

Studying at Seluna Pty Ltd

Australian IT and Hospitality Institute

Before Applying

- Check if you meet Entry Requirements
- Check requirements and conditions for student visa at <http://www.immi.gov.au>
- Read our refund policy
- Please note that 80% attendance and satisfactory performance in academics must be maintained.
- This is not a migration or scholarship program

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About Studying in Australia

Australia is internationally reputed in providing excellent education and training.

Vet institutions deliver practical and career-orientated training so that students acquire hands-on skills required by employers when taking on new employees.

The Australian approach to vocational and technical education is considered one of the best systems in the world. The Australian Quality Framework specifies competency based training which ensures that all awards provided by Registered Training Organisations are nationally recognised.

Australia is a safe, multicul-

tural and dynamic country and provides international students with wonderful opportunities and experiences.

Lifestyle in Australia is relaxed and enjoyable and international students can avail of the opportunity to explore the wonderful landscape, scenery, flora and fauna.

Living in Australia is cheaper and safer than many other countries.

Geelong and Melbourne offer a perfect place to stay for International students .

Australian government legislation requires strict quality assurance practices and codes to be in place so that international students in Australia

enjoy a level of service and financial protection that is



Kitchen facilities at Footscray

unrivalled.

Australian institutions offer high quality, internationally relevant award courses and this is enforced through State and Commonwealth government legislation.

Location of Institute

Australian IT and Hospitality Institute has two campuses and a worksite. All Information Technology courses are delivered at Geelong campus, Hospitality courses are conducted at Footscray campus and all horticulture courses are conducted at the Footscray campus with the worksite at Lara.

The Footscray and Geelong campus are a short walk from their nearest railway station and close to shops, public transport, restaurants and cafes. Lara campus is 10 minutes by bus from train station

and the institute provides transport from Footscray on days Lara field trips are required.

Geelong is Victoria's second largest city, located on the shores of Corio bay, some 70 kms south west of Melbourne.

Both Melbourne and Geelong offer a beautiful and safe place to study and also offer several avenues for recreational activities.

Geelong and Footscray offer a perfect place to stay for International students .The follow-

ing site by the City of Greater Geelong provides a great deal of information about Geelong and also publishes medina prices for rentals in various Geelong suburbs.

<http://www.geelongaustralia.com.au>



Geelong— also a Vue testing centre

Entry Requirements

The following are the general entry requirements for all courses offered by Seluna Pty Ltd. Please read the information on individual courses for any special /extra requirements.

English Proficiency

Students are required to demonstrate proficiency in English Language and assist the institute in providing an accurate assessment of their English

Language proficiency with the application form. Minimum 5.5 band in IELTS (or equivalent) is required for admission. In addition, an IELTS score of 5.0 with additional ELICOS studies in Australia is accepted.

Completion of Year 12

Students seeking admission must have completed year 12 or equivalent Australian qualifications in their country. Those

not meeting the requirement will not be considered for admission.

Age requirements

Currently the institute does not enroll students who are under 18 years of age. Students applying for admission must ensure that they are above 18 years of age before commencement of semester or arrival in Australia.

“ Please check entry requirements before applying”

Refund Policy

Seluna Pty Ltd t/a Australian IT and Hospitality Institute assures the security of student fees through its compliance with the requirements of the National Code 2007 and also the Overseas Student Tuition Assurance Scheme (OSTAS) through its membership with the Australian Council of Private Education and Training (ACPET).

Refunds Please refer to our refund policy for rates, time period in which refunds will be made, documentation required and other details. A SUMMARY only is listed. The refund policy and the availability of the institute’s complaint and appeals processes does not remove the right for a student to take further action under Australian Consumer Protection Laws.

Reason	Notification Period	Refund Amount
Visa Refusal (on proof) before semester start	Before start of semester	Total fees paid LESS AUD \$200
Student Withdrawal	10 weeks or more before Semester	Total fees paid LESS AUD \$500
Student Withdrawal	More than 4 weeks before Semester	60% of tuition fees will be refunded
Student Withdrawal	Less than 4 weeks before Semester	40% of tuition fees will be refunded
Student Withdrawal or visa refusal	After Semester commencement	No Refund

Cancellation Of Enrolment		Institute Default	
		Reason	Refund Amount
Poor Academic Performance or poor attendance	No Refund	A course does not start on the agreed starting day	Full tuition fees will be refunded in 14 days.
Cancellation by institute for above reasons or student withdrawal after commencement date	No Refund	The course ceases to be provided before it is completed	Full tuition fees will be refunded in 14 days
		The course is not provided in full to the student	Full Tuition fees will be refunded in 14 days



Footscray campus—view from Paisley street

Living Costs

Students need to budget for accommodation, food, transport, clothing and out of pocket expenses in addition to Tuition fees, cost of books and uniform and equipment, OSHC. The tuition fees and cost of books and uniforms are set out in the fee schedule. In addition, students are advised to refer to the following websites for living costs in Australia. The site lists the basic rate of living costs under the migration regulations. The figures on

the site are indicative only and costs can vary significantly depending on lifestyle and location. Please read the detailed information on the types and approximate cost of stay at the following websites:

<http://www.studyinaustralia.gov.au/Sia/en/StudyCosts/LivingCosts>

<http://www.geelongaustralia.com.au/default.aspx>

School Aged Dependents - Any school aged dependents who accompany students to Australia will be required to pay full fees, whether studying in a government school or non-government school.



