



EDUCATION & TRAINING

Pre-enrolment Information for Students

Rationale:

INUS Australia makes every effort to provide students with information about courses, services, living conditions and cost of living to ensure students make informed decisions when electing to study at INUS Australia, Melbourne.

In addition to the information in this document, students can find out more about studying in Australia at INUS Australia by reading the Student Handbook and INUS Australia's Brochure.

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1. Information about Melbourne, Australia

a. Location

AUSTRALIA

Australia is a safe country in which to live, study and work. The official language spoken is English; however its citizens are multicultural, having immigrated from hundreds of countries around the world.

MELBOURNE

Melbourne is the capital city of the state of Victoria. It is the second largest city in Australia. Melbourne prides itself on being a harmonious multicultural city. It has a population of approximately 3.9 million, of which 25% were born overseas.

Melbourne's residents come from over 230 countries and follow more than 115 religions and faiths.

MELBOURNE ATTRACTIONS

Melbourne is a vibrant city famous for its cafés, restaurants, fashion, shopping, art, gardens, and world class events such as the Melbourne Cup, Formula 1 Grand Prix, and the Australian Tennis Open.

MELBOURNE LIFESTYLE

Melbourne is one of the most liveable cities in the world. Its public transport system is easy to access. Get around on a train, tram or bus using just the one ticket.

Melbourne is loved for its culture. Experience its films, plays, musicals, comedy festival, and Moomba parade. Attend its many sporting events as a spectator or join a local club as Australians love to play sport.

b. Climate

Melbourne is famous for having four seasons in one day. The weather is changeable on any given day. The secret is in wearing layers. Always have a warm top such as a jacket with you and an umbrella – just in case.

Season	Months	Average High	Average Low	Recommended clothes and accessories
Summer	December, January, February	25°C 77°F	14°C 57°F	Layers: short sleeved tops, jacket for cooler days, umbrella
Autumn	March, April, May	20°C 68°F	11°C 52°F	Layers: long sleeved tops, jacket, warm coat in May, umbrella
Winter	June, July, August	14°C 42°F	7°C 44°F	Layers: singlet/t-shirt, long sleeved top, jacket / woolly jumper, coat, umbrella
Spring	September, October, November	20°C 68°F	9°C 48°F	Layers: long sleeved top, jacket, coat umbrella

c. Food

Melbourne has many supermarkets such as Coles, Woolworths, IGA and Aldi with competitive prices on meat, vegetables and other groceries. Melbourne also has markets with fresh produce such as the Queen Victoria Market, the Prahran Market and the Box Hill Market. Please note that small convenience store prices can be much higher than major supermarkets.

Shopping

Australia's major town centres and capital cities have world-class shopping facilities. Hours are generally 9.00am to 5.30pm seven days a week, with late night shopping



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until 9.00pm on Thursdays or Fridays. Some supermarkets are open 24 hours a day seven days a week.

Major department stores in Australia include Myer and David Jones.

Below is a list of average costs for everyday grocery products in Australia:

- loaf of bread – A\$2.50 to A\$3.00;
- two litres of milk – A\$2.20 to A\$2.90;
- newspaper – A\$1.50 to A\$3.00;
- box of breakfast cereal – A\$3.00 to A\$4.00;
- jar of instant coffee – A\$3.00 to A\$4.00;
- bottle of soft drink – A\$1.50 to A\$3.00;
- bottle of shampoo – A\$2.50 to A\$4.50;
- bar of soap – A\$1.50 to A\$2.50;
- one apple – 50 cents to 80 cents;
- one banana – 60 cents to 90 cents;
- beef (500 grams) – A\$7.00 to A\$8.00; and
- chicken (600 grams) – A\$7.00 to A\$8.00

Below is a list of average cost for clothing

- Simple T-shirt – A\$10.00 to A\$20.00
- Jeans – A\$30.00 to A\$50.00
- Sweater – A\$20.00 to A\$40.00
- Winter Coat - A\$50.00 to A\$70.00
- Shoes – from A\$15.00 (depends on shop and quality)
- Socks – A\$2.00 to A\$4.00
- Underwear – A\$3.00 – A5.00

d. Cost of Living (2.1hi)

An average international student in Australia will spend about A\$360 a week on accommodation, food, clothing, entertainment, transport and telephone. Please note that this figure depends on your location, lifestyle and even your course.

e. Accommodation (2.1hii)

INUS Australia will organise accommodation for students in Melbourne on request. Students can choose from a variety of accommodation types depending on their needs.

