

Hello Dear student

Welcome to the AITT.

Choosing where to study and what course to enroll in are important decisions that can make an enormous difference to your future. We are proud to offer you courses which will lead you to your chosen career pathways. We at AITT Endeavour to liaise with the Industry sectors to help students achieve their career goals. AITT provides practical skills and knowledge for the success of students in their future.

Our courses are part of the range of nationally accredited courses. Our courses are designed to link the needs of industries and are nationally recognized.

AITT is centrally located in the heart of Melbourne city right in the vicinity of the Melbourne icon, the Rialto Towers. Melbourne is a great place to live and study. Melbourne has been consistently ranked as 'The world's most livable city' by the economist intelligence unit (UK). In 2000 Melbourne was accredited as a 'Safe Community' by the world health organization – the first Australian capital city to achieve this standing. Melbourne's residents represent 140 nationalities and speak 151 languages. Thirty per cent of Melbourne's population was born overseas and Melbourne has the largest population of International students in the country.

AITT is conveniently located to the public transport; major Local Train/Tram stops are one to two minutes away. AITT students will have access to Banks, cafes, restaurants, food courts, parks, libraries, nightclubs, cinemas, shopping arcades, news agencies, supermarkets, travel agencies and a lot more.

Students have access to modern computer lab to facilitate their learning outcomes. The learning resources and teaching methods and assessment are designed according to the highest standards prescribed.

AITT possesses spacious classrooms fully equipped with the latest technologies including data projectors, overhead projectors, DVD players, televisions, VCRs; etc.

Students are provided a caring supportive environment by our multilingual, multicultural staff. Our staff is always willing to offer their support and advice to students to assist them with their personal problems. The academic staffs is always there to help the students with complete academic support by providing help with academic work i.e. writing assignments, making presentations and examination techniques.

When you arrive in Melbourne to start your new life, what could be better than a friendly face to meet and greet you with an abundance of local knowledge. To assist you in adjusting to life in Australia, AITT can arrange for a representative to greet you at the Airport and drive you to your pre-arranged accommodation.

The Team at AITT wishes you well with your future aspirations and offer all of their services helping students to

Achieve

succeed

Flourish

COURSES OFFERED AT AITT

The following courses are offered at AITT

CHC50702 – Diploma in Community Welfare Work

WRH50106 – Diploma in Salon Management

WRH30106 – Certificate III in Hairdressing

WRH40106 – Certificate IV in Hairdressing

COURSE COMMENCEMENT DATES

January, March, June, July, September, October

(For the detailed information of the individual course check the fact sheets provided with the brochure)

ENTRY REQUIREMENTS

International Students

Academic

You should qualify in any of the following:

Completion of secondary studies equivalent to an Australian VCE.

Age

18 years and over.

Mature age students with relevant experience are welcome to apply.

Minimum English language proficiency

You should qualify in any one of the following:

- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English
- IELTS overall band of 5.5
- Completion of a full time studies in Australia towards a Certificate IV or above
- English as first language
- A satisfactory outcome of interview(s) with the AITT selection Board or with and authorized representative of AITT

Local Students

- Minimum education of Year 11 to Certificate courses and Year 12 for Diploma and Advance Diploma. Relevant work experience will be acknowledge and taken into consideration.
- Proficient literacy and numeracy skills.
- A satisfactory outcome of interview with authorized AITT Education staff or representative.
- Mature age students with relevant experience are welcome to apply.

APPLICATION & ENROLMENT

You can either:

- complete an Online Application Form
- mail / fax the Application Form to AITT
- contact our local representative in your country

Your Application Form must be accompanied by:

Check that you have

- Completed all sections of the Application Form provided by AITT

- Read and Understood the terms and conditions and also the Refund Policy outlined in the application form
- Attached a passport sized photograph
- Attached certified copies of all academic certificates, transcripts, English language proficiency results and any other relevant documents
- Attached a certified copy of the pages of your passport bearing your signature and personal details
- Deliver to one of our representative agents or send your completed application with attachments direct to the following address.
- International Admissions
Australian Institute of Technical Training Pty. Ltd.
Level 3, 475-485, Flinders Lane
Melbourne
Victoria 3000
AUSTRALIA
Phone: + 61 3 9620 1100
Fax: + 61 3 9620 1122
E-mail: admissions@aitt.vic.edu.au
- Your application will be acknowledged promptly and you will be notified immediately if your application is accepted.
- **Once the “Offer of Admission” letter has been issued to you please read carefully the terms and conditions outlined in “acceptance of Offer Deceleration”**
- In order to accept the offer of place it will be necessary to obtain a bank draft made payable to:
“Australian Institute of Technical Training Pty. Ltd.” in Australian Dollars

- Direct Deposit in the Bank can be made to the following account:
Account Name: Australian Institute of Technical Training Pty. Ltd
Bank: Westpac
Branch Address: 302, Clayton Road Clayton Vic 3168
BSB: 033090
Account number: 31 1857

The reference number as indicated on your offer letter must be included on correspondence and on bank transfers to allow us to identify your payments.