Students with Steve -Oct07

Visa Requirements and conditions

Requirements for Australian student visas are different for different countries and can change over time.

Normal health and public requirements for entry must be met.

In addition, financial standing will be ascertained by the Australian High Commission or Consulate.

Proficiency in English is a mandatory requirement and some form of test e.g., IELTS score is likely to be a requirement before a student visa is issued.

In general, overseas students are conditionally permitted to work in Australia; however, several conditions apply.

Students are advised to check all the latest procedures and

rules and regulations, conditions and other relevant information relating to students visas at DIAC'S website:

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

“ Please check that you have enough finances from approved sources before applying for admission. “

Attendance and Performance

Attendance

A minimum of 80% attendance is required to meet satisfactory academic progress. Attendance and progress is monitored and suitable intervention strategies are implemented when necessary.

Academic performance

Students must achieve satisfactory academic progress; The institute is required to

inform DIAC if a student does show satisfactory academic progress.

Privacy

the institute implements a privacy policy to comply with the Privacy Act 1998. However, students should be aware that information provided by them may be shared between the provider, Australian Government and design-

nated authorities, and with ACPET as manager of the Tuition Assurance Scheme.

Full-time course

International students can only be enrolled in a full-time course except in final semester if they have to repeat unit (s). Minimum weekly contact hours for any course, for an international student, is 20 hours/week.

Student Services

Airport Pick-up

Overseas students, upon request, can be received at Melbourne airport by our representative.

Initial Stay Assistance

The institute prefers students to choose their own Long

Term accommodation on arrival and settling period. However, the institute arranges, on request, short term accommodation at actual cost, where students can be transferred from the airport.

Other Student Services

The institute provides support for medical and other services to assist students in settling down in Australia. Whilst the institute does not charge any referral fees, students should be aware that some services chargeable and they will need to pay for the services utilized.



Students with Dean Nightingale

Marketing

The institute is required to inform you of certain information so that you are not deceived or misled. It is important that you should note the following points:-

1. Australian IT and Hospitality Institute has no formal association with any other education provider.
2. The institute makes no claims about employment outcomes that you might gain as a result of undertaking a course of study by us.
3. Your enrolment in a course with us does not guarantee your automatic acceptance into another course offered by this

institute or a course of study offered by any other institute /University.

4. Migration to Australia is an issue that is in no way associated with your studies at the institute

The institute is required to recruit students in an ethical and responsible manner and provide information which enables students to make informed decisions about studying with us. We are required to ensure that your qualifications, experience and English language proficiency are appropriate to the course in which you wish to

enrol. Please read our entry requirements which describe the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required

Agents

The institute chooses an education agent to represent us after due diligence ie., the agent has an appropriate knowledge and understanding of the Australian international education industry and has a reputation for honesty and integrity in dealing with international students.

Campuses, Location Facilities and Equipment

The institute's teaching and administration facilities at Footscray comprise, two lecture rooms which seat 30 students each, a training kitchen for 15 students, a computer room with 15 computers which students can access for research, a change room, a resource room, a small student's kitchen and 4 car parking for students (by prior permission).

Geelong campus is located in the heart of geelong CBD and has a combined computer lab with desktops, data projector, tea and coffee facilities and a resource centre for IT training.

Lara worksite is over a ½ acre area with various plants and an area marked for practical works. A covered space to store tools and in case of bad weather is also provided; a small kitchen is included in the covered space.

ESOS Framework

Please see the following website for information on the ESOS framework; extracts below are reproduced from the site for handy reference.

http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Documents/ESOS_FrameWork_pdf.pdf

“ The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas (ESOS) Act 2000* and the *National Code 2007*. “

“The ESOS framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are

arrangements in place for your accommodation, support and welfare.

- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.

- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.”

“The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered.

One of the standards does not allow another education provider to enroll a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer before hand you need your provider's permission.”

Formalisation of Agreement

The institute is required to sign a written agreement between you and the College which sets out the services to be provided, fees payable and information in relation to refunds. A copy of a draft is available on website and this is tailored to individual students. The institute will not accept any fees or charges prior to the agreement being signed.

