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2024
INTERNATIONAL
**STUDY
GUIDE**

MELBOURNE, AUSTRALIA



WELCOME TO YOUR HOLMESGLEN JOURNEY

THANK YOU FOR YOUR INTEREST IN STUDYING AT HOLMESGLEN, A LEADING GOVERNMENT EDUCATION AND TRAINING INSTITUTION IN AUSTRALIA. WE HAVE WELCOMED INTERNATIONAL STUDENTS TO OUR MELBOURNE CAMPUSES FOR ALMOST 30 YEARS AND TAKE GREAT PRIDE IN ENGAGING AND SUPPORTING OUR STUDENTS TO ACHIEVE THEIR LIFELONG EDUCATIONAL AND CAREER GOALS.

Recognised for excellence and innovation in the design and delivery of relevant, high-quality educational programs, we offer an extensive range of English language, vocational and higher education courses, all accredited by the Australian government.

As a student with us, you will experience an institute characterised by its commitment to outstanding teaching and learning and the development of highly motivated, work-ready graduates. Our simulated workplace facilities and extensive industry partnerships will ensure that you gain the practical skills and confidence necessary for future employment.

You will have access to exceptional amenities across all campuses, providing you with the opportunity to learn and develop in a stimulating, modern and safe study environment.

Our commitment to ensuring an enjoyable and successful study experience for you also includes the availability of a wide range of student engagement and support services. Assistance with your language and learning skills, accommodation, tours and recreational activities and personal guidance, are some of the many services we offer to enhance your student life in Melbourne.

We recognise that the last two years has been a difficult time for us all, however despite the challenges and hurdles we have faced during this pandemic, Holmesglen continues to provide education, training, and support to our students.

We acknowledge the immense contribution international students make and hope to welcome you soon as part of our diverse and vibrant community.

Mary Faraone
Chief Executive





WHY CHOOSE MELBOURNE?

MELBOURNE IS AMONG THE WORLD'S MOST LIVABLE CITIES

Again and again, Melbourne is named among the world's most livable cities. The title is awarded to the city with the highest score for stability, healthcare, culture and environment, education and infrastructure. When you study in Melbourne, you'll be living in a safe and vibrant city that offers world-class study options, services and the widest range of things to do.

AUSTRALIA'S BEST STUDENT CITY

Melbourne is the best student city in Australia and the third best student city in the world, according to the prestigious QS Best Student Cities 2019. Key features such as Victoria's high standard and quality of living, vibrant multicultural society and social inclusion attracts international learners from all over the world to Victoria every year.

Often called Australia's cultural capital, Melbourne is home to the attractions that make the Australian lifestyle so appealing. Melbourne's rank as the 7th best city in the world for 'employer activity' makes it an even more attractive destination.

EXPLORE VICTORIA

Victoria's diverse landscape includes snowcapped mountains, vast seashores, striking desert regions and charming historic towns.

While you're studying here, why not make the most of the beautiful natural scenery and activities regional Victoria has to offer. You can easily arrange a day or weekend trip. Take a drive down the Great Ocean Road to see some breathtaking scenery, or ride the Puffing Billy Steam Train through the Dandenong Ranges. Visit Phillip Island to watch the delightful Fairy Penguins, or indulge in a tasting tour of Victoria's gourmet food and wine region in the Yarra Valley. These are just a few of the many places to explore in Victoria!

To find out about more of Melbourne and Victoria's interesting destinations, visit **visitvictoria.com**

TRANSPORT

Melbourne has a network of trains, trams and buses which all service our campuses. If you don't live too far from your campus, you might consider cycling, using one of Melbourne's many safe and accessible bike paths.

To help plan your travels around Melbourne visit **ptv.vic.gov.au** or take a look at the map of the train networks to our campuses on the inside back cover.

LIVING EXPENSES

The Australian Government specifies AU\$24,505 as the minimum amount required to cover your living costs for a 12-month period. This figure excludes tuition fees and the cost of travel to and from Australia. It is the minimum required to pay for your accommodation, commute to campus, buy food, have fun, and pay for all the little extras that you need day-to-day. Non-tuition fees include books and equipment, health insurance, administration, accommodation, and assistance to apply for or hold a student visa.





WHY CHOOSE HOLMESGLEN?

INDUSTRY CONNECTIONS

Holmesglen has developed strong relationships and networks with a large, diverse range of industry partners, both locally and internationally. These partnerships give us the necessary insight into current practices and access to relevant workplace learning, ensuring the development of job-ready graduates that meet employers' expectations.

WORK INTEGRATED LEARNING

Our approach to teaching and learning combines the required theory with hands-on, practical experience. Whether enjoying a work placement, or practising in one of our state-of-the-art simulated workspaces, your confidence and practical know-how will make your transition from the classroom to employment effortless and successful.

ENGAGEMENT AND SUPPORT

Community engagement and social responsibility are at the heart of all strategies and objectives for our staff and students. You will have access to a range of community and social activities, on and off campus, that will support your development both academically and personally. Our dedicated support programs for international students will ensure your wellbeing, safety and academic success as you enjoy your journey with us.

A ONE-STOP SHOP

The availability of highly recognised and fully integrated education, from English to vocational study and higher education, makes us very unique. You will have the opportunity to enjoy customised English classes specifically developed to prepare you for further study or a career in your chosen field. Your English study can be followed by seamless entry into a work-oriented vocational program, or a Bachelor Degree, or both! With tailored learning support, we can help you design the right pathway to achieve your study and career goals.

STRENGTH IN DIVERSITY

We enjoy one of the most culturally rich study environments in Australia. Welcoming students from diverse countries, cultures and educational backgrounds provides a dynamic global community for you to experience life-long learning and friendships with young people from all over the world. We take pride in the opportunities we provide for you to develop your global competence, strengthen your cultural awareness and prepare yourself for today's global workplace.



AMBITION



SCHOLARSHIP



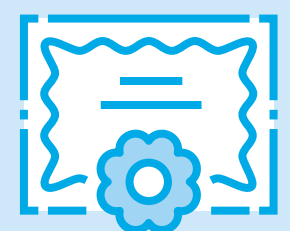
PASSION



INTEGRITY



RESPECT



EXCELLENCE



CHADSTONE



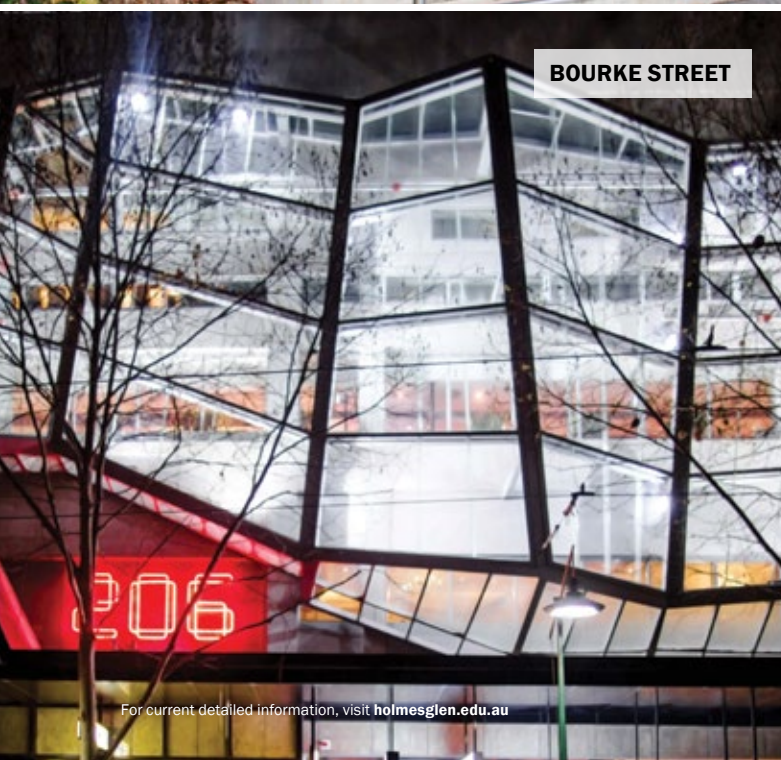
MOORABBIN



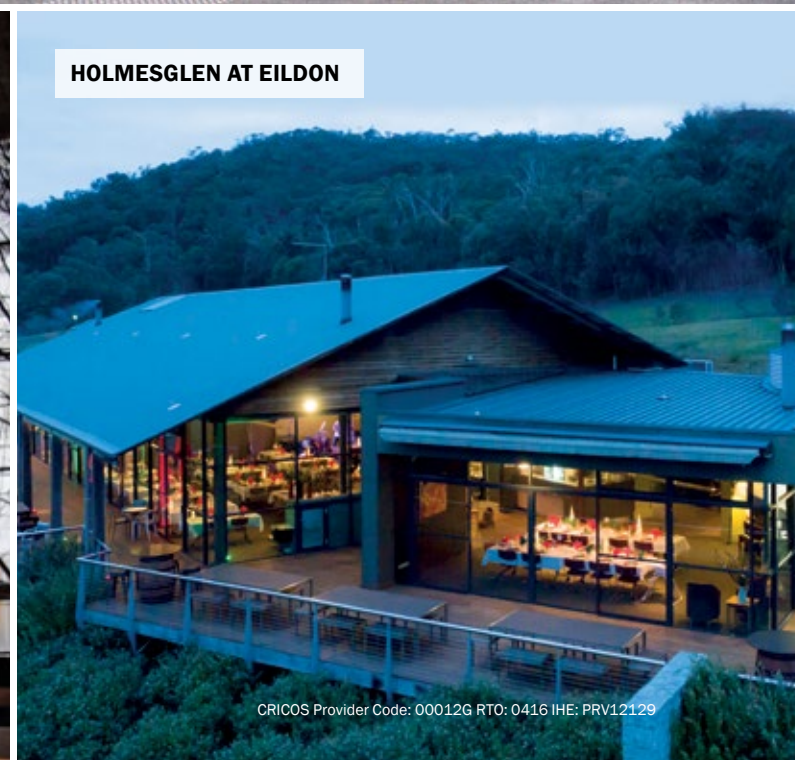
CAMPUSES



GLEN WAVERLEY



BOURKE STREET



HOLMESGLEN AT EILDON

CHADSTONE

Corner Batesford and Warrigal Roads Chadstone

Approximately 17 kilometres from Melbourne's city centre, the Chadstone campus is the largest of Holmesglen's campuses. The campus is easily accessible by public transport with a bus stop and a train station on its doorstep. The campus is conveniently placed amongst a range of shops, parks, restaurants, and recreational facilities, including Chadstone Shopping Centre, Australia's biggest shopping centre.