Students can rent their own accommodation or enter share accommodation.

Please note that when renting, in most cases you must pay additional for electricity, gas, water, Internet and landline phone bills.

INUS Australia charges an accommodation placement fee of A\$100 –A\$250.

Homestay	To fully experience the Australian way of life, stay with a Melbourne native English speaking family. Share meals, lifestyle, culture, traditions and personal stories; immerse yourself in the complete Australian cultural experience.
Apartment and Share accommodation	For students desiring their own accommodation, INUS will organise self-contained apartments or shared living arrangements either in the city or in a Zone 1 location.



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Short term stay –student backpack	Recently renovated in 2010, this accommodation is clean and affordable. It offers full access to the Internet and cooking facilities. There are rooms available for 2 to 4 people to share.
Student Residence	Stay in a studio style apartment in a student residence with access to great facilities including gymnasium, swimming pool, coin laundry, and cafes. Rooms are equipped with TV, study desk, microwave and fridge. There are communal kitchens with shared cooking facilities.
Group accommodation	Suitable for Study Tour Program with space for up to 40 students. This accommodation was recently renovated in 2011. It has full access internet and has cooking facilities. There are rooms available for 2-4 people to share.

f. Transport

There are three main types of public transport in Melbourne: Train, Trams and Buses. To travel on public transport you need to buy a Myki Card. (You can buy a metcard, however, this system is being phased out.)

Myki Pass and Myki Money

Myki is a reusable smart card that can store either a myki pass (travel days) or myki money (dollar value) and these are used to pay for your journey. When your myki money balance gets low or when your pass runs out, you just top up your card to keep travelling.

- For more information on Myki money and myki passes, please visit <http://ptv.vic.gov.au/fares-tickets/myki/>
- Please note, if you are caught without a valid ticket on a train, tram or bus, you may be fined.
- International students are not eligible to travel on concession fares.
- For information regarding fares, timetables or maps for travelling on public transport in Melbourne visit <http://www.metlinkmelbourne.com.au/fares-tickets/> or call the Met Information Centre on 13 16 38.

Other modes of transport:

- Car
In Australia, cars drive on the left hand side of the road. For rules and regulations regarding licencing and driving please visit: <http://www.vicroads.vic.gov.au/Home/>

Using an International Driving Permit in Victoria

An international driving permit represents a translation of an overseas driver licence. It has no validity on its own and must accompany a current overseas driver licence. An international driving permit is only valid if it:

- complies with the UN convention for International Driving Permits, and
- is issued by the country the overseas driver licence is issued in; and



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- is accompanied by a current overseas driver licence from the same country the permit was issued in.
- Bicycle
Melbourne is a great city for cycling, as it is reasonably flat and there are good routes throughout the metropolitan area. You must wear a helmet when riding and obey the road rules. For more information on cycling road rules visit:
<http://www.vicroads.vic.gov.au/Home/SafetyAndRules/SaferRiders/Cyclists/>

g. Safety

Melbourne is a safe city in which to live and study. Crime rates are low, however students still need to exercise caution.

The Victoria Police website has many documents about personal safety at home and in the community. Follow the link below to a brochure titled “Student Safety in Victoria”

http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=57109

h. Schooling obligations and options for school-aged dependants of intending students (including school fees that may be incurred) (2.1hiii)

For students who plan to bring their families to Australia, please note the following information:

- It is compulsory for all school-age family members (children aged 5–18 years) who join a student in Australia for more than three months to attend school. The student must meet any associated education or tuition costs for that child.
- Family members aged 18 years or over may only study for up to three months. If they want to undertake a course of study that exceeds three months, they must apply for a student visa in their own right.
- A student's child aged 18 years or over cannot apply for a student visa as a family member. If they want to study in Australia, they must apply for a student visa in their own right.
- A student's family member who has permission to work, may work up to 20 hours per week once the student has started their course of study.
- If the student has started a Masters or Doctorate degree by research, their family members work hours are unlimited, providing they have permission to work.