All students are to complete an 'Enrolment Agreement' on acceptance into any course offered by Australian IT and Hospitality Institute and prior to paying any fees to Australian IT and Hospitality Institute. The student will previously have submitted an application form and received all information relating to living in Australia and studying at Australian IT and Hospitality Institute.

An enrolment Agreement is only issued when a student has submitted an application for study. Student Administration will provide each potential student with an enrolment agreement as the final stage of acceptance into a course of study with Australian IT and Hospitality Institute. This agreement is to be signed and submitted by the student with appropriate payment and documentation to support their enrolment. The application form, refund policy and standard conditions of enrolment will be incorporated into the agreement.

The 'Enrolment Agreement' shall contain as a minimum the following information:

Identify the course or courses in which the student is to be enrolled and any conditions on his or her enrolment;

Provide an itemised list of course money payable by the student;

Provide information in relation to refunds of course money;

Set out the circumstances in which personal information about the student may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition; and

Advise the student of his or her obligation to notify the registered provider of a change of address while enrolled in the course

This agreement shall be signed and returned to Australian IT and Hospitality Institute as an indication that the student accepts the terms and conditions imposed when studying with Australian IT and Hospitality Institute. Please read the detailed policy on our webpage www.ausitinst.com

Deferment, Suspension, Cancellation of Enrolment

As a provider of education services to overseas students, institute will only permit you to defer or temporarily suspend your studies, or grant leave of absence during your course, through a formal agreement which is arranged in limited circumstances. Please read our policy on deferment, suspension or cancellation on our website www.ausitinst.com

In the event that your defer your studies, or a temporary suspension has been applied or your studies are cancelled, the institute will:-

1. inform you, in writing, that deferring, suspending or cancelling your enrolment may affect your student visa; and

2. notify via PRISMS

In the event that the College decided that it should terminate, suspend or cancel your enrolment as a student, the institute will notify you in writing our intention to report you via PRISMS.

The written notice that we provide to you will inform you of your right to access the institute's com-

plaints and grievance procedures and that you have 20 working days in which to do so.

In the event that you withdraw from your course of study, the institute will provide to you, at no cost, a formal Statement of Attainment.

Complaints & Appeal Process

The institute has developed comprehensive Complaints and Grievance policies and procedures for academic and non-academic matters. Full details may be viewed at the institute's webpage at www.ausitinst.com. The policy and procedure ensure that:-

1. written records of the complaint are kept;
2. each complainant has the opportunity to formally present his or her case, at no cost;

3. may be accompanied and assisted by a support person at any relevant meetings;

4. a written statement of the outcome, including details of the reasons for the outcomes.

Credit transfer and Recognition of Prior Learning (RPL)

The institute will ensure that Credit Transfer / Recognition of prior Knowledge is offered to all applicants on enrolment and that the process is

structured to minimize the time and cost to applicants.

The institute will assist applicants to gather reliable evidence to support their claim for recognition of competencies currently held, regardless of how, when or where the learning occurred. Please read the detailed policy on our webpage www.ausitinst.com

<u>Course Code</u>	<u>Course Name</u>	<u>Nominal Duration</u>
066617K	Certificate III in Horticulture (Landscape) (RTF30403)	64 weeks
066614B	Certificate III in Hospitality (Commercial Cookery) (SIT30807)	60 weeks
066616M	Diploma of Horticulture (RTF50103)	100 weeks
066615A	Diploma of Hospitality (SIT50307)	102 weeks
059335A	Diploma of Information Technology (Networking)(ICA50405)	52 weeks

Delivery and Assessment

DELIVERY OF COURSES

The programs are delivered by combining face-to-face trainer led theory and practical lessons.

The students are required to purchase text and Cds which contain interactive training material and downloadable versions of text and assignments. In addition, our instructors may provide additional notes or reference material or a combination of both.

For some units the course may have a very high practical content i.e., students will be asked to demonstrate their learning in practice.

Practical sessions in hospitality involve individual activities supervised by a trained chef—

in the Institute's kitchen.

Horticulture practical classes would involve hand on work and individual activities administered by trained horticulture professional.

In all Information technology courses, students have access to their own computer and in several modules, be required to demonstrate their competency on the workstation.

In addition, all students have access to internet facilities outside class hours and the institute encourages students to do their own research after class hours.

All trainers and instructors are available for assistance after hours on email.

ASSESSMENT

Assessment in each module varies, and may include in addition to other assessments.

- ◆ Tests and assignments
- ◆ Projects
- ◆ In-class exercises
- ◆ Reports & research projects
- ◆ Observations in class
- ◆ Practical demonstration

Details are listed on individual course sheets on our website.

All courses require student to demonstrate some or all of their learning in practice as one form of evidence for assessment of the skills achieved.

Please refer to our policies and procedures on our website .

Contact Details

FOR FURTHER INFORMATION, PLEASE CONTACT:

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