MOORABBIN

488 South Road Moorabbin

The newly renovated Moorabbin campus is accessible by public transport, and is approximately 18 kilometres from Melbourne's city centre. The campus is only 6 kilometres from the iconic Brighton beach. Moorabbin campus also houses the southern hemisphere's most advanced Health Science facility and Le Cordon Bleu's Melbourne Culinary Arts Institute. The new on-campus state-of-the-art Holmesglen Private Hospital provides our learners with clinical practice as well as teaching and research opportunities for nursing and health learners.

GLEN WAVERLEY

595 Waverley Road Glen Waverley

Approximately 23 kilometres from Melbourne's city centre and a short walk from the multicultural Glen Waverley shopping and restaurant precinct, the Waverley campus is a modern facility surrounded by beautifully landscaped gardens and wide open spaces. Holmesglen's Waverley campus is accessible by public transport.

BOURKE STREET

Level 3, 206 Bourke St, Melbourne

Our Bourke Street campus is suitably located in the heart of Melbourne – close to Chinatown, retail outlets and convenient public transport. The campus is a dedicated nursing training facility, and is perfect for those wanting to learn in the CBD.

HOLMESGLEN AT EILDON

Moore Road Eildon

140km from Melbourne, Holmesglen at Eildon is located in the scenic Victorian countryside. This purpose-built facility is available to learners from a range of faculties for specialised camps and excursions. These visits can include field work and learner projects. Holmesglen at Eildon also hosts a range of recreational activities for international learners to enjoy the breathtaking scenery and Australian native wildlife.

LE CORDON BLEU MELBOURNE AT HOLMESGLEN



CRICOS Provider Code: 02380M

Le Cordon Bleu opened its Melbourne Culinary Arts Institute in 2015, offering its 'passport to the world' hospitality programs in Australia's culinary capital. In partnership with Holmesglen, Le Cordon Bleu's hallmark culinary arts programs offered at Holmesglen's Moorabbin Campus include the coveted Grand Diplôme, Diplôme de Cuisine (Certificate III in Commercial Cookery (SIT30816)), Diplôme de Pâtisserie (Certificate III in Patisserie (SIT31016)), Certificat de Chef de Partie en Cuisine (Certificate IV in Commercial Cookery (SIT40516)), Certificat de Chef de Partie en Pâtisserie (Certificate IV in Patisserie (SIT40716)), and the Diplôme Avancé de Gestion Culinaire (Advanced Diploma of Hospitality Management (SIT60316)).

Each program is designed to develop innovation, creativity and entrepreneurial flair under the passionate, highly-skilled guidance of Le Cordon Bleu chefs, in world-leading kitchen, bakery and restaurant facilities.

For further information cordobleu.edu/melbourne



STUDENT LIFE AT HOLMESGLEN

AT HOLMESGLEN, YOU WILL HAVE ACCESS TO A COMPLETE RANGE OF SERVICES AND PROGRAMS TO ASSIST AND SUPPORT YOU THROUGHOUT YOUR STUDIES AND YOUR EXCITING NEW LIFE IN MELBOURNE. THESE SUPPORT SERVICES ARE AVAILABLE TO YOU AT NO ADDITIONAL COST.

SUPPORT SERVICES

A wide range of supports are available to international students, offered through Holmesglen's International Centre, Students Wellbeing team and our many other services.

These include:

- Airport reception
- Accommodation assistance
- Orientation programs
- Overseas Student Health Cover services
- Academic support
- Confidential counselling and personal development programs
- Skills and jobs support
- Lifeskills workshops
- Career counselling and employment assistance
- Learning Skills Centre
- Library
- Visa regulations advice
- Recreation and sporting activities
- Social activities, trips and tours
- Health services
- 24 hour on campus security.

Detailed information on all of Holmesglen's student support services and activities is available at:
holmesglen.edu.au/studentwellbeing

ACADEMIC SUPPORT

Throughout your studies at Holmesglen, you will have access to a range of academic support programs and services, to assist you in achieving your study goals successfully. Customised academic support programs to meet your needs can assist you with:

- Language, literacy and numeracy needs
- Time management and study skills
- Presentation skills
- Note taking and summarising
- Assignment structure and formatting
- Essay and report writing
- Academic referencing.

WELCOME PROGRAMS

Your journey at Holmesglen commences with your Welcome Program, a vital introduction to studying at Holmesglen and living in Melbourne.

Held at the start of each intake, a wide range of fun and informative sessions and activities are offered to our new international students, enabling you to:

- Become familiar with your campus and facilities
- Meet other students
- Learn more about the useful resources and services available to you throughout your student life at Holmesglen
- Meet International Centre and student support staff
- Obtain important information about transport, your safety and on-campus security, visa regulations, Overseas Student Health Cover, health services and financial advice.

STUDENT ASSOCIATION

Holmesglen's Student Association ensures learners are actively involved in Holmesglen's decision-making process. Student members are responsible for representing the views and opinions of the wider student body on issues relating to academic and student life.

It is a great opportunity for students wanting to refine their leadership and advocacy skills whilst making change.

IDER 'EDDIE' KHOSKHUU, MONGOLIA

"I became a Student Association representative as my experience at Holmesglen has been very positive and I would like to nurture this positive environment for students and ensure the student voice is heard. I look forward to achieving this alongside my fellow representatives through a holistic and authentic partnership between the student body and Holmesglen."





IT'S NOT JUST ABOUT STUDY... IT'S ABOUT THE EXPERIENCE!

OUR RECREATION TEAM IS HERE TO ENSURE YOU HAVE EVERY OPPORTUNITY TO ACHIEVE THE RIGHT STUDY-LIFE BALANCE. THEY HOST A RANGE OF VIRTUAL AND IN-PERSON ACTIVITIES, OCCASIONS AND EVENTS TO BROADEN YOUR MIND, MEET NEW PEOPLE, ENJOY OUR SPACES AND REALLY EXPERIENCE LIFE IN AUSTRALIA WHILE YOU STUDY.

THE RECREATION TEAM OFFER AN EXTENSIVE RANGE OF SOCIAL AND SPORTS CLUBS, TRIPS AND TOURS, LIVE MUSIC AND REGULAR EVENTS TO GET YOU INVOLVED AND CONNECTED. ALL OF OUR ACTIVITIES ARE DESIGNED TO FIT A LEARNER BUDGET, SO YOU CAN TAKE PART AT A FRACTION OF THE PRICE. SOME ACTIVITIES ARE EVEN FREE!

SEE AND EXPERIENCE AUSTRALIA WITH OUR TRIPS AND TOURS

Our program offers learners the chance to step off campus and experience a diverse range of trips and tours that showcase what Melbourne and Australia has to offer. Trips can vary from a day trip, weekend trip or even interstate trips.

Trips have included:

- Brisbane and Moreton Island
- Sydney and the Blue Mountains
- The Great Ocean Road
- Mt Buller
- Phillip Island.

JOIN A SPORT OR CLUB

Our special interest clubs offer a great way for learners to connect with peers, bond over similar interests and find a group of like-minded learners.

You can even start your very own club.

Some existing clubs include:

- Movie Club
- Foodies Club
- Strike Club
- Adventure Club
- Basketball
- Futsal (indoor soccer)
- Cricket.

ENJOY LIFE ON AND OFF CAMPUS

With over 50 free events each year held across each of our 6 main campuses and online, you will be able to take advantage of free food, giveaways, games and special learner offers.

Our events aim to regularly celebrate significant cultural events, promote health and wellbeing and raise awareness on key social issues.



A PLACE TO CALL HOME

GIVE YOURSELF THE BEST OPPORTUNITY TO ENJOY YOUR STUDY EXPERIENCE BY ARRANGING A COMFORTABLE AND SAFE PLACE TO LIVE. HOLMESGLEN OFFERS A VARIETY OF ACCOMMODATION OPTIONS, INCLUDING INSTITUTE ACCOMMODATION AND HOMESTAY, AND CAN ALSO ASSIST YOU WITH ORGANISING PRIVATELY OWNED SHARED ACCOMMODATION AND STUDENT APARTMENTS.

INSTITUTE ACCOMMODATION

Living in Institute Accommodation is a great way to become friends with other students from different cultures. Houses are located within a convenient distance from our Chadstone, Moorabbin and Waverley campuses. Houses are fully furnished, and can accommodate between 2 and 6 students, each with their own bedroom.

- Weekly rent covers internet, facilities, heating, cooling and cleaning services.
- Students must be over 18 years of age to live in Institute Accommodation.
- Students opting for Institute Accommodation also receive complimentary airport reception upon arrival.
- A complimentary bed linen package is also included.

Cost: Weekly rent AU\$180. **Click for more information.**

HOMESTAY

For students who are away from home for the first time, Homestay is a great way to learn about the Australian lifestyle within a supportive family environment. Living with an Australian family is also a great way to regularly practice and improve your English.

