by an international student or intending international student in relation to a course if the student submits fraudulent documents or misleading information or fails to disclose previous visa refusal/cancellation or makes false declaration on the application forms.
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)

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 you are studying English in Australia prior to William Angliss Institute, a copy of the English language course Offer Letter and the CoE from the English language centre
☐ If you have completed English in Australia, a certified copy of your English language certificate and attendance report
☐ If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit the certificate. WAI will verify your English language proficiency test score online
☐ If you have undertaken the PTE Academic test, you must send the scores to WAI on-line. No PDF versions of PTE Academic score can be accepted

Other Required Documents
☐ Financial Evidence (you may be asked to provide additional financial evidence after your application has been assessed)
☐ For students currently in Australia, a 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)

Before Arrival
☐ On acceptance you may want to organise airport pick up by completing Airport Reception and Homestay Service Form (A3).
☐ You are required to apply for a Unique Student Identifier (USI) as soon as your student visa has been granted. 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
☐ USI is a reference number made up of numbers and letters that gives students access to their USI account.
☐ Check details of study and life in Melbourne www.studymelbourne.vic.gov.au
☐ Check details of study and life in Sydney www.study.sydney

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

Are you a currently enrolled Institute student? No Yes If yes, please provide your 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):

Relationship Status

Single (never married) Engaged Married Divorced

If you are not single, will your spouse and/or any dependents travel to Australia with you? Yes No If yes, please provide their names and their relationship to you:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
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</thead>
<tbody>
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</tbody>
</table>

If married, the date of marriage and the name of your spouse (please provide a copy of marriage certificate)

Disability/Allergies

Do you have a disability, impairment, allergy 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: Country: Telephone: Mobile Telephone: Fax: Email (mandatory):

Home address in Australia (if you are already in Australia)

Address: Suburb: Country: AUSTRALIA 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 a WAI approved Guardianship Service.

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

Passport number: ____________________________ Expiry date (DD/MM/YY): ____________________________

Are you currently in Australia? ☐ Yes ☐ No If no, go to Part 4

If yes, state your visa type (eg student, tourist, etc) visa subclass number and expiry date:

Visa type: ____________________________ Subclass no.: ____________________________ Expiry date (DD/MM/YY): ____________________________

Are you in the process of applying for any other type of visa? ☐ Yes ☐ No

If yes, what is the visa type you have applied for: ____________________________ Date of application (DD/MM/YY): ____________________________

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: ____________________________

OSHC Number: ____________________________ Expiry Date (DD/MM/YY): ____________________________

Part 5: Institute Course Preferences

<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>
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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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</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>Preference</th>
<th>Subject Name</th>
<th>Code</th>
<th>William Angliss Institute Subject Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>6.</td>
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</table>
Part 6: Education Background

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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</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>
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</table>

**Studies in Australia (if applicable)**

Have you undertaken or are you currently enrolled in study in Australia? Yes [ ] Please provide details below. No [ ] Go to Part 7. 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: Credit Transfer and Advanced Standing

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 8: Summary of Work Experience

(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>
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</table>
Part 9: 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 the 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 (DD/MM/YY):
  - TOEFL
  - Date taken (DD/MM/YY):
  - PTE Academic
  - Date taken (DD/MM/YY):
  - Other English test score
  - Date taken (DD/MM/YY):

  Result (if known): Overall: Listening: Reading: Writing/TWE/ER: Speaking:

- 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). Test must be taken within 2 years of course commencement.
  - IELTS test
  - Date to be taken (DD/MM/YY):
  - TOEFL
  - Date to be taken (DD/MM/YY):
  - PTE Academic
  - Date to be taken (DD/MM/YY):
  - Other English test
  - Date to be taken (DD/MM/YY):

- Completed English course in Australia (attach evidence)
  - Name of English language course:
  - Name of English language centre:
  - Start date (DD/MM/YY):
  - Completion date (DD/MM/YY):

- 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 (DD/MM/YY):
  - Completion date (DD/MM/YY):

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. Why did you choose William Angliss Institute over other education providers in your home country?

2. What do you expect to learn from the course that you have applied for?
Part 11: Financial Declaration

(Please tick) I hereby declare that I am fully aware of the tuition fee and cost of living in Australia and I have sufficient funds to cover these expenses for the duration of the course(s) at William Angliss Institute.

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

☐ Self funded (yourself) (go to 11.1)

☐ Sponsored (family) (go to 11.1)

☐ Sponsored (other) (go to 11.2)

11.1 Please tick as appropriate:

☐ I have access to sufficient funds to cover my travel to Australia and 12 months of living expenses, course fees and tuition/schooling costs for my accompanying family member(s) (if applicable) and access to sufficient funds for the duration of my course. The type of funds includes savings, fixed deposits or loan with a financial institution, government loan, scholarship or sponsorship.

Or

☐ My parents or sponsor(s) have sufficient annual income to support me for the duration of my course(s) at WAI (Must be able to provide evidence that your parents or sponsor is willing to support you and has an annual income of at least AUD 60,000 for single students or at least AUD 70,000 for students that are accompanied by family members).