On receipt of payment your place at AITT will be confirmed. AITT will issue a “Confirmation of Enrolment” form which must be presented to an Australian Diplomatic Mission when applying for a student visa

DIAC REQUIREMENTS

Whether applying in or outside Australia, in order to be granted a Student visa, applicants must meet specified evidentiary requirements which demonstrate their ability to meet the financial capacity, English proficiency and other relevant criteria. All Student visa applicants must also satisfy general requirements relating to character, health, acceptable health insurance and intention to comply with visa conditions and have no outstanding debts to the Commonwealth of Australia (or have made acceptable arrangements to repay such debt).

Requirements for student visas vary according to the assessed risk level of the applicant and their proposed course of study. The DIAC website has a guide called 'Your Student Visa - Step-by-Step'. This will show you the requirements you need to meet to be granted an Australian student visa.

DIAC INFORMATION – VICTORIA

(www.diac.gov.au)

The Department has two metropolitan offices in Victoria. Please contact the Department on 131881 before going into any office so that you know what documentation to take with you. You may find that you do not need to visit an office in person, or that you will need to make an appointment.

- Melbourne CBD
- Dandenong

Melbourne office

Street address:
Ground Floor
Casselden Place
2 Lonsdale Street
Melbourne VIC 3000

Counter hours:
Mon-Fri 0900-1600
(Wed 0900-1330)

Postal address:
GPO Box 241E
Melbourne VIC 3001

General facsimile:
(03) 9235 3300

Immigration National Telephone Numbers

For general information or to make an appointment please use the numbers below.

Immigration (All visa types) 131 881

Use this number for:

- Information on all Temporary and Permanent visa applications (including Visitors, Students, Family Migration and Temporary Business visas and Refugee and Humanitarian applications)
- Family Visitor Network
- Appointments for lodging visa applications

Dandenong office

Street address:
51 Princes Highway
Dandenong
VIC 3175

Counter hours:
Mon-Fri 0900-1600
(Wed 0900-1330)

Postal address:
Private Mail Bag
5001
Dandenong VIC 3175

General facsimile:
(03) 9706 7068

Translating and Interpreting Services: 131 450

Use this number to inquire about interpreting services.

Hours of operation: 24 hours a day/7 days a week from anywhere in Australia.

STUDENT VISAS

Document Checklist

The student document checklists are to assist you if you are in Australia and making an application for a Student visa.

<http://www.diac.gov.au/students/checklists/index.htm>

World Index - Contact Details

This is a list of countries and Departmental offices, where enquiries can be made and visa applications lodged.

To see details of an office, click on the first letter of your country. Or, use the drop-down menu and click on the country of your choice.

<http://www.diac.gov.au/contacts/overseas/index.htm>

Preliminary Visa Assessment

Students from Assessment level 3 and 4 Countries are required to undergo a Preliminary Visa Assessment (PVA)

If the PVA requirements are met, the letter advising this must be submitted to the institute with the fees as stated on the offer letter.

For more information about the preliminary visa assessment, students from these countries should contact one of our local agents an Australian Education Centre, IDP Education Australia, or an Australian diplomatic mission for details.

Obtaining VISA

All international students must apply for and obtain a Student Visa from the Australian High Commission in their country of residence before leaving for Australia. The general conditions required for a Student Visa to be issued are as follows:

On receipt of the student's fee an Electronic Confirmation of Enrolment letter will be issued by AITT and sent to the student or agent acting on student's behalf

This confirmation letter along with other supporting documents

- Health check-up as required by regulations
- Proof of financial support

Should be taken to the Australian diplomatic mission to obtain a student visa

Note: Please allow at least six (6) weeks for your visa to be processed. Students are advised to seek advice from the Australian High Commission in their country as requirements may change.

Contacts:

If you need more information on any aspect of your enrolment, please contact us anytime.

Our staff is always ready to help you in any way we can.