Homestay Accommodation is located within a convenient distance from all of our campuses. Holmesglen is partnered with Australian Homestay Network (AHN) who arrange Homestays. AHN is responsible for selecting suitable families and connecting them with students.

Students opting for Homestay Accommodation also receive complimentary airport reception upon arrival. For further information, visit homestaynetwork.org



PRIVATELY OWNED ACCOMMODATION

This accommodation is suitable for students who have already arrived in Australia and are studying at any of our campuses.

Students who are looking for privately owned accommodation can find rental properties listed with commercial real estate agents. This type of accommodation is usually a students share house. Students who wish to find private rentals will need to apply for a lease and pay a bond.

Students may wish to select temporary accommodation and investigate shared accommodation upon arrival.

For advice or assistance seeking accommodation during your studies, you can contact our Accommodation Officer via email life@holmesglen.edu.au

AWARDING EXCELLENCE

HOLMESGLEN AWARDS

WINNER

SOUPHAPHONE THOOMMAVONGSA – LAOS

OUTSTANDING INTERNATIONAL LEARNER

Diploma of Community Services

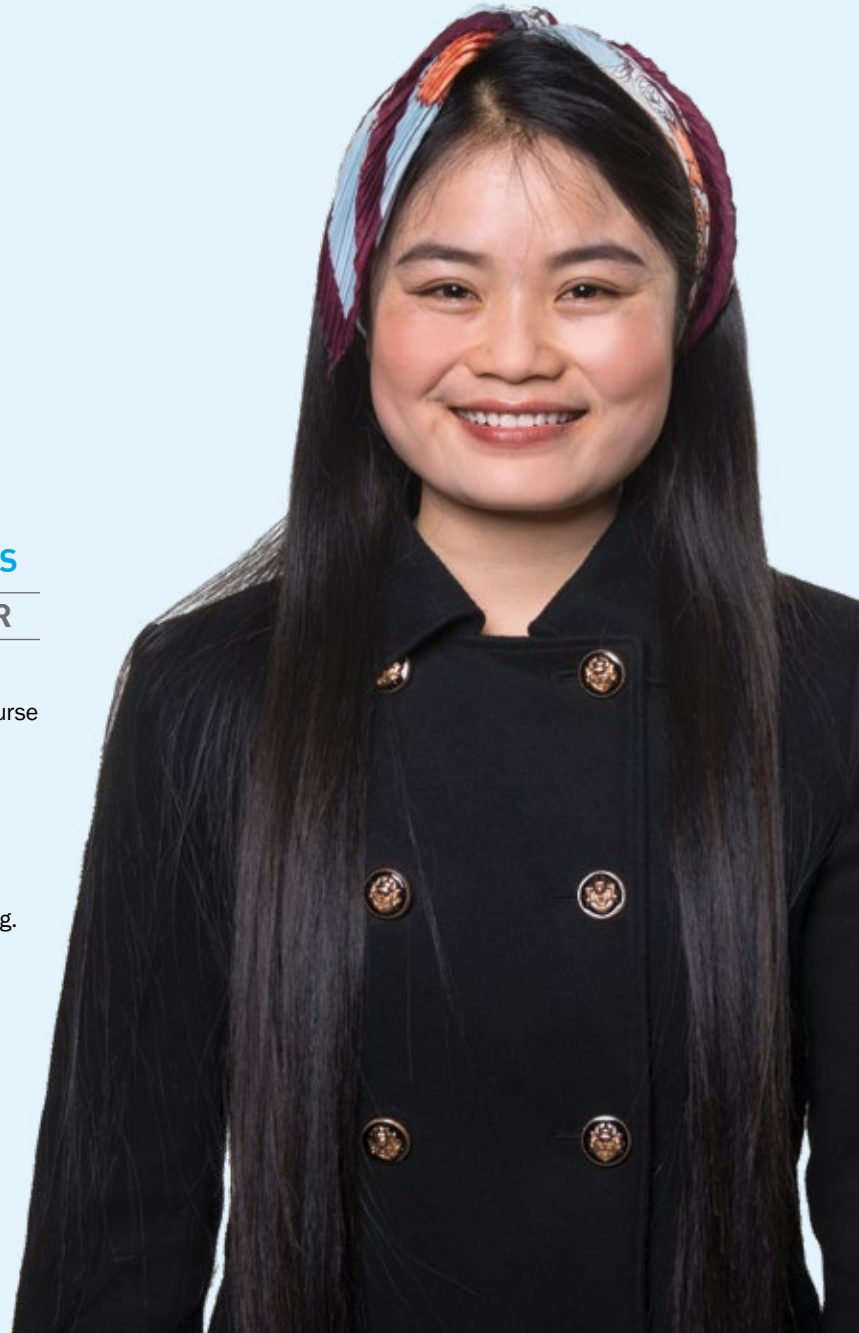
Souphaphone (Nang) describes her community services course as a gift that allowed her to help other people.

Hailing from Laos, she is an Australia Awards Scholarship recipient and represented Holmesglen at the 2019 Council of International Learners Australia Conference.

“My course empowered me to give back to community by utilising the theories and practical experience,” says Nang.

Nang is also a learner ambassador, Holmesglen Online Community learner representative, and helped run a human rights conference – A Better Tomorrow – with Amnesty International.

She completed her community services placement with Power Neighbourhood House.



INTERNATIONAL LEARNER SCHOLARSHIPS

The Holmesglen International Learner Scholarship is awarded to current international learners who reflect Holmesglen's core values of Ambition, Scholarship, Passion, Integrity, Respect and Excellence. The value of this scholarship will be credited to the tuition fees of further study at Holmesglen. Selection is based on the applicant meeting the eligibility requirements and selection criteria.

Click for more information about the International Learner Scholarship Program and its application process.



FINALIST – ISABELLE HOFFMANN – GERMANY

OUTSTANDING INTERNATIONAL LEARNER

Advanced Diploma of Interior Design

Isabelle is an award-winning interior design learner, who used the classroom to explore her creativity and grow her language skills.

She is the co-winner of the 2019 Home Design and Eussen Learner Interior Design Awards and Holmesglen's Outstanding International Learner recipient for interior design.

“I wanted to do something where I can be creative and develop and grow, and I found interior design was the perfect fit,” says Isabelle.

Originally from Germany, Isabelle has immersed herself in Australian life; having also completed the Melbourne Marathon in her leisure time.

FINALIST – JUNEL TAGARINO – PHILIPPINES

OUTSTANDING INTERNATIONAL LEARNER

Diploma of Community Services

Junel is a Victorian International Education Award finalist with a desire to help others, who believes “learning never stops.”

A Holmesglen International Learner Scholarship recipient, Junel's community and environmental background led him to community services. Through the support of his sister, a Holmesglen Bachelor of Nursing learner, Junel discovered the diploma course.

“Studying community services broadened my appreciation and respect for cultural diversity and its social aspects,” Junel says.

Junel completed his placement at the Asylum Seeker Resource Centre and has showed the same passion when continuing on as a volunteer.



FINALIST – KIRTEE DEWKURUN – MAURITIUS

OUTSTANDING HIGHER EDUCATION LEARNER

Bachelor of Business (Accounting)

Kirtee is described as having sheer resolve and strength of character, qualities helping her launch a new career in Australia.

A fast learner who achieved consistent marks during her degree, Kirtee came to Holmesglen from Mauritius to pursue a career in accounting. She explored this goal during a placement opportunity at an accounting firm, gaining significant insight into the industry.

Kirtee's teachers noted her dedication in the classroom.

“Kirtee displayed effective communication skills in delivering presentations to the class. The information she presented showed insight and a deep understanding of complex issues,” says teacher Paula de Lange.

STUDY WITH A DIFFERENCE

OUR TEACHING METHODS

At Holmesglen, we are committed to supporting our learners to achieve their learning goals, so we provide small classes with hands-on experiences. With small classes, you won't be lost in the crowd. You'll soon get to know your fellow learners and feel part of Holmesglen — and your teachers will know you as an individual.

All teaching methods are designed to develop your analytical and critical thinking skills, together with providing the opportunity to apply your learning to real workplace situations.

Teaching methods to ensure your work readiness include:

- Tutorials
- Lectures
- Workshops
- Hands-on practice
- Industry projects
- Online learning
- Field trips
- Work simulated training
- Work integrated learning
- Problem-solving exercises
- Clinical, studio and laboratory sessions.

ASSESSMENT METHODS

Assessment of your learning will be completed using a variety of methods, focusing on measuring your competency, capabilities, understanding and knowledge. Assessment of competency-based training ensures that you have met the standard that is required to reach competence in your chosen study areas.

Our diverse range of assessment methods may include a combination of:

- Written assessments
- Portfolios
- Industry projects
- Oral class presentations
- Problem-solving exercises
- Practical observation in a workplace or simulated work space.

PATHWAY OPTIONS

Choosing to study a Diploma to Degree Pathway at Holmesglen can greatly improve your employability and further develop your academic preparedness for higher education study in Australia.

The completion of practical, industry relevant vocational training, combined with the enhanced knowledge and understanding gained during your degree studies, equips you with the sought-after skills and qualifications needed for success in your chosen career.

Our wide range of pathway options and the advanced standing available into our highly regarded undergraduate programs are outlined throughout the Course Guide. Refer to your chosen area of study for more information.