Or

11.2 Please tick as appropriate

☐ Approved government, institutional or corporate sponsor

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

☐ I will provide the Financial Guarantee letter from the relevant body as required for issuance of an Offer and Acceptance Agreement from William Angliss Institute.
### Part 12: Funds Required for 12 Months Duration in Australia

Please calculate the total funds needed below:

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

<table>
<thead>
<tr>
<th>Ongoing expenses</th>
<th>Estimated amount per person in AUD</th>
<th>Funds required per year in AUD (please complete)</th>
<th>Funds required per year in the currency of your home country (please complete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for the applicant</td>
<td>$2,000 to $4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One return airfare to Australia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel for family member (if applicable)</td>
<td>$2,000 to $4,000 (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One return airfare to Australia per person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition fees (applicant)</td>
<td>$7,000 to $8,800 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Refer to the course guide for tuition fee costs per semester/year/total duration)</td>
<td>(depending on program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition fees for dependent children aged 5-18 years</td>
<td>AUD$8000/year (if applicable)</td>
<td></td>
<td></td>
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<tr>
<td>Deposit for packaged program (if applicable)</td>
<td>Diploma $500</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Advanced Diploma $1,000</td>
<td></td>
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<tr>
<td></td>
<td>Bachelor $3,000</td>
<td></td>
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<tr>
<td>Living costs</td>
<td>Applicant $19,830</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Partner/spouse $6,940</td>
<td></td>
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<td></td>
<td>Child $2,970</td>
<td></td>
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<tr>
<td>OSHC</td>
<td>Student (single) $647</td>
<td></td>
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<td>Dual family $2,325</td>
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<td>Multi family $4,792</td>
<td></td>
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<tr>
<td>Other costs such as uniform and books (if applicable)</td>
<td>Around $500</td>
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<tr>
<td><strong>Total costs (please complete)</strong></td>
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</table>

You may be required to provide evidence on request.

### Part 13: Details of Sponsor

Sponsor(s) must be one of the following:
- Parents
- Partner (spouse or de-facto partner, including same-sex de-facto partners)
- Brother or sister
- Grandparents
- Aunt or uncle (only if they are residing in Australia, and are either a citizen/permanent resident of Australia or an eligible New Zealand citizen).

<table>
<thead>
<tr>
<th>Full Name (as per passport or birth certificate)</th>
<th>Relationship to the student</th>
<th>Country of Residence</th>
<th>Name of Organisation or Government Department (if applicable)</th>
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</thead>
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### Part 14: Details of Bank Deposits

Please provide details of bank deposits (including term deposits). Money deposits must be held in a bank account by the applicant or family member(s) 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 current and should have been active for at least the previous three consecutive months.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Account Type</th>
<th>Account Name</th>
<th>Total yearly amount in your currency</th>
<th>Total yearly amount in AUD</th>
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Please list financial documents provided such as bank statements, financial guarantee letter, etc:

You may be required to provide evidence on request.

### Part 15: Annual Income of Sponsor

Applicants must have access to ongoing funds for the duration of their studies. The sponsor must demonstrate available funds.

<table>
<thead>
<tr>
<th>Full name of Sponsor</th>
<th>Occupation</th>
<th>Monthly income</th>
<th>Total yearly income in your home currency</th>
<th>Total yearly income in AUD</th>
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You may be required to provide evidence on request.
Part 16: 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 understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
9. I acknowledge that I am applying to be a genuine temporary entrant to Australia and as a genuine student and that I have read and understood conditions relating to these requirements (www.border.gov.au/about/corporate/information/fact-sheets/50students)
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.

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: _____________________________ 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.

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.
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: NATAAU3303M
   - Make sure you pay all bank fees. You must include an additional A$25 with your payment to cover bank charges 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 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: __________________________

Payment Details
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): ____________
Airport Reception and Homestay Service Form (A3)

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 (DD/MM/YYYY):

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. <a href="http://www.homestaynetwork.org/public/angliss">www.homestaynetwork.org/public/angliss</a> <a href="mailto:melbourne@homestaynetwork.org">melbourne@homestaynetwork.org</a> +61 3 9435 6621 24/7 National Number +61 2 8905 0321 (outside Australia) 1300 69 78 29 (inside Australia)</td>
</tr>
</tbody>
</table>
## Important Contacts

<table>
<thead>
<tr>
<th>Who?</th>
<th>Why?</th>
<th>How?</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Angliss Institute</td>
<td>For policies and procedures that affect you</td>
<td>Visit the International Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.angliss.edu.au/international">www.angliss.edu.au/international</a></td>
</tr>
<tr>
<td>Department of Education</td>
<td>For your ESOS rights and responsibilities</td>
<td><a href="http://www.education.gov.au">www.education.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 1300 566 046 in Australia</td>
</tr>
<tr>
<td>Department of Immigration and Border Protection (DIBP)</td>
<td>For Visa matters</td>
<td>Contact the Department of Immigration and Border Protection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>office in your home country</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 131 881 in Australia</td>
</tr>
<tr>
<td>Study Melbourne</td>
<td>Free support, information and welfare services</td>
<td><a href="http://www.studymelbourne.vic.gov.au">www.studymelbourne.vic.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>599 Lt Bourke street VIC 3000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 1800 056 449 in Australia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email <a href="mailto:info@studymelbourne.gov.au">info@studymelbourne.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 131 394 in Australia</td>
</tr>
<tr>
<td>Overseas Students Ombudsman</td>
<td>Making a complain about an education provider</td>
<td><a href="http://www.ombudsman.gov.au">www.ombudsman.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Call 1300 362 072 in Australia</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Police, Fire or Ambulance services in life threatening or emergency situations</td>
<td>Call 000</td>
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<td>Call 13 67 42 in Australia</td>
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<td>Call 1800 814 781 24 hour emergency helpline in Australia</td>
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<tr>
<td>Medical Centre at William Angliss Institute</td>
<td></td>
<td>Call +61 3 9606 2208</td>
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</table>
For over 75 years William Angliss Institute has been a learning community devoted to students with a passion for foods, hospitality, tourism and events.