For more information on Visa conditions for bringing family members to Australia please visit the following web address:

<http://www.immi.gov.au/media/fact-sheets/50students.htm>

Visit the Australian Schools Directory website below for information on schools in Melbourne.

<http://www.australianschoolsdirectory.com.au/melbourne-schools.php>

i. Overseas Health Cover (Health Insurance)

- Australia has a system of health cover for international students called Overseas Student Health Cover (OSHC). All international students studying at INUS Australia must have OSHC. Students must purchase this insurance before they

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leave their home country and maintain their insurance policy for the entire duration of their stay in Australia.

- INUS Australia will organise OSHC for all eligible overseas students applying to study at INUS Australia unless they provide evidence of organising their own OSHC.
- Your OSHC will help you pay for any medical or hospital care you may need while you are studying in Australia and it will contribute towards the cost of most prescription medicines and an ambulance in an emergency. Please note: OSHC does not cover dental, optical or physiotherapy.
- Please note that if you fail some subjects and therefore require an extension of your OSHC, it will be your responsibility to organise this directly with your OSHC provider. It is recommended that you contact INUS Australia to confirm arrangements.
- If your course of study is for less than three months or you are travelling to Australia under a visa other than a student visa, you will not be eligible for OSHC. Travel insurance is recommended in this case. Students are responsible for their own accident and property insurance while living in Victoria. It is also wise to arrange travel insurance before leaving your country.

For more information please visit:

<http://www.studyinaustralia.gov.au/en/Study-Costs/OSHC/Overseas-student-health-cover>

j. Australian Customs and Quarantine Regulations

Australia has strict laws regarding importing goods. Please carefully read information on Australian Customs and Quarantine Regulations before you come to Australia. Please visit <http://www.visitvictoria.com/Information/Quarantine-and-customs.aspx>

2. Information about INUS Australia

a. Campus locations(2.1c)

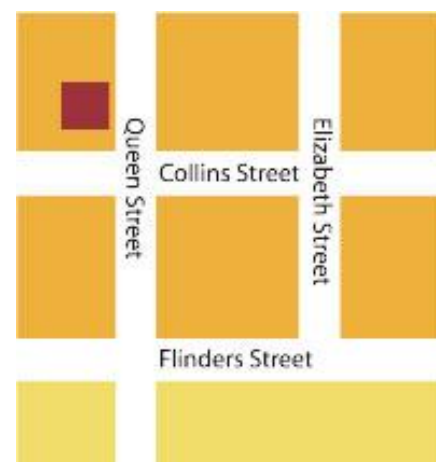
INUS AUSTRALIA CAMPUS

ADDRESS

Level 5 & 8, 85 Queen Street, Melbourne, VIC 3000
Australia

DESCRIPTION

INUS Australia is conveniently located in the heart of the Melbourne Central Business District (CBD) in a quiet office building on the corner of Collins and Queens Street. It is easy to reach via public transport. There are trams and bus stops on our doorstep and it is just a five minute walk from Flinders Street Station. It is close to





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banking facilities and there are two cafes and a supermarket on the ground floor. INUS Australia is surrounded by trendy cafes, restaurants and boutique shops, each with their own unique style.

b. Description of facilities, equipment, learning and library resources for students. (2.1c)

INUS Australia has fresh, modern facilities creating a light, energising atmosphere that is excellent for learning.

Classrooms: light and spacious, each with comfortable furnishings, wireless Internet connection and a television.

Student Lounge and Café: kitchen facilities with microwaves, refrigerator, coffee machine, wireless Internet connection, student computers, dining area and a lounge with magazines and newspapers.