ENGLISH
PROGRAM

VOCATIONAL
PROGRAM
1 – 2 YEARS

BACHELOR DEGREE WITH
ADVANCED STANDING
1.5 – 2 YEARS

COURSE CREDIT

If you have relevant qualifications, skills or work experience, you may be eligible to apply for credit or advanced standing towards your studies at Holmesglen. Recognition of Prior Learning (RPL) recognises your skills and competencies gained through your previous experience in the workplace, voluntary work, and formal or informal learning and can enable you to gain entry or credit into your chosen study area. Credit Transfer (CT) may be gained according to your previous successful completion of the same or similar subjects or units of competency within your selected course at Holmesglen.

Click for further information.

MAXIMISE YOUR EMPLOYMENT POTENTIAL

THE SKILLS AND JOB CENTRE AT HOLMESGLEN IS A FREE PROFESSIONAL RECRUITMENT SERVICE FOR EMPLOYERS AND HOLMESGLEN LEARNERS.

THE SERVICE EXTENDS FAR BEYOND ASSISTING LEARNERS IN SECURING EMPLOYMENT. OUR STAFF OFFER ONGOING SUPPORT AND CONTACT WITH THE LEARNERS. TO DATE, THE SERVICE HAS PLACED HUNDREDS OF LEARNERS FROM ALL FACULTIES AND DISCIPLINES INTO VARIED POSITIONS ACROSS AN IMPRESSIVE RANGE OF EMPLOYERS.



SKILLS AND JOB CENTRE

1

CAREER ADVICE AND COUNSELLING

- Identify your career goals in line with your skills, strengths and interests
- Our career advisors will help you develop a career plan and expand your understanding of your chosen industry.

2

SKILLS ASSESSMENT AND TRAINING ADVICE

- Determine any new skills you may require
- Find the right training courses and study pathways.

4

ONE-ON-ONE CONSULTATIONS

- You'll get the personal support you need while searching for jobs
- Job readiness coaching.

3

FREE WORKSHOPS

- Resume preparation
- The hidden job market
- Developing interview skills
- How to reverse market yourself.

5

FOLLOW UP SUPPORT

- After you have secured a new position, we will continue to keep in regular contact to ensure you are settling into your new job.
- We can also refer you to welfare, finance and other service providers.



HEADSTART PROGRAMS

Starting a higher education course at Holmesglen is a time of exciting change but can also be a challenging time for your social, academic and personal life.

The Headstart and Transition to Higher Education programs are offered to all learners commencing a Higher Education course at Holmesglen. The programs include academic support as well as social activities to help learners settle into learner life and celebrate the beginning of their academic journey.

Though both programs share many common features, Headstart is designed for learners entering the first year of their degree, while Transition to Higher Education is for pathway learners transitioning from Vocational Education and Training (VET).

These programs introduce learners to the skills necessary to be successful higher education learners. They offer the opportunity to have any questions answered through a series of programs and events. They are customised to meet the specific needs and interests of learners in each program, with activities designed to build friendships and help learners begin

their studies with confidence. Opportunities are provided to meet academic and administration staff and obtain information about available services and resources that support learners as they enter Higher Education.

A typical core program commences with an introduction to Higher Education, and includes:

- Information about the course, teachers and classrooms
- How and where to access learner services and support on campus
- Academic skills workshops
- Academic Integrity
- Research, critical thinking and referencing
- Team building activities
- Managing study, work and social lives
- Wellbeing workshops
- Help with living independently and much more.

BROWSE BY STUDY AREA

Arts and Design	Business and Finance	Building and Construction
Community and Health Sciences	Computing and IT	English, Education and Tached Training
Hospitality, Tourism and Events	Horticulture and Environment	Sport, Fitness and Wellbeing

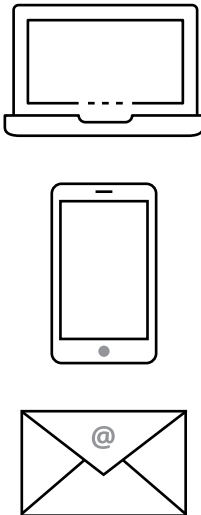
HOW TO APPLY

The International Learner Application form is available for download from the Holmesglen website, visit: holmesglen.edu.au/international-application

1. CHOOSING A COURSE

Read through the course descriptions in the International Course Guide and refer to the detailed information on our website. You can also call one of our friendly customer services officers, or send through an enquiry to make sure that this is the course for you.

Visit holmesglen.edu.au
Email intl@holmesglen.edu.au
Call +61 (03) 9564 1703



2. PREPARING YOUR APPLICATION

You will need to make sure that you meet the required academic prerequisites as listed in this guide, including English proficiency, to make sure you are eligible to apply for the course. You will need to provide us with certified copies of your academic documents, with English translations where applicable.

CONTACTING AN AGENT

We have Holmesglen accredited representatives across the world who are able to counsel you on choosing the right course, and help you prepare your visa application.

To find an agent in your country, visit: holmesglen.edu.au/international-agents



3. COMPLETING THE APPLICATION FORM

Make sure that you read and understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedure (pages 78-81).

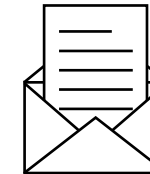
Complete all sections of the application form in block letters, and don't forget to include your signature and contact details. You can download the International Learner application form here: holmesglen.edu.au/international-application

If you are not applying with an agent, you will be required to submit an application fee of AU\$500 along with your application.

4. YOUR APPLICATION OUTCOME

Once our assessment officers have all of the required information to assess your application, they will inform you of the outcome of the application.

If you are successful, you will receive a Letter of Offer along with a Fee Schedule.

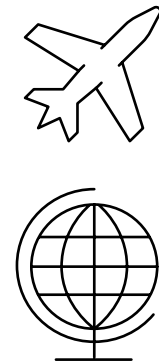


5. CONFIRM YOUR ENROLMENT

If all of the conditions on your Letter of Offer have been met, you can proceed to deposit your first fee instalment, as outlined in your fee schedule. Submit your payment, send the evidence of your payment (i.e. Remittance Advice) along with your Offer Acceptance Form, to receive an Electronic Confirmation of Enrolment (eCOE) which you will require for your visa application.

6. VISA APPLICATION

If you are applying for a Student Visa, you will need to complete this process with the Department of Home Affairs (DHA). Accredited Holmesglen agents can assist you with this process. Make sure that you are well prepared and able to provide the required information in order to receive a visa.



7. YOU ARE READY TO START YOUR JOURNEY WITH HOLMESGLEN!

It's time to start making all of the preparations to set up your new life in Melbourne! Be sure to check out our accommodation and learner services information online and contained in this guide to make your transition into learner life as smooth as possible!



TERMS AND CONDITIONS OF ENROLMENT

IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION FORM

All course information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change. All changes will be updated on our website holmesglen.edu.au.

Please read this application carefully, complete all sections and ensure that certified copies of your academic transcripts and English language assessments are attached.

Applicants must be 18 at the time of commencement of their first course of study.

ACRONYMS/DEFINITIONS

- **DHA** – Department of Home Affairs
- **ELICOS** – English Language Intensive Courses for Overseas Students
- **RPL** – Recognition of Prior Learning
- **eCoE** – Electronic Confirmation of Enrolment
- **CT** – Credit Transfer
- **VLC** – Visa Length Cover
- **International Learner** – Includes student visa holders (overseas learners)
- **The ESOS Act** – The Education Services for Overseas Student Act 2000
- **The National Code 2018** – National Code of Practice for Providers of Education and Training to Overseas Students 2018

PRINCIPAL COURSE OF STUDY

Where a student visa has been issued for multiple courses of study, the principal course of study is the final course of study the learner will undertake on that student visa.

OVERSEAS STUDENT HEALTH COVER

All international learners must have health insurance through the Overseas Student Health Cover (OSHC) scheme. Holmesglen requires that learners purchase OSHC to cover the full duration of their studies at Holmesglen (visa length cover).

TERMS AND CONDITIONS OF ENROLMENT

Applicants are required to sign on the Application Form that they have read, understood and consented to the Fee Payment and Refund Procedure and to the Terms and Conditions of Enrolment for all courses delivered at Holmesglen campuses as detailed underneath.

Learners are responsible for keeping a copy of their written agreement (Holmesglen's International Study Guide, International Learner Application Form, Letter of Offer and Offer Acceptance Form) as well as receipts of any payments of tuition fees or non/tuition fees.

1. CONDITIONS OF ENROLMENT

- 1.1 Holmesglen reserves the right to cancel a course prior to its commencement, in which case a full refund of all fees paid will be made within two weeks. For learners enrolled in Charles Sturt University's Bachelor of Oral Health (Therapy/Hygiene), Holmesglen reserves the right to cancel the degree component of the program if there are insufficient learners for the course. In this case a full refund of all fees paid for the degree component will be made within two

weeks. Learners will be given assistance in sourcing an alternative program of study.

- 1.2 A learner is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the learner's enrolment may be cancelled at the end of any appeals process.
- 1.3 For learners undertaking ELICOS programs the Institute reserves the right to report to DHA the details of a learner whose attendance is unsatisfactory.
- 1.4 Clinical or practical placements are compulsory for learners enrolled in courses that include these as a course requirement. Failure in the placement may require the learner to repeat the entire semester for which a full semester fee will be payable.
- 1.5 Holmesglen is required to report to DHA instances where a learner fails to make academic progress in two consecutive study periods. All learners are notified beforehand of Holmesglen's intent to report to DHA and are provided with 20 working days to access the Institute's complaints and appeals process.

Academic Progress is reviewed in each study period. International learners are required to ensure they repeat any subjects/modules failed in that period so as to ensure completion of their course within the duration specified on their eCoE.

Detailed information on the Institute's Academic Progress Policy and the Complaints and Appeals Process is available online at holmesglen.edu.au and will be covered in the International Learner Orientation Program.