For further information on student visa compliance requirements, see www.dest.gov.au

www.diac.gov.au

Student Visa Conditions

Student Visa Requirements

According to the Department of Immigration, and Citizenship; "to be granted a student

visa, you must provide evidence that satisfies the assessment factors applicable to you". Assessment factors include your financial ability, English proficiency, likely compliance with the conditions of your visa and any other matters considered relevant to assign your application". Additional information on student visa issues is available on DIAC Internet site on <http://www.diac.gov.au>.

Overseas Student Health Cover (OSHC)

Overseas Student Health Cover (OSHC) is insurance that provides cover on the costs for medical and hospital care which international students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport.

If you are an international student studying in Australia, you must purchase an approved OSHC policy from a registered health benefits organisation - commonly referred to as health funds before applying for your visa. You will need to buy OSHC before you come to Australia, to cover you from when you arrive. You will also need to maintain OSHC throughout your stay in Australia. Australian Institute of Technical Training can arrange health cover through Medibank Private, and other Private Medical Insurers should you choose to do so.

For more information:

<http://www.medibank.com.au/Overseas-Students/About-OSHC.aspx>

Fees and Refunds Policy

The following procedures ensure all students are treated fairly and with integrity when applying for refunds. All refunds

applications are to be submitted to the Student Administrations department and the following procedures followed in assessing the application.

All 'refunds' are to be signed off by the Student Administrations Manager and applications processed within 7 days of the application being placed.

Please note the below refund policy in relation to 'Tuition Fees' and should not be confused with 'application' fees which are non-refundable.

Procedure

Refunds due to non delivery of course by AITT

Please note that Government Legislation requires tuition fees and application fees to be refunded in full if:

- The course does not start of the agreed starting date which is notified in the Offer Letter
- The course stops being provided after it starts and before it is completed
- The course is not provided fully to the student because the college has a sanction imposed by a government regulator
- If the course defaults, refunds will be granted in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001

Refunds under the above conditions will be paid in full to the student within 14 days.

The College may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student

as an alternative to refunding course money. Where the student agrees to this

Arrangement, the College will not be liable to refund the money owed for the original enrolment.

Refunds based upon student application

All applications for refund must be made in writing by way of the '*Application for Refund*' form and submitted to the Student Administration Manager.

Please note: where the student withdraws from the course without notification or breaches their Visa conditions, no refund is payable.

Applications for refunds are to be processed by the Student Administration Manger within 7 days from the date of application.

The assessment of refund applications shall be granted as indicated below:

Application Fee	Non-refundable
Tuition Fees	
Visa refused prior to course commencement	Full refund
Withdrawal at least 10 weeks prior to agreed start date	Full refund*
Withdrawal at least 4 weeks prior to agreed start date	80% refund*
Withdrawal less than 4 weeks prior to agreed start date	60% refund*
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Course withdrawn by College	Full refund including enrolment fee
The College is unable to provide the course for which the original offer was made	Full refund
Visa extension is refused	Return of unused tuition fees*
Withdrawal from study - current students	Refund of unused tuition fees (of the following term/s)* <i>(Notification of Withdrawal from Studies form must be received 2 weeks prior to term commencement by Student Administration*)</i>
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider

***Please note** Refunds granted in these circumstances may incur an education agent's fee where applicable

Appealing Refund decisions

- Refer to the Student Complaints & Appeals Procedure from the AITT Student Administrations department if you wish to appeal the Refund Policy.
- This policy and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws.
- The College's dispute resolution processes do not remove the student's right to pursue other legal remedies where they feel necessary.

Further information relating to fees and refunds

- The AITT reserves the right to withhold any Certification of qualifications achieved by the student, if student fees remain outstanding.
- The College will refund any monies due to the student, to the student's education agent (where applicable).
- Any information that you provide to College or that the College collects about you can be given to authorised State and Commonwealth Agencies and ESOS Assurance Fund Manager.

STUDENT SERVICES

Student Support including Welfare and Guidance Services

Australian Institute of Technical Training Pty Ltd. provides a range of services to support both local and international students during their studies and time at the Institute. The Admissions Department offers personal and friendly assistance to students in many areas including an orientation program that assists students to settle into Australian life and their studies at AITT.