Library: silent reading or study area, student resources.

Meeting rooms: students can use the meeting rooms to work on group projects or for other purposes.

Computer Lab: individual study desks set up for online learning and English language practice activities. There are headsets with microphones for students to practice listening and speaking.

IPad Lab: interactive software with interesting and entertaining programs to practise listening, reading and grammar.

IT Support Desk: provides support to students for any issues with computers or other electronic equipment in the school.

3. Information about INUS Courses (2.1b)

Courses at INUS Australia Education and Training:

1. INUS Customised English Program (ICEP)
2. English for academic purposes (EAP)

1. INUS Customised English Program (ICEP)

a. Course title and duration(2.1b)

Course Title: INUS Customised English Program (ICEP) – General English

Course Duration: 2-40 weeks

b. Qualification offered(2.1b)

N/A

c. Modes of study(2.1b)

20 face to face contact hours of study per week. There are no online components or distance learning for this course.

d. Assessment methods(2.1b)

Formative: classroom observation of the following activities: oral presentations, discussions, pair and group work, role-plays, interviews, debates, demonstrations
Summative: Each term students will have 2 Assessments for each subject undertaken. (8 assessments tasks overall)

e. Entrance requirements (2.1a)

There are no entrance requirements for this course



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f. Minimal level of English language proficiency(2.1a)

Complete elementary level of English language proficiency for this course.

g. Educational qualifications(2.1a)

There are no educational qualifications required to enrol in this course.

h. Work experience required(2.1a)

There is no work experience pre-requisite for this course.

i. Whether course credit is applicable(2.1a)

For students applying for course credit, they must have official graduation certificate or course transcripts and their final academic progress report as evidence of their English language level or an IELTS result. Any applications for course credit will be processed in keeping with INUS Australia’s Course Credit Policy and Procedure. For a full copy of this document, go to www.inusaustralia.com.au/studentservices/policies.

j. Details of arrangements with other providers to provide all or part of a course (2.1d)

There are not arrangements with other providers to deliver this course.

INUS Customised English Programs (ICEP)
<p>Course Description: Study General English at INUS Australia to improve your English communication skills. Learn English that will make you job ready and give you valuable life skills. Learn communication skills for shopping, banking, travelling, socializing and finding accommodation. Master skills for work such as telephone conversations, making appointments, participating in meetings and writing and replying to emails and letters. Study and progress at your own pace through our intensive program.</p>
<p>Contact hours per week: 20 hours per week + optional 8 hours of electives</p>
<p>Levels There are four levels in the INUS Customised English Program</p> <ul style="list-style-type: none"> - Pre Intermediate, - Intermediate - Upper Intermediate - Advanced
<p>Maximum Class Size: 18 students per class</p>
<p>End Course Documents: End of course Academic Progress Report, Graduation certificate with level descriptors</p>
<p>Course Content (21.b): Each level has 4 subjects:</p> <ul style="list-style-type: none"> - Speaking - Listening - Reading - Writing <p>For each level, there is a different theme each week. The weekly theme covers all subjects: Reading, Writing, Speaking and Listening.</p>



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Title of Units Offered at each level of the INUS Customised English Program:	
Pre Intermediate Units	
- Personal Details	- Food
- My Region	- Travel
- Leisure	- Technology
- Buying and Giving	- Body and Mind
- Work & Careers	- Celebrations
Intermediate Units	
- Your Life	- Crime
- A place to live	- The Environment
- Healthy living	- Traditions & Customs
- Travel	- The Movies
- Disasters	- Finance
Upper Intermediate Units	
- Interpersonal skills	- Identity
- Psychology	- Danger & Risk
- Breaking News	- Science & Technology
- Crime & Punishment	- Travel & Tourism
- Health & Wellbeing	- Making a Difference
Advanced Units	
- Humour in Translation	- Conservation & Tourism
- Dreams and Ambitions – The Sky’s the Limit	- Absolute Power
- Negotiating –The World is Your Oyster	- Gone But Not Forgotten
- Sensory Perception	- Civilization
- Criminal Justice System	- Detective Work