- 1.6 All learners are bound by the Institute's Learner Discipline Regulations and the Sexual Harassment Policy. Detailed information on the Holmesglen Rules for Learner Discipline and Sexual Harassment are covered in the International Learner Orientation Program and available online at holmesglen.edu.au. Failure to adhere to these regulations may lead to the suspension or cancellation of a learner's enrolment. Learners will be provided with 20 working days to access the Institute's complaints and appeals process.
- 1.7 For detailed information on the ESOS Framework, [click here](#). All international learners must read this document prior to accepting a Holmesglen Letter of Offer and forwarding tuition fees.
- 1.8 The National Code 2018 restricts the capacity of learners to transfer to other providers prior to completing six months of their principal course.

Holmesglen will not allow learners to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.

Circumstances that are considered detrimental to a learner's study plan could be but are not limited to:

- Change in Study Plan
 - Transfer to a lower level of studies
 - Increased tuition costs, particularly in cases where deposits paid in advance to Holmesglen are non-refundable
 - Increased duration of studies in Australia
 - Level of support services at new provider not equivalent
 - Transfer would jeopardise learner's progression through a package of courses.
 - Within six months of a course beginning learners may experience home-sickness and transfer to another registered provider is not likely to overcome this problem
 - Holmesglen is of the view that the learner is avoiding being reported to DHA for failure to meet attendance or academic progress requirements.
- 1.9 Learners wishing to apply for a Letter of Release will need to complete an Application for Release Letter Form, available from the International Centre or online via holmesglen.edu.au. This form will provide information on Holmesglen's procedures for the assessment of such applications and the mechanism for the learner to appeal. There is no cost attached to applying for a Letter of Release; however learners will need to contact DHA to seek advice on whether a new student visa is required. In instances where a Letter of Release is granted, Holmesglen's Fee Payment and Refund Procedures will be applied to any Fees and Charges Refund Request received.
- Detailed information on Holmesglen's transfer policy between registered providers is available online at holmesglen.edu.au and will be covered in the International Learner Orientation Program.
- 1.10 After arrival in Australia, Holmesglen's policy restricts a learner from transferring to another course of study at the Institute other than for which their student visa has been granted.
- 1.11 The National Code 2018 requires international learners to complete their course within the duration specified on their eCoE except in limited circumstances. In these circumstances, Holmesglen will issue a new eCoE to extend the duration of study for the course.
- 1.12 The National code 2018 requires that overseas learners attend a course on a full-time basis, this constitutes a minimum of 20 contact hours per week.
- For detailed information refer to information online at holmesglen.edu.au. Under-enrolment in subjects against advice from Holmesglen, could constitute grounds for cancellation of a learner's enrolment.

- 1.13 The National Code 2018 requires international learners to keep Holmesglen informed of their current address. Learners are responsible for completing updates online via student Administration. This information is covered in the International Learner Orientation Program and the Holmesglen website, holmesglen.edu.au
- 1.14 International Learners may apply for Credit Transfer (CT)/Recognition of Prior Learning (RPL) within one week of a study period commencement. There is no fee reduction for learners granted CT/RPL for Certificate and Diploma programs (VET). Where possible, learners will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course – in which case a new eCoE will be issued. For Higher Education Degrees, fees are charged per subject enrolled.
- A detailed CT/RPL policy and procedure is available online at holmesglen.edu.au and will be covered in the International Learner Orientation Program.
- 1.15 Accompanying school-aged dependants of international learners will be required to pay full fees if they are enrolled in a government or non-government school.
- 1.16 International learners must maintain adequate health cover for themselves and any members of their family unit who are with them for the duration of their student visa.
- 1.17 Learners need written permission from Holmesglen to defer or suspend their course. In cases where permission is granted, DHA will be advised.
- Information pertaining to the circumstances in which a learner may defer, suspend or cancel their enrolment is available online at holmesglen.edu.au.
- 1.18 Holmesglen is required to advise DHA when a learner fails to commence a course, withdraws before the course ends, or changes course.
- 1.19 Learners who are unable to arrive on time may be given up to one week to commence. After one week the learner cannot be guaranteed a place in the course. If the learner arrives after the agreed date, they may be required to return home or be placed in an English language program until the next available commencement date for the course.
- 1.20 After a learner commences at Holmesglen, fees for subsequent study periods are due two weeks prior to the commencement of the study period. Unpaid fees will result in the cancellation of a learner's enrolment at the end of any appeals process. No refunds are payable for any deposit held. International learners are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for an appeal. A fee of AU\$300 will be levied on learners who fail to make payment by the required date and where an enrolment has to be reinstated after cancellation.

- 1.21 Learners who are enrolled with partner providers will use the support facilities provided by these institutions.
- 1.22 Learners applying for a packaged program leading to a Bachelor degree will be required to pay a deposit for the first semester of the degree at the time of acceptance. For courses offered by university partner providers, learners will be governed by the partner university international admissions, refunds and transfer policies which include a Genuine Temporary Entrant assessment and the payment of upfront fees. Please refer to the partner university website for full information on these policies.
- 1.23 By enrolling at Holmesglen, the Learner agrees that while in Australia and studying, they will notify Holmesglen of any changes to their contact details within Seven (7) working days of the change. Contact details include; current residential address, mobile number (if any), email address (if any) and emergency contact details.
- 2. PERSONAL INFORMATION**
- 2.1 Information is collected in the Application Form and during your enrolment in order for Holmesglen to meet obligations under the ESOS Act and the National Code 2018. The authority to collect this information is contained in the ESOS Act, the Education Services for Overseas Students Regulations 2001 and the National Code 2018. Information collected about the learner on the Application Form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on the Application Form or during your enrolment can be disclosed without your consent where authorised or required by Australian Law Enforcing Agencies.
- 2.2 Information held on learner files including attendance records, academic progress reports is the property of Holmesglen. This information may be given to authorised government departments but will not be made available to learners, the general public or third parties.
- 2.3 By enrolling at Holmesglen, the learner agrees that information relating to academic performance may be made available to their parents or welfare carer, and/or agent.
- 3. INFORMATION ABOUT HOLMESGLEN**
- 3.1 Holmesglen only accepts responsibility for information given to overseas learners from the following sources:
- The International Study Guide
 - The Holmesglen website holmesglen.edu.au
 - Institute personnel
 - Holmesglen accredited overseas agents
 - IDP Education offices.
- 3.2 Holmesglen does not accept liability for information provided by sources other than these.

4. ACCOMMODATION

- 4.1 The accommodation provided by Holmesglen is detailed in the International Study Guide. Applicants who are applying for Institute accommodation should carefully read the Student Services and Facilities section of this course guide.
- 4.2 Refunds for accommodation expenses paid in advance will be in accordance with the Institute Fee Payment and Refund Procedures.
- 4.3 Other than placing a learner with an Australian family or booking the learner into any of the accommodation options included in this Study Guide, Holmesglen takes no responsibility for the accommodation provided.

5. AIRPORT RECEPTION

- 5.1 Airport Reception is only available to learners who have requested Holmesglen arranged accommodation.
- 5.2 Learners are required to notify Holmesglen of their flight number, date and time of arrival at least 7 days in advance.
- 5.3 Holmesglen does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.

6. COMPLAINTS AND APPEALS

- 6.1 Holmesglen has established independent Complaints and Appeals procedure which provides for prompt resolution of any learner complaints.
- Click here** for detailed information on the Complaints and Appeals Procedure. This will also be covered in the International Learner Orientation Program.
- 6.2 Beyond this procedure, all learners have a right to pursue further action through the Australian legal system.

FEE PAYMENT AND REFUND PROCEDURES

When the Institute accepts an international learner's application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the international learner for the purposes of the Education Services for Overseas Students Act 2000 (the ESOS Act) and the National Code of Practice For Providers of Education and Training to Overseas Students 2018 (National Code 2018).

1. APPLICATION FEE

- 1.1 On application for admission to a course, an application fee of AU\$500 is payable and will be credited against the learner's tuition fee.
- 1.2 This application fee of AU\$500 is non-refundable in the case of a learner withdrawing an application after a Letter of Offer is issued.
- 1.3 If the learner's application for admission is rejected, then the AU\$500 application fee will be reimbursed in full.
- 1.4 Learners applying through the accredited agents and IDP Education offices are exempt from including the AU\$500 application fee with their application.

2. PAYMENT OF TUITION FEES

- 2.1 A study period at Holmesglen consists of no more than 24 weeks within a semester. The ESOS Act now limits the collection of prepaid tuition fees. Tuition fees for all courses including ELICOS are payable per study period. Fees payable are documented in the learner's Letter of Offer and Fee Schedule. Learners can pay full fees if they wish to, but are not required to pay more than 50% up front.
- 2.2 Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa or international bank draft (in Australian dollars, drawn from an Australian bank in Australia). Holmesglen's bank account details are:

Account Name:
Holmesglen Institute of TAFE
Bank Name:
Commonwealth Bank of Australia – Ashburton Branch
Bank Address:
205 High Street, Ashburton, Victoria, Australia

SWIFT CODE: CTBAU2S
Branch Number (BSB): 063103
Account Number: 00901243

Once payment has been lodged, learners must immediately forward the remitter's name together with a copy of the remittance advice/TT transmission notice in order for Holmesglen to track the payment.

- 2.3 Tuition fees paid onshore can be paid in cash, by bank cheque, MasterCard or Visa, or over the internet.
- 2.4 Further fees are payable for additional courses, graduation ceremonies, excursions, resitting tests and examinations, textbooks, materials and activities.