Student Facilities

Services available to students include:

- Orientation
- Counseling
- Airport, train and bus pickup
- Cultural adjustment
- Student Accommodation
- Language & literacy support
- Job placement assistance

The Admissions Department at Australian Institute of Technical Training can help students with:

- Application and enrolment
- Articulation into Australian Universities
- Visa Renewal advice
- Credit Transfer and Recognition of Prior Learning
- Career advice

The Institute provides the following Equipment and Learning Resources to its students:

- The up-to-date teaching and learning strategies, incorporated from e-learning and other web-based resources
- Virtual language labs
- Internet-based language resources
- Audio visual aids

- Classrooms operate with multimedia/overhead projectors and TV/DVD capability
- Hairdressing salons which are fully-equipped with the required tools and equipment to deliver Hairdressing qualifications
- Student resource centre and computer labs with free internet access
- Dedicated computer industry software

Resources at AITT are mapped against the units of competency within the relevant training packages for all qualifications delivered to ensure that students have access to the best and most relevant resources for their qualification.

Certificates and Statement of Results

The Institute provides all successful graduates with a Certificate and Statement of Results on completion of their studies. These copies are provided free of charge, however, any letters or statements requested at other times may incur an additional cost.

NOTE: All fees for the course enrolled are to be paid in full prior to a certificate being issued to a student.

ORIENTATION PROGRAM

Orientation

As part of your introduction to Australian Institute of Technical Training Pty Ltd., an orientation program will be conducted in your first week at Australian Institute of Technical Training. This orientation program will include information on the following:

- Australian Education System
- Local Transport
- Shopping
- Banking
- Entertainment/Recreation
- Climate, Police and Government services
- Health Services (including information about private insurance) and detailed information on accommodation
- Student right/Grievance procedures

“The students will be taken on a day trip in and around Melbourne free of cost”

MEET & GREET FACILITIES

Free Airport pickup

Meet and Greet is an invaluable FREE service to new arrivals embarking on their new life down under. When you arrive in Melbourne to start your new life, what could be better than a friendly face to meet and greet you with an abundance of local knowledge?

To assist you in adjusting to life in Australia, AITT can arrange for a representative to greet you at the Airport and drive you to your pre-arranged accommodation.

Please note that our Meet & Greet service must be arranged at least 10 working days (Monday to Friday) prior to your departure.

In the event of a delayed flight, you must call us on +61-3-96201100 (if calling from overseas) or 03-96201100 (if calling from within Australia).

Temporary accommodation

If you do not have pre-arranged accommodation in Melbourne, let us know at least 10 working days (Monday to Friday) prior to your arrival and we can arrange this for you. The accommodation cost is dependent on the chosen accommodation and availability. On submission of your application we will respond with an exact quotation. (Rates: \$45 -100 per day depending upon availability)

Bringing your family with you

If applicants intend to bring family members to Australia, they are eligible to apply for Student Dependent Visas. Contact Australian Diplomatic Missions/ Consulates for information about these.

If applicants intend to bring school age dependents, they are required to pay full fees if they are enrolled in either government or non-government schools. These fees range from AUD \$ 5000 – AUD \$ 20,000 per year approximately depending on the type of school and the grade. For more details we recommend you to make enquiries with respective state Education Departments or the School directly

ACCOMMODATION

Types of Accommodation

AITT will gladly assist in finding suitable accommodation. It cannot however, enter into agreements with Real Estate Agents or householders on your behalf.

Temporary Accommodation on Arrival

If required, temporary accommodation will be arranged for your arrival usually for a period of one week. This would be hotel style accommodation at \$80 to \$120 AUD per night

Home stay

Home stay involves the student living with an Australian family. The cost generally includes two meals (breakfast and dinner) during the week and three meals on weekends. Rooms may be single or shared and cost will vary accordingly. Cost \$150 to \$200 AUD per week.

Private or Church Owned Boarding Hostels

These hotels are available for both tertiary and non-tertiary students. Facilities include kitchen and share bathroom with self-catering to be expected. For newcomers to the country, living in a hostel is a good way to meet other students in a comfortable study environment. Cost \$80 to \$150 AUD per week.

Share Accommodation

Advertisements on student notice boards and in sections of the local newspapers will appear for one or more people to share a house or flat, often where a lease has already been taken out. This often suits students once they have been in the country

for a while and are comfortable with their new country's living arrangements. Cost \$80 to \$150 AUD per week.

Rental Accommodation

As with share accommodation, units, flats, single bed-sitters and even houses, are available through Real Estate Agents. These are normally unfurnished. One month's rent in advance may be charged plus a bond (or security deposit) prior to signing a lease agreement. Cost \$150 to \$300 AUD per week.

Cost of Living

In addition to paying the full cost of their courses, full-fee students must meet all their own travel and living expenses, plus administrative charges made by Australian Institute of Technical Training. A SINGLE PERSON STUDYING IN Australia will need AUS \$10,000 to AUS \$12,000 each year in addition to the tuition fees. This amount also depends on the kind of accommodation a student chooses.