2. English for Academic Purposes

a. Course title and duration(2.1b)

Course Title: English for Academic Purposes

Course Duration: 5-25 weeks

b. Qualification offered(2.1b)

N/A

c. Modes of study(2.1b)

20 face to face contact hours of study per week. There are no online components or distance learning for this course.

d. Assessment methods(2.1b)

Formative: classroom observation of the following activities: oral presentations, discussions, pair and group work, role-plays, interviews, debates, demonstrations
 Summative: Each term students will have 2 Assessments for each macro skill. (For Upper Intermediate and Advanced levels there are 8 assessments tasks overall; Intermediate level will have 1 assessment for each macro-skill, 4 assessment tasks overall)

e. Entrance requirements (2.1a)

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Version 2.2

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There are no entrance requirements for this course

f. Minimal level of English language proficiency(2.1a)

There is an English level requirement for entry into each level of the EAP course:

EAP Level	Entry Requirements
Intermediate	Completion of 5 weeks Intermediate General English and IELTS Band 4.5
Upper intermediate	Completion of Intermediate EAP / 10 weeks Intermediate General English Course or IELTS Band 5.0
Advanced	Completion of Upper Intermediate EAP/10 weeks Upper Intermediate General English or IELTS Band 5.5

g. Educational qualifications(2.1a)

There are no educational qualifications required to enrol in this course.

h. Work experience required(2.1a)

There is no work experience pre-requisite for this course.

i. Whether course credit is applicable(2.1a)

For students applying for course credit, they must have official graduation certificate or course transcripts and their final academic progress report as evidence of their English language level or an IELTS result. Any applications for course credit will be processed in keeping with INUS Australia’s Course Credit Policy and Procedure. For a full copy of this document, go to www.inusaustralia.com.au/studentservices/policies.

j. Details of arrangements with other providers to provide all or part of a course (2.1d)

There are not arrangements with other providers to deliver this course.

English for Academic Purposes (EAP)
Course Description: The English for Academic Purposes course at INUS Australia is designed to provide the academic study skills and English language skills needed for further study at tertiary level in the mainstream classroom
Contact hours per week: 20 hours per week + optional 4 hours of electives
Levels There are three levels in the English for Academic Purposes course <ul style="list-style-type: none"> - Intermediate - Upper Intermediate - Advanced
Maximum Class Size: 18 students per class
End Course Documents: End of course Academic Progress Report, Graduation Certificate with Level Descriptors
Course Content (21.b): The EAP Course is skills based. For Speaking, Listening, Reading and Writing an integrated skills approach is taken. The course focuses on academic skills necessary for tertiary study Each level has 2 core subjects: <ul style="list-style-type: none"> - Academic Speaking & Listening



- Academic Reading & Writing
 Each week there are different skills focussed upon for each subject.

Skills in focus in each unit offered at each level of the English for Academic Purposes.

English for Academic Purposes Intermediate Units		
Unit	Speaking and Listening Skills	Reading and Writing skills
1.	- Speaking: Casual Conversation strategies - Listening: Casual Conversation strategies	- Reading: Analysis of different genres, - Writing: Planning and drafting paragraphs
2.	- Speaking: Negotiation skills in an academic context, - Listening: Listening to the News	- Reading: Newspaper Articles, - Writing: Letters to the editor - developing detailed organised paragraphs
3.	- Speaking: Giving and supporting opinions; agreeing and disagreeing - Listening: Identify opinions and supporting points	- Reading: Editorials and opinion pieces, Writing: Opinion Essay
4.	- Speaking: Discussion – strategies for participating in a discussion in an academic context - Listening: Note-taking in a lecture	- Critical Reading: Internet Research Project - Writing a survey and a report
5.	- Speaking: Presentation skills - Listening: Listening to an interview	- Reading graphs, tables and diagrams - Writing a procedure