- 2.5 When learners have to repeat a subject or subjects in the same study period in which they have paid a full fee, no additional fee is payable. However, when they repeat a subject or subjects in a study period in which they have not paid a full fee, a pro rata tuition fee is payable.
- 2.6 Where a learner has a packaged offer with a partner institution, Holmesglen reserves the right to impose an upfront deposit fee which will not be refundable.
- 2.7 Learners who enrol in additional courses will be required to pay the full-time course fee applicable to that course.
- 2.8 Holmesglen reviews its tuition fees and other charges annually. Learners will be required to pay the current fee that applies from the beginning of the next study period. If the learner defers their course, they will be required to pay the fees applicable to the new commencement date. If the learner changes course the new course tuition fee will apply. Learners enrolled in programs with Holmesglen's partners will be required to pay the tuition and other fees set by the partner. Holmesglen makes every attempt to provide an indication of the partner institutions' fees at the time of production of this course guide. However, learners should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases at partner institutions.
- 2.9 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For Bachelor's and Master's programs, fees are charged per subject.
- 2.10 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- 2.11 Where the Goods and Services Tax (GST) applies to programs and services in the International Study Guide, the tax is included in the advertised fee.
- 2.12 Holmesglen is not liable for any variances when refunds are affected by fluctuations in currency exchange rates.
- 2.13 Learners are responsible for keeping a copy of receipts of payments of tuition fees or non-tuition fees.

- 2.14 Holmesglen makes every attempt to provide an indication of the partner institutions' fees at the time of production of this course guide. However, learners should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases at partner institutions.
- 2.15 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For Bachelor's and Master's programs, fees are charged per subject.
- 2.16 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- 2.17 Where the Goods and Services Tax (GST) applies to programs and services in the International Study Guide, the tax is included in the advertised fee.
- 2.18 Holmesglen is not liable for any variances when refunds are affected by fluctuations in currency exchange rates.
- 2.19 Learners are responsible for keeping a copy of receipts of payments of tuition fees or non-tuition fees.

3. REFUND PROCEDURES

All refund procedures outlined apply only to tuition fees. These procedures do not apply to additional course fees and non-tuition fees.

Claims for refunds must be made in writing using the prescribed form available from the International Office or by **clicking here**. Refunds that are approved will be made within four weeks after receipt of a written claim. If a learner withdraws their application once tuition fees are paid, the following will apply:

- 3.1 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees paid for the study period will be made to learners. No refund of the ELICOS tuition fee will be made to learners withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.
- 3.2 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of a course study period, a 50% refund will be made to learners who have paid tuition fees for a forthcoming study period.
- 3.3 If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the course study period, no refund of the tuition fee will be made.
- 3.4 Where a learner has been granted a deferral or suspension to their enrolment after the commencement of a study period, a pro rata transfer of the remainder of the study period tuition will be granted. The fee transferred will be held towards tuition for the study period the learner is returning to and the learner will be required to pay any balance prior to resuming their studies. If the learner does not return to their studies see 3.5. No refund will be granted if the learner decides not to recommence studies except in compelling or compassionate circumstances.
- 3.5 Where a learner has been granted a deferral in their course, tuition fees paid will be transferred to the subsequent study period. Where the learner does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted. Where a learner has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.
- 3.6 Where a learner has been accepted into a course subject to attaining a required level of English language proficiency and the learner does not attain that level of proficiency, the learner will be requested to continue with English language training for a prescribed further period. Where the learner does not wish to take up this option, they will be entitled to a 75% refund of the tuition fees paid towards a subsequent study period.
- 3.7 Where a learner has been granted a deferral in their course due to a delay in their student visa grant, tuition fees paid will be transferred to the subsequent study period. Where the learner does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.

- 3.8 Where a learner has had to withdraw because of student visa refusal offshore or onshore (prior to commencement of a study period), a full refund of all tuition fees will be paid – less a AU\$250 administrative fee. Where a student visa is refused in Australia for a course the learner is currently enrolled in, a refund will be granted on a pro rata basis.
- 3.9 Where a learner does not lodge the student visa application after receiving eCoEs, refunds will be processed as per procedures outlined in items 3.1, 3.2 and 3.3.
- 3.10 Where a learner's enrolment is cancelled because of misbehaviour or breaching of student visa conditions, a pro rata refund of tuition fees will be made from the date of enrolment cancellation.
- 3.11 Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the Director, International Centre.
- 3.12 No refund or transfer will be made to third parties.
- 3.13 International learners who attain permanent residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3.
- 3.14 Learners who are enrolled in the Charles Sturt University degrees at Holmesglen will be subject to the Charles Sturt University Refund Procedures. These are available on the Charles Sturt University website at csu.edu.au.
A copy of the Charles Sturt University Refund Procedures will be made available to learners at the time of enrolment in their degree program.
- 3.15 These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion. The decision of the Board is final.
- 3.16 These procedures do not remove the right of an international learner to take further action under Australia's consumer protection laws.

4. REFUNDS – ACCOMMODATION

- 4.1 Where a learner has made a payment towards Institute Accommodation, a full refund will be granted if a learner has their student visa refused.
- 4.2 Where a learner has made a payment towards Institute Accommodation, and in circumstances other than when a learner has had their student visa refused:
 - A full refund is available to learners in the event that accommodation is at capacity
 - A 90% refund will be made to learners withdrawing up to four weeks prior to the commencement of their course
 - A 75% refund will be made to learners withdrawing less than four weeks prior to the commencement of their course
 - No refund will be made to learners who withdraw after the commencement of their course.

5. EDUCATIONAL PACKAGE

- 5.1 Holmesglen: When applicants are required to complete a prerequisite course at Holmesglen as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an education package comprising of the prerequisite course and the principal course of study. An example is a learner required to satisfactorily complete an English Language Program and attain a stated level of English language proficiency, as a condition of entry into a principal course of study. In these circumstances the refund procedures described under item 3.6 (Refund Procedures) will apply.
- 5.2 Holmesglen/Partner University bachelor degrees: When applicants are required to complete a prerequisite course as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. An example is a learner required to complete a diploma course as a condition of entry into a degree course at Holmesglen. In these circumstances an additional deposit fee is payable for acceptance into the principal course of study at Holmesglen. This deposit will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. In circumstances where the learner chooses not to proceed with their degree course, the degree deposit is non-refundable.
- 5.3 Other Institutions: When applicants are required to complete a prerequisite course at another institute as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. An example is a learner required to complete a diploma course at another institute as a condition of entry into a degree course at Holmesglen. In these circumstances a deposit fee is payable for acceptance into the principal course of study at Holmesglen. This fee will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. The deposit fee is non-refundable in any circumstances. Where subsequent Letters of Offer and eCoEs are required to be issued post arrival in Australia, Holmesglen will levy a fee of AU\$500. This fee is also non-refundable.

- 5.4 **Pathway to Victoria Scholarship Program**
The pathway to Victoria Scholarship program has been made possible by funding from the Victorian Government through Study Melbourne.
holmesglen.edu.au/pathwaytovictoria
Scholarships to the value of \$2500 are available to eligible Holmesglen learners undertaking packaged courses. If the learner does not progress or register into their second program of the pathway, the \$2500 scholarship would be deducted from tuition fees that they have paid in advance.

6. ADDITIONAL SUBJECTS

- 6.1 Learners who have paid a full fee in the current study period may take additional or repeat subjects in the same course at no additional cost with the exception of bachelor's and master's degree studies where fees are charged per subject.
- 6.2 For learners who have not paid a full fee in the current study period a pro rata fee will be charged for additional subjects.
- 6.3 Learners will only be allowed to enrol in off-campus subjects they have failed in a previous study period and provided that they are enrolled in a full-time course.

7. PROVIDER DEFAULT – TUITION FEE PROTECTION SERVICE

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international learners whose education providers are unable to fully deliver their course of study for which tuition fees are paid.

In accordance with the Tuition Protection Service requirements, Holmesglen Institute ensures that, if Holmesglen Institute is unable to provide services for which you have prepaid the tuition fees, you will have the option to:

Complete your studies in another course or with another education provider or
Receive a refund of your unspent tuition fees in excess of a total of \$1500.

The Tuition Protection Service will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

For more information on the Tuition Protection Service for overseas learners, refer to the information accessible on the Australian Government website: tps.gov.au

8. LEARNER RIGHTS

This written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the learner to take action under the Australian Consumer Law if the Australian Consumer Law applies.

IELTS EQUIVALENCE

IELTS Score	Test component	TOEFL iBT	PTE Academic	Cambridge English: Advanced (CAE)	ISLPR	EIKEN Grade
4.5	Average/total/overall across test components only	32	30	147	2	Pre-2
5.0	Listening	4	36	154	2	2
	Reading	4	36	154	2	2
	Writing	14	36	154	2	2
	Speaking	14	36	154	2	2
5.5	Listening	7	42	162	2+	2A
	Reading	8	42	162	2+	2A
	Writing	18	42	162	2+	2A
	Speaking	16	42	162	2+	2A
6.0	Listening	12	50	169	3	Pre-1
	Reading	13	50	169	3	Pre-1
	Writing	21	50	169	3	Pre-1
	Speaking	18	50	169	3	Pre-1
6.5	Listening	20	58	176	3+	1
	Reading	19	58	176	3+	1
	Writing	24	58	176	3+	1
	Speaking	20	58	176	3+	1
7.0	Listening	24	65	185	4	1
	Reading	24	65	185	4	1
	Writing	27	65	185	4	1
	Speaking	23	65	185	4	1

APPLICATION FORM

WHO SHOULD USE THIS FORM?

You should use this form if you are an international learner applying for any course listed in the current Holmesglen International Study Guide or on the Holmesglen website at holmesglen.edu.au.

Applicants must be 18 at the time of commencement of their first course of study.

Learners are responsible for keeping a copy of their written agreement (Holmesglen’s International Study Guide, International Learner Application Form, Letter of Offer and Offer Acceptance Form), as well as receipts of any payments of tuition fees or non-tuition fees.