Living Expenses

The table shown below is an estimate only of cost of living in Melbourne for a single person. All figures are in Australian dollars. Costs will vary depending on location, lifestyle and preferences.

- Accommodation per year is calculated on a 44-week basis for hostels and home stays.
- Private Apartments are usually let on a 52-week basis and therefore expenses are calculated on a 52-week basis.
- Please note that costs are subject to a 10% Goods and Service Tax.

ESTIMATED LIVING COSTS
(To be used as a guide only)

COLLEGE/ PRIVATE
HOSTEL* RENT# HOMESTAY*

ESTABLISHMENT COSTS (Per Year)

Bond/Deposit (Refundable) 800
Utility connection (telephone) 1,200 50
Electricity & Gas connection 50 25 1,000
Furniture, household goods

Total 1,250 1,875

ANNUAL COSTS

Books, Stationery, Equipment. 500 500 500
Clothes 600 600 600
Accommodation Fee *13,000 #9,900 *8,800

Total 14,100 11,000 9,900

WEEKLY COSTS

Food (includes snacks)
Travel
Gas/Electricity/Water 50 90 50
Telephone 10 20 20
(excluding mobile, internet) 40 40 40
Miscellaneous 50 50 50
Expenses: medical, haircuts, movies, etc.

Total 150 220 160

TOTAL (Annual)

A\$21,950 A\$24,315 A\$16,940

Approximate Total Costs for year

* Accommodation per year maybe calculated on a 44-week basis.

Private rental apartments are usually let on a 52-week basis and therefore expenses are calculated on a 52-week basis.

General item costs			
Item	Cost A\$	Item	Cost A\$
Hamburger	\$6.50	Movie ticket (student concession)	\$9.00
Instant noodles (single packet)	\$0.90	Shampoo (200ml)	\$3.50
Cup of coffee (café)	\$3.50	Tea bags (pk 50)	\$2.50
Rice (kg)	\$3.50	Bread, sliced loaf	\$2.50
Milk (liter)	\$1.90	Cooked noodles (bowl)	\$8.00
Apples (kg)	\$3.50	Pizza (large)	\$9.00
Bananas (kg)	\$3.00	Mineral water (1.5litre)	\$2.00
Toothpaste	\$3.00	Coke soft drink (375ml)	\$2.00
Petrol, unleaded (liter)	\$1.50	Jeans (pants)	\$50-\$100

For more information about living in Melbourne please follow the following links:

www.visitvictoria.com

www.thatsmelbourne.com.au

www.melbourne.citysearch.com.au

www.vicnet.net.au/travel

ITEMS TO BRING WITH YOU

Clothes

Australians tend to dress casually in most situations. Bring a range of informal summer clothes such as t-shirts, shirts, a bathing suit, lightweight trousers or skirts. Warmer clothes are needed for winter including jeans jumpers, sweater and a winter coat. You may also like to bring a suit or dress for formal occasion.

Keep in mind you may buy clothes in Melbourne

Personal items

Towels, toiletries, bed sheet, pillowcases, calculator, alarm clock, mobile phone, camera, dictionary personal stereo and umbrella

The information provided in this brochure was correct at the time of printing and may be subject to change Please contact AITT at +61-3-9620-1100, fax : +61-3-9620-1122 direct to confirm information

For more info check the details at www.aitt.vic.edu.au or e-mail enquiries@aitt.vic.edu.au

USEFUL WEB PAGES / CONTACTS

WebPages

Student visa requirements

<http://studyinaustralia.gov.au/Sia/en/WhatToStudy/howtoapply/visarequirements.htm>

Why study in Australia?

<http://studyinaustralia.gov.au/Sia/en/WhyAustralia/whyaustralia.htm>

Applying for Student Visas online:

http://www.diac.gov.au/e_visastudents.htm

After your studies

<http://studyinaustralia.gov.au/Sia/en/AfterYourStudies/AfterYourStudies.htm>

Indian Study in Australia website

<http://www.ausgovindia.com/ndli/study.html>

Contact Details for Immigration Offices (in and outside Australia):

<http://www.diac.gov.au/contacts/index.htm>

<http://www.dfat.gov.au/geo/australia/index.html>

Contacts

For queries related to Student visa, email: India.students@dfat.gov.au or

estudents.newdelhi@dfat.gov.au

For queries related to eVISA, email: estudents.adelaide@immi.gov.au

For general queries, email: immigration.india@dfat.gov.au