English for Academic Purposes Upper Intermediate Units		
Unit	Speaking and Listening Skills	Reading and Writing skills
1.	- Understand and participate in a casual conversation	- Reading biographies - Setting personal and academic goals - Brainstorming, planning and drafting
2.	- Participate in a class discussion / tutorial, listen and identify the main ideas and supporting points in discussion in an academic context	- Reading coverage of an issue in the news - Discussion essay
3.	- Participate in class discussion / tutorial; identify main ideas and specific details in the news	- Information texts: identifying main ideas and supporting points - Writing a Compare and Contrast Essay
4.	- Negotiation: Academic Problem	- Genre Analysis – Structure, syntax, lexicon - Writing a review
5.	- Negotiation: Teamwork	- Critical Research - Writing an Opinion Essay
6.	- Debate: Structure, research, planning - Listening to an audio text and note-taking for research purposes	- Critical Research – note-taking skills - Writing a Letter to the Editor: response to a current issue in the news.
7.	- Debate: rebuttal, rehearsal, Presenting - Listening to documentary and note-taking for research purposes	- Critical Reading: Website Evaluation - Writing a Formal Report



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8.	<ul style="list-style-type: none"> - Oral Presentation: Structure, research, planning - Listening to Academic Lecture 	<ul style="list-style-type: none"> - Reading a Procedural text - Writing a procedure
9.	<ul style="list-style-type: none"> - Oral Presentation – Presentation with PowerPoint and other visual aids - Listen and Assess Peer Presentations 	<ul style="list-style-type: none"> - Reading an Academic Journal - Editing and Drafting Writing Folio
10.	<ul style="list-style-type: none"> - Cross-cultural and non-verbal communication strategies - Identifying miscommunication due to differences in culture 	<ul style="list-style-type: none"> - Proofreading and Editing Writing Folio - Writing a reflection analysing personal progress throughout the course

English for Academic Purposes Advanced Units		
Unit	Speaking and Listening Skills	Reading and writing skills
1.	<ul style="list-style-type: none"> - Giving and understanding complex instructions 	<ul style="list-style-type: none"> - Reading and writing complex instructions
2.	<ul style="list-style-type: none"> - Taking part in tutorial discussions 	<ul style="list-style-type: none"> - Understanding newspaper articles, editorials, opinions and letters to the editor. Writing an opinion essay
3.	<ul style="list-style-type: none"> - Debating / Arguing a case, - Listening and identifying the different arguments and supporting points of an issue 	<ul style="list-style-type: none"> - Reading extended texts for research purposes - Writing a Discussion Essay (following conventions for citing sources, footnoting and referencing)
4.	<ul style="list-style-type: none"> - Presentation on a researched issue - Listening to presentations, identifying main and supporting ideas, discourse markers 	<ul style="list-style-type: none"> - News coverage analyse - Writing a feature news article
5.	<ul style="list-style-type: none"> - Participating in an interview - Identifying main and supporting points from an interview. 	<ul style="list-style-type: none"> - Reading an extended text, locating key ideas and specific details using a variety of strategies. - Writing a personal recount of an event
6.	<ul style="list-style-type: none"> - Participating in casual conversation 	<ul style="list-style-type: none"> - Reading a college application form - Writing a college application, addressing selection criteria
7.	<ul style="list-style-type: none"> - Demonstration (how to do something) - Listening to a complex procedure 	<ul style="list-style-type: none"> - Reading a complex procedure - Writing a procedure
8.	<ul style="list-style-type: none"> - Teamwork – problem solving - Identifying discourse strategies used in teamwork and problem solving. 	<ul style="list-style-type: none"> - Reading a report - Understanding graphic information such as diagrams, tables and graphs - Writing a survey and report
9.	<ul style="list-style-type: none"> - Presentation on a researched topic e.g. scientific invention - Listening to a lecture and taking notes 	<ul style="list-style-type: none"> - Proofreading peer and own work - Writing Folio – polishing 3 pieces for submission
10.	<ul style="list-style-type: none"> - Presenting a proposal, - listening to a proposal, identifying pros and cons. 	<ul style="list-style-type: none"> - Formal Letter – analysing purpose, audience, formatting. - Writing a formal letter of complaint including proposal for corrective action

(ELC) English for Life Classes



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English for Life Classes are optional electives that students may take to further improve their English language skills outside their regular scheduled classes. Students may attend these classes at no additional cost. Please note that for some cultural experience activities, entry costs and cost of drinks and meals may apply.