HOW TO COMPLETE THIS FORM

- Please read this application form carefully and complete ALL sections using BLOCK letters.
- Your application will not be processed unless full documentation is attached. Ensure that certified copies of your academic transcripts, English language proficiency

and a copy of your passport are attached. Please note that supporting documentation will **NOT** be returned.

- Applications will only be considered when accompanied by the AU\$500 Application Fee. Learners applying through accredited agents are exempt from this requirement.
- Ensure that you complete the Document Checklist on page 8 and sign the Learner Declaration and Financial Declaration on page 6.
- Holmesglen reserves the right to decline any application in accordance with all academic and Genuine Temporary Entrant requirements.
- The International Learner Application Form, together with the International Study Guide, Letter of Offer and the Offer Acceptance Form constitutes the written agreement with the overseas learner or intending overseas learner and Holmesglen Institute.

Please submit your application together with all supportive documentation via email to international.admissions@holmesglen.edu.au

SECTION 1 – PERSONAL DETAILS

Are you a current or former learner at Holmesglen? ☐ Yes ☐ No

If yes, learner ID number

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other - please specify

Surname or family name (as in passport):

Given name(s) (as in passport):

English name (if you use one):

First Language:

Date of birth (DD/MM/YYYY): Gender: ☐ Male ☐ Female ☐ Unspecified

Disability/Allergies
The information below is used to assist in monitoring, supporting and improving services to learners with medical/disability requirements. This information is for support services only and will not affect the outcome of your application. If you have a condition/disability please attach relevant medical reports.

Do you have a disability, impairment, allergy or long-term medical condition which may affect your studies? ☐ Yes ☐ No

If yes, please provide details:

Will you require support services, equipment and facilities to assist you? ☐ Yes ☐ No

If yes, please provide details:

SECTION 2 – CONTACT DETAILS

Permanent address in home country

Number and Street:

Suburb/City:

Province/State:

Country: Postcode/Zipcode:

Telephone: Mobile:

Email address:

How long have you lived at that address:

Local address in Australia (if known)

Number and Street:

Suburb/City:

State:

Postcode:

Telephone:

country code/area code/number

Mobile:

Email address:

Emergency contact

All learners must provide the details of an emergency contact.

Family name:

Given name(s):

Relationship to learner:

Number and Street:

Postcode/Zipcode:

Province/State:

Country:

Telephone:

country code/area code/number

Mobile:

Email address:

SECTION 3 – PASSPORT AND VISA DETAILS

(Enter details as shown in your passport. You must submit a translated, certified true copy of the personal details page of your passport.)

Country of birth:

Passport number:

Country of citizenship:

Expiry date:

Do you hold a current Australian Visa? ☐ Yes ☐ No

If yes, what type of visa do you hold?

Visa subclass:

Expiry date:

If no, what type of visa will you be applying for?

Have you or any immediate family member been refused an entry visa to any country?

☐ Yes ☐ No If yes, please attach evidence.

Have you breached any visa conditions in any country?

☐ Yes ☐ No If yes, please attach evidence. Translated into English (if required) and certified.

Do you have any medical or health issues that may prevent you from obtaining your visa?

☐ Yes ☐ No If yes, please explain or attach evidence and relevant documentation. Translated into English (if required) and certified.

(Visit immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health for a list of medical and health conditions of concern to the Australian Government.)
Also note that health insurance in Australia will not extend to a pre-existing medical condition.

Are you currently applying, or have you previously applied for Australian Permanent Residency Status?

☐ Yes ☐ No If yes, please state your date of application:

Please note: It is your responsibility to ensure your visa allows you to study in Australia and covers the duration of the program for which you have applied.

SECTION 4 – OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

If yes, who is your provider?

Membership number:

Expiry date:

If no, do you need Holmesglen to organise OSHC for you? ☐ Yes ☐ No

If yes, what type of OSHC do you need? ☐ Single ☐ Couples ☐ Family

If you wish to use another provider, you will need to make your own payment arrangements and show evidence for the full duration of your studies to the Department of Home Affairs.

SECTION 5 – COURSE PREFERENCES

Indicate your preferred course of study and campus, course titles and semester. If packaging Certificate, Diploma, Advanced Diploma or Degree courses, please include details of all courses.

Pathway to Victoria Scholarship Program ☐ Yes ☐ No

Course	Full Course Title e.g. Certificate IV in Commercial Cookery	Intake (MM/YY)	Campus
Course 1			
Course 2			
Course 3			
Course 4			

SECTION 6 – ENGLISH LANGUAGE PROFICIENCY

You must provide documentary evidence of your English language proficiency to meet the English language requirements of your chosen course.

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 (please specify below). (Documentary evidence must be provided) ☐ IELTS ☐ TOEFL ☐ Pearson (PTE) ☐ Cambridge

☐ Other English Test.

Type of English Proficiency Test:

Date taken (DD/MM/YY)

☐ I have Completed an English course in Australia. (Attach evidence)

Name of English language course:

Name of English language provider:

Start Date (DD/MM/YY)

Completion Date (DD/MM/YY)

☐ I have not yet completed an approved English Language course, however, I have applied for or am currently attending an ELICOS Program.

(Attach evidence – Test must be taken within 2 years of course commencement.)

Name of English language course:

Name of English language provider:

SECTION 7 – EDUCATIONAL BACKGROUND

Please provide details and documentation for all previous and/or current studies (e.g. Secondary school studies and Foundation studies) including:

- Official certified copies of all transcripts
- If the documents are not in English, they must be accompanied by an official certified translation.
- Have you studied at another educational provider in Australia? ☐ Yes ☐ No
If yes, please provide copies of all your CoEs (PRISMS confirmation of enrolment)

Secondary studies (high school studies – Year 12)

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

Post-secondary studies (tertiary studies – Diploma, Bachelor’s, Master’s, etc.). Please list your MOST RECENT qualification first.

Name of Qualification	Institution	Country	Start date DD/MM/YYYY	Completion date DD/MM/YYYY

SECTION 8 – PREVIOUS EMPLOYMENT

If you believe you have relevant employment experience, complete the table below. Please attach separate certified documentation with your application.

Employer	Position	Duties	Country	Commenced MM/YYYY	Ended MM/YYYY

SECTION 9 – STUDY PLAN IN MELBOURNE

1. Why have you chosen Australia as a study destination?

2. Why have you chosen to live and study in Victoria?

3. How did you hear about Holmesglen?

4. Why have you chosen Holmesglen Institute over other education providers in Australia or overseas?

5. Why do you want to study the courses you have applied for at Holmesglen?

6. Are similar courses available in your country? ☐ Yes☐ No

If yes, how do you believe you will benefit from studying this course at Holmesglen?

7. What do you expect to learn from the course that you have applied for, and what is your understanding of the course content?

8. If you have undertaken previous post-secondary study or work that is NOT RELATED to the course you are applying for, please explain your choice of course and change of career path.

9. What are your career plans and how is this course relevant to your chosen career?

10. What type of employment positions will you apply for after graduating from Holmesglen institute?

11. Do you know the annual salary in your country for graduates with a similar qualification? ☐ Yes ☐ No *If yes, provide estimate (AUD)*

\$

12. The highest level of study (Principal Course) I have applied for is: ☐ Certificate ☐ Diploma ☐ Degree ☐ Post Graduate

13. Why have you chosen this level of studies?

SECTION 10 – FUNDING

1. What are the expected tuition fees for the duration of your chosen course?

(AUD) \$

2. Who will be funding your study and living expenses while in Australia?

Sponsor(s) must be one of the following:

- ☐ Self-sponsored
- ☐ Immediate family members
- ☐ Partner (spouse or de-facto partner, including same-sex de-facto partners)
- ☐ Aunt or uncle (only if they are residing in Australia)
- ☐ Approved government, institutional or corporate sponsor.

Relationship to the learner	Full names (as per passport or birth certificate)

3. Please provide an estimate of the sponsor's annual income in Australian Dollars?

(AUD) \$

4. Have you provided evidence of your sponsor's capability to fund your study and living expenses? ☐ Yes ☐ No

5. How will you organise and access these funds?

6. How much will your monthly living expenses be while studying in Australia?

(AUD) \$

7. Will you be using a bank loan to fund your studies? ☐ Yes ☐ No

If yes, have you researched the availability of funding from an approved financial institution in your home country? ☐ Yes ☐ No

8. Who will be repaying any money you may need to borrow?

9. If you intend to work while studying in Australia, how much do you expect to earn per week?

(AUD) \$

10. Are you required to provide financial support to others whilst studying in Australia? ☐ Yes ☐ No

If yes, provide details:

11. Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa? ☐ Yes ☐ No

12. What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, institute accommodation, homestay etc.)

13. If you plan to live with family/friends have you considered accessibility to the Holmesglen campus you will be attending? ☐ Yes ☐ No

14. What do you expect to pay per week for accommodation? (I.e. rent)

(AUD) \$

15. Are you aware of the work limitations and other Australian Student Visa conditions? ☐ Yes ☐ No

16. Do you wish to pay only 50% off your tuition fee prior to course commencement? ☐ Yes ☐ No

17. Do you wish to pay more than 50% of your tuition fee prior to course commencement? ☐ Yes ☐ No

SECTION 11 – FINANCIAL DECLARATION

Please consider your answers carefully before you sign this application.

I understand that Holmesglen Institute may refuse to issue an offer if it assesses my financial capacity as insufficient.

I understand that Holmesglen Institute tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

I understand Holmesglen Institute may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

I am aware of the tuition and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

I am aware that I am required to make timely payments of all fees and associated costs.

Name of applicant:

Date (DD/MM/YY)

Signature of applicant:

Date (DD/MM/YY)

As in passport signature page

SECTION 12 – LEARNER DECLARATION

1.

I declare I am a Genuine Temporary Entrant (GTE) and a genuine learner and have read and understood conditions relating to these requirements.
(For more information about GTE visit: immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant).
2.

I declare that the information contained in this application is true and complete.
3.

I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at Holmesglen, which in turn, may affect the validity of my visa.
4.

I understand that Holmesglen reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
5.

I confirm that I have received and read a copy of Holmesglen's current study guide and information available on holmesglen.edu.au and I confirm that I fully understand the requirements of the course.
6.

I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at Holmesglen.
7.

I understand, that upon enrolment at Holmesglen, I will provide my current contact details including current residential address, mobile number, email address as well as emergency contact information. I will notify Holmesglen of any changes to these details within 7 working days of change.
8.

I consent to DHA providing Holmesglen with any information about my visa status from the time of my application to the time of my departure from Australia.
9.

I understand that this agreement and the availability of Holmesglen's complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.
10.

I acknowledge that all documents submitted become the property of Holmesglen and will not be returned.
11.

I understand that information is collected in this Application Form and during my enrolment in order for Holmesglen to meet obligations under the ESOS Act and the National Code 2018. The authority to collect this information is contained in the ESOS Act, the Education Services for Overseas Students Regulations 2001 and the National Code 2018.
12.

I understand that this information collected can be provided, in certain circumstances, to the Australian Government and designated authorities and can be disclosed without my consent where authorised or required by Australian Law Enforcing Agencies.
13.

I understand that Information held on my learner file including attendance records, academic progress reports is the property of Holmesglen. This information may be given to authorised government departments but will not be made available to learners, the general public or third parties.
14.

I agree that by enrolling at Holmesglen, information relating to my academic performance may be made available to my parents or welfare carer, and/or agent.
15.

I confirm that I understand that this completed International Learner Application form, together with the International Study Guide, Letter of Offer and Offer Acceptance Form constitute the written agreement between myself and Holmesglen Institute, and that I am responsible for keeping a copy of the written agreement.
16.

I confirm that I read, understood and consent to the Pathway to Victoria Scholarship Program conditions available at holmesglen.edu.au/Students/Fees/How-to-pay-for-your-course/Scholarships/Pathway-to-Victoria-Scholarship-Program/

Name of applicant:

Date (DD/MM/YY)

Signature of applicant:

Date (DD/MM/YY)

As in passport signature page

SECTION 13 – EDUCATION AGENT DECLARATION AND RISK ASSESSMENT

- FOR AGENT USE ONLY

Applicant has the minimum English language requirement to undertake their chosen study pathway

☐ Yes
- Applicant meets the academic requirements for their chosen study pathway

☐ Yes
- Applicant has researched their career goals and prospects in their home country

☐ Yes
- Applicant has done adequate research on Holmesglen's courses, support services, facilities and locations

☐ Yes
- Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at Holmesglen

☐ Yes
- Applicant has strong family support

☐ Yes
- Applicant has a clear understanding of the Australian Student Visa conditions including Genuine Temporary Entrant criteria

☐ Yes
- Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease

☐ Yes
- Supporting documentation has been sighted and is available upon request

☐ Yes
- Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying

☐ Yes
- Applicant has a clear understanding of the costs associated with completion of their study plan at Holmesglen

☐ Yes

As a result of an interview and counselling session undertaken at

I hereby confirm that all information and documentation to support this application has been sighted and verified to be true and genuine and it is my recommendation that Holmesglen proceeds with the assessment of the application.

I hereby declare that no conflict of interest exists with my duties as an education agent for Holmesglen.

AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of officer:

Date (DD/MM/YY)

Signature:

(AGENT STAMP HERE)

DOCUMENT CHECKLIST FOR APPLICATION

Note: Incomplete applications will cause delays in processing. Please ensure all relevant documents are translated and certified (where required).

APPLICATION FORM

Have you:

- ☐ Checked to see that you meet the minimum entry requirements for your chosen course
- ☐ Completed ALL sections of the Application form in BLOCK letters
- ☐ Signed the Financial Declaration
- ☐ Signed the Learner Declaration
- ☐ Ensured that the declaration by accredited agent is signed (if applicable)
- ☐ Paid \$500 for the application fee (if not using an agent)
- ☐ Kept a photocopy of this application for your records

PASSPORT

Have you included:

- ☐ A certified* copy of the identification pages of your passport or a copy of your birth certificate
- ☐ A certified* copy of your current visa (if you are in Australia)

ACADEMIC DOCUMENTS

Have you included:

- ☐ Certified* and translated copies of ALL academic transcripts (such as high school or college/university certificates) with an explanation of ALL grading systems

ENGLISH PROFICIENCY DOCUMENTS

- ☐ If you are studying English in Australia at an Institute other than Holmesglen Institute, a copy of the English language course Offer Letter and the Confirmation of Enrolment (CoE) from the English language centre
- ☐ If you have completed an English course 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 a certified* copy of the certificate

OTHER REQUIRED DOCUMENTS

- ☐ Certified* copy of your marriage certificate (if relevant)
- ☐ Certified* copy of any relevant medical reports in the case of disability, impairment, allergy or long-term medical condition which may affect your studies
- ☐ Copy of any relevant previous employment history, including references, resume, letters of recommendation
- ☐ 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
- ☐ Statement of Purpose

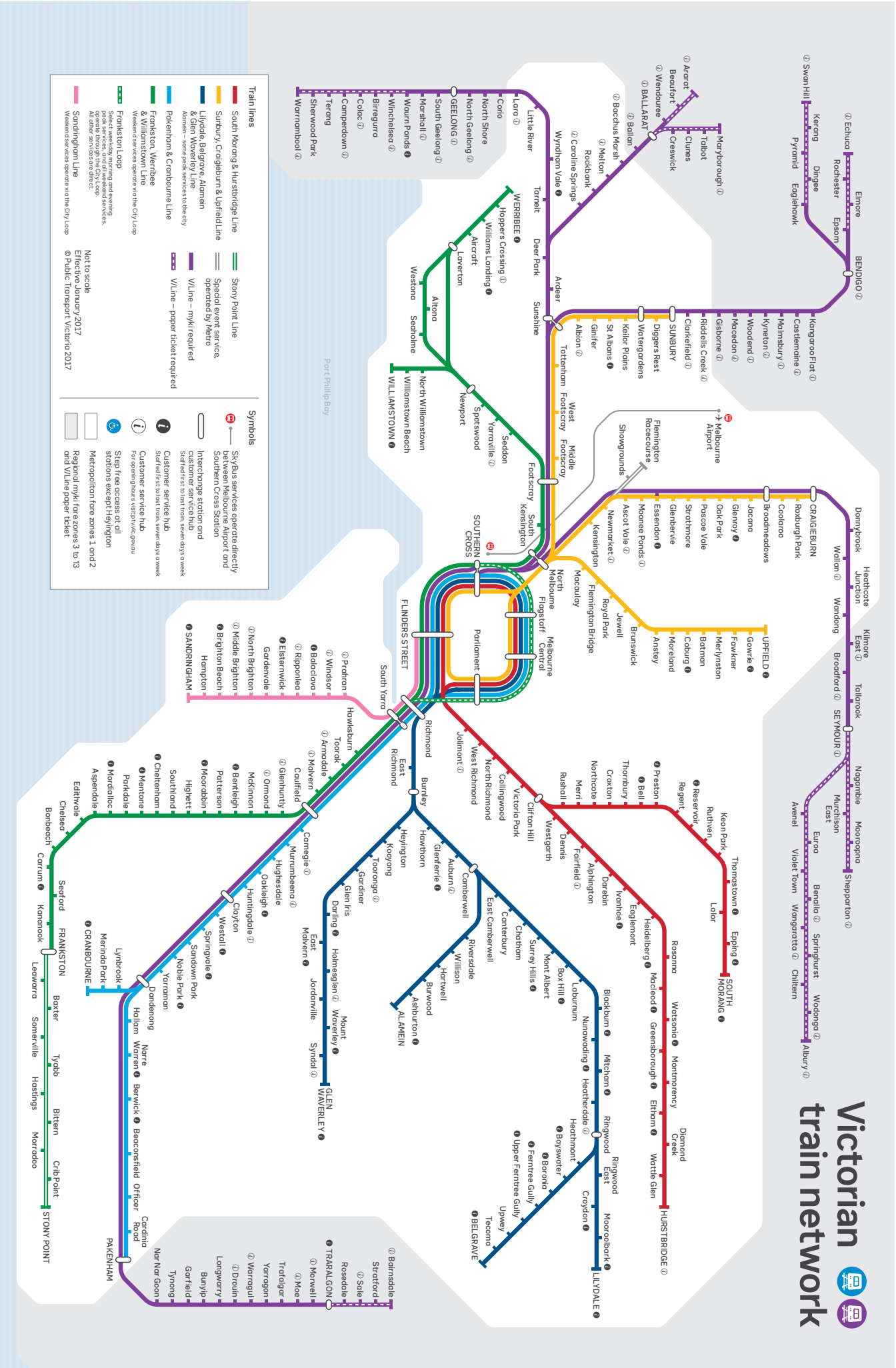
This International Learner Application Form together with the International Study Guide, Letter of Offer and the Offer Acceptance Form constitutes the Written Agreement with the overseas learner or intending overseas learner.

*A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority (e.g. solicitor, principal, doctor, police officer) indicating that they have sighted the original. A photocopy or fax of a certified copy is not acceptable.



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holmesglen



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All course information in this publication was accurate at the time of publication, however this information is subject to change. Program codes, CRICOS codes and fees provided in this publication are subject to change. All changes will be updated on our website holmesglen.edu.au

September 2023



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