Between 2:10 and 3:10 Monday to Friday INUS runs English Life Classes. These classes may change, depending on students' feedback and requests. Please read below for a description of the different ELC classes. Students must sign up before 10:10am each day to attend these classes. A minimum of 5 students must sign up for classes to run.

Excursion / Cultural Experience	Students gather at Level 5 reception to go on an excursion or cultural experience in Melbourne. Information about the excursion can be found weekly in the school newsletter, on the school noticeboard or on a sign at the reception desk.
Movie Club	INUS has a featured film in the theatre for students to improve their listening comprehension skills and enjoy themselves.
Idioms	Students learn idiomatic phrases used in natural conversation and practice in role-plays.
Practical Uses	Students learn English for everyday situations such as banking, shopping, getting around, and going to the doctors. This class also focuses on where to locate an understand information such as train time-tables, driving rules, and supermarket specials.
Pronunciation Club	Each week students will focus on how to make English sounds and can focus on their weak points.
English Music	This is a fun class for student to learn about English music while interacting in English. Students learn the background and meaning of a song and then sing the song together.
Communication Strategies	Students learn how to take turns in a conversation or discussion; strategies to extend their responses, clarify information and change topics and much more.
Business Communication	Students learn to communicate in formal business settings such as introductions, meetings, telephone conversations. They also learn to write formal business emails and letters etc.

4. Course Fees (2.1e)

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 Level 5 & 8, 85 Queen Street Melbourne, VIC 3000 Australia

Course Name	Intake	Tuition Fee
ICEP – GE (Full Time -20 face to face contact hours per week / Part Time Study - 4 face to face contact hours per session per week*)	Every Monday	A\$320 Full Time per week A\$90 per week for each season as speaking, Listening, Reading and Writing
EAP - 20 face to face contact hours per week (Full Time)	Every 5 weeks	A\$320 Full Time per week
Other Fees		
Enrolment application fee (non-refundable)	A\$100 (Non student visa) A\$200 (student visa)	
Accommodation placement	A\$100 – A\$250	
Airport pick up (One way)	A\$180 (Tullamarine) A\$230 (Avalon)	
Text Book	A\$60 per each level	
Refund application administration fee	A\$200 (non-refundable)	
Library Borrowing Deposit Fee	A\$20 (deposit refunded at cessation of enrolment as long as all resources returned.)	

*Please note that students on student visas are not eligible for part time study

a. Advice on potential for fees to change. (2.1e)

All fees are subject to change without notice.

b. Refund policy (2.1e) The refund policy is attached. See Appendix A

5. Grounds for Deferral, Suspension and Cancellation (2.1f)

- Students may request to defer or suspend their course when citing compelling or compassionate circumstances. The student must follow INUS Australia’s Deferral, Suspension, Cancellation Policy and Procedure.
- Please Note, INUS Australia may cancel your enrolment based on the following grounds:
 - Student completed their course early
 - Student transferred to another provider
 - Student notifies of cessation of studies
 - Student inactively notifies of cessation of studies (student ceases attending classes without informing the school and cannot be contacted)
 - Non-payment of fees
 - Student no longer has a student visa
 - The school can no longer deliver the course
 - Non-compliance with student visa conditions
 - For students under 18, non-compliance with home-stay rules and welfare arrangements
 - Student has died

For the full policy document please go to

www.inusaustralia.com.au/studentservices/policies

www.inusaustralia.com.au



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Compassionate and Compelling Circumstances: Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- 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 emergency travel and this has impacted on the student's studies; or
- a traumatic experience which could include:
 - o involvement in, or witnessing of, a serious accident; or
 - o witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- where the registered provider was unable to offer a pre-requisite unit; or
- inability to begin studying on the course commencement date due to delay in receiving a student visa.

Please note that the above are only some of examples of what may be considered compassionate or compelling circumstances.

Transfer Provider Requests

- Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.
- This does not prohibit students from submitting an application to transfer provider.
- INUS Australia Education and Training will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school
 - It has been agreed by the school that the student would be better placed in a course that is not available at INUS Australia Education and Training.
 - Any other reason stated in the policies of INUS Australia Education and Training.
- INUS Australia Education and Training will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - The student's progress is likely to be academically disadvantaged
 - INUS Australia Education and Training is concerned that the student's application to transfer is a consequence of the adverse influence of another party
 - In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
- Students under 18 years of age MUST also have;
 - Written evidence that the student's parent(s)/legal guardian supports the transfer
 - Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare



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- arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative
- Evidence that the student is always in DIAC approved welfare and accommodation arrangements
- All applications for transfer will be considered within 10 working days and the applicant notified of the decision.
 - Students whose request for transfer has been refused may appeal the decision in accordance with INUS Australia Education and Training’s complaints and appeals policy. The complaints and appeals policy is available at www.inusaustralia.com.au/studentservices/policies.

6. Information about studying in Australia on Student Visa

a. Description of ESOS framework (with link to DEEWR) (2.1g)

It is mandatory for all students at INUS Australia Education and Training to be aware of their responsibility in ensuring compliance with The National Code of Practice and ESOS Act.

The ESOS Act:

The ESOS Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.

The Australian Government, through the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE), administers the ESOS Act and its associated instruments.

The Education Services for Overseas Students (ESOS) Act 2000 (as amended in 2011) governs:

- the registration process obligations of registered providers
- ESOS Assurance Fund; and
- enforcement and compliance powers.

Link: ESOS Act

<http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Act/Pages/default.aspx>

The National Code of Practice:

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007

The National Code is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Only CRICOS courses can be offered to international students studying in Australia on a student visa.

Link: National Code of Practice:

<http://www.aei.gov.au/Regulatory-Information/Education-Services-for-overseas-students-esos-legislative-framework/national-code/Pages/default.aspx>

Link: Department of Education, Employment and Workplace Relations (DEEWR)

<http://www.deewr.gov.au/>



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b. Attendance requirement

All students on a student visa must attend 80% or more of their scheduled contact classes. Failure to do so may result in the student being reported to the Department of Education, Employment and Workplace Relations (DEEWR).

c. Academic progress requirement

All students on a student visa must satisfy their academic course requirements. At INUS Australia, students must pass 50% of assessment tasks undertaken each term. For all courses except EAP Intermediate, each term students are given 8 assessment tasks, 2 for each subject. To make satisfactory course progress, students must pass a minimum of 4 assessment tasks. For EAP Intermediate (a 5 week course), each term students are given 4 assessment tasks, 1 for each subject. To make satisfactory course progress, students must pass a minimum of 2 assessment tasks. Students will have the opportunity to re-sit any assessment task they fail. Students at risk of making unsatisfactory course progress will receive academic counselling and support to help them meet their academic requirements in keeping with INUS Australia's Academic Progress Policy and Procedure. You can find this policy at www.inusaustralia.com.au/student-services/policies

Subject	Speaking	Listening	Reading	Writing
Number of Assessments Each Term (excluding EAP Intermediate)	2	2	2	2
EAP Intermediate	1	1	1	1

d. 20 hour per week work limit

Students on a student visa may work a maximum of 20 hours per week during Term. Students may not commence working prior to commencing their enrolment.

7. Applying for Course Credit

Course credit will only be granted to students in accordance with INUS Australia's Course Credit Policy and Procedure. See www.inusaustralia.com.au/student-services/policies

Students must complete the Course Credit Application form and submit it with attached evidence of their English language level at least 2 weeks prior to commencement as per their Electronic Confirmation of Enrolment (eCoE). See www.inusaustralia.com.au/forms

8. Related Documents

- Appendix A: Refund Policy (attached)
- Appendix B: Brochure (attached)