



GENERAL CONDITIONS OF ENROLMENT

(v.1 - 09/2020)

The General Conditions of Enrolment and the student's Letter of Offer make up the "written agreement" referred to in standard 3 of The National Code 2018 and which governs your enrolment at NSWIET. The General Conditions of Enrolment may be amended at any time without notice. You may access the latest version of our General Conditions of Enrolment at <http://nswiet.edu.au/>.

CHANGE OF ADDRESS You must, while in Australia and studying with the College, notify the College of your contact details including: a) your current residential address, mobile number (if any) and personal email address (if any); b) who to contact in emergency situations (and their contact details); and c) any changes to a) or b) above within seven (7) days of the change. You must also let the Department of Home Affairs know of any change of address.

COMPLAINTS AND APPEALS Students are encouraged to attempt informal resolution of any complaint or appeal they may have by directly engaging the staff member or student to whom the complaint or appeal relates. If it is not possible to resolve complaints informally students are encouraged to make an informal complaint in writing using NSWIET Complaints and Appeals Form available on the College website www.nswiet.edu.au and from Student Services or Reception. Students that are not satisfied with the result or conduct of the College's internal complaints and appeals process may access an external and independent body to hear the complaint or appeal. For more information, please refer to the Complaints and Appeals policy available at <http://nswiet.edu.au/>

TRANSFERRING FROM ANOTHER PROVIDER If you are transferring to the College from another provider before completing six months of your principal course of study, your enrolment is subject to the provision of a letter of release from the other education provider. Please refer to the College's Student Transfer Policy for more information.

CREDIT TRANSFER If you have applied for credit transfers you are required to provide the original or certified copy of the full official transcript or statement of attainment relating to the credits you are seeking. We may agree to assess credit transfers you have available based on copies or interim transcripts provided however, unless we sight the original or receive a certified copy of the full official transcript or statement of attainment issued by an education provider, such credit transfers will not be finalised. Please refer to the College's RPL and Credit Transfer Policy for more information.

CONTINUING STUDENTS Students who continue with the Course ("Continuing Students") and who are paying by instalments are required to pay Tuition Fees by the due date set out in the Letter of Offer.





Continuing Students who do not pay by the due date will be required to pay a late payment fee of \$100. Continuing students must enrol in subjects and confirm their timetable within the enrolment period (as

advised by the College from time to time). Continuing Students will not be allowed to enrol in subjects until they have paid all fees due to the College. Continuing Students who do not enrol during the enrolment period will be required to pay a late enrolment fee of \$100. In addition, continuing students who have enrolled in subjects and have been provided a timetable but wish to change their timetable will be required to pay an administration fee of \$100. The late payment fee and late enrolment fee are independent of one another and separate fees. In certain circumstances a Continuing Student may need to pay all fees.

COURSE ATTENDANCE Student visa holders are required to attend a minimum of 20 scheduled course contact hours per week. All students must maintain satisfactory attendance. Satisfactory course attendance is attendance of 80% of scheduled course contact hours. Student Visa holders who do not maintain satisfactory course attendance will be reported to the Department of Education/the Department of Home Affairs. This may affect your visa. For more information please refer to the College's Attendance Policy and Procedure available at <http://nswiet.edu.au/>.

COURSE COMMENCEMENT All students are expected to start on the course commencement date of their Confirmation of Enrolment (CoE). Student visa holders who do not commence their course or make arrangements for an alternative start date within 2 weeks of their CoE start date will have their CoE processed as non-commenced.

COURSE HOURS Vocational courses consist of 20 scheduled hours and may be offered during the day or evening, Monday to Sunday (between 7:30am and 10pm), depending on room availability. Please note that the College closes on public holidays and there is no refund of course fees in respect of those days.

COURSE PROGRESS All students must maintain satisfactory course progress. To achieve satisfactory course progress you need to achieve competency in 50% or more of your subjects/course requirements during a study period. Continuous breach of this condition will lead to expulsion and reporting to the Department of Education (DoE)/Department of Home Affairs. For more information please refer to the College's Course Progress Policy available at <http://nswiet.edu.au/>.

DEFERRAL, SUSPENSION OF STUDIES AND BREAK BETWEEN COURSES In compassionate and compelling circumstances students may request a deferral (delay) of the start date of their course or a suspension (temporary stop) of their studies. Please refer to the college's Deferment, Suspension and Cancellation Policy available at <http://nswiet.edu.au/> for more information. Students should contact Student Services as soon as possible to discuss their eligibility and to complete a course variation form. If you have a break of 4 weeks or more between an English course, your English language skill level may decrease and we may require you to do a placement test on your return.





NSWIET

NSW INSTITUTE OF
EDUCATION AND TRAINING

ABN: 74 614 317 047
RTO Code: 45501
CRICOS Provider Code: 03765G

DISCIPLINE AND BEHAVIOUR - Any misconduct or breach of College guidelines by the student may result in detentions, suspension and expulsion. The possession and or use of drugs, alcohol or any other illegal substance by the student on College premises or during excursions will lead to immediate expulsion. If you behave in a violent or sexually harassing manner you will be suspended or expelled from the College. Smoking is prohibited on College premises and may lead to suspension or expulsion. For more information refer to the Student Code of Conduct in the student handbooks available at <http://nswiet.edu.au/>

Fees and Charges

Fees are subject to change at any time.

Diploma of Business BSB50215

CRICOS Code 0100147

Total Tuition Fee **AUD 6,000**

- + AUD 200 Application Fee (Non-Refundable)
- + AUD 1500 Initial Tuition Fee

Diploma of Marketing and Communication BSB52415

CRICOS Code 0100148

Total Tuition Fee **AUD 9,700**

- + AUD 200 Application Fee (Non-Refundable)
- + AUD 300 Material Fee
- + AUD 2425 Initial Tuition Fee

Diploma of Event Management SIT50215

CRICOS Code 0100149

Total Tuition Fee **AUD 12,000**

- + AUD 200 Application Fee (Non-Refundable)
- + AUD 300 Material Fee
- + AUD 1500 Initial Tuition Fee



Rhodes Campus
Email: info@nswiet.com.au
Ph: +61 97396974

Address:
Suite 801A Level 8 - Rhodes Waterside
1 Rider Boulevard Rhodes, NSW 2138



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Other Fees and Charges

Late course enrolment payment fee applies to payments received after the scheduled due date on the Letter of Offer	10%
RPL Fee per unit of competency	AUD 500
Re-assessment fee per unit of competency	AUD 150
Replacement of textbook fee	AUD 80
Re-issue of testamur	AUD 25
Replace student card	AUD 25
Deferral fee	Nil
Fees for late payment of course fees	AUD 100 per week for each week the payment for course fees is delayed
Credit transfer	Nil



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Student Refunds

Circumstance	Refund due
The NSW Institute of Education and Training cancels course before commencement	Full refund of all fees
The NSW Institute of Education and Training cancels course following commencement	Full refund of all unspent fees calculated as follows: Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default).
The NSW Institute of Education and Training has not provided a Student Agreement that meets the requirements of the National Code 2018.	Full refund of all unspent fees calculated as follows: Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default).
Student withdraws 28 or more days prior to course commencement.	Application fee not refunded. Refund of 80% of all other fees.
Student withdraws within 28 days and prior to course commencement.	Application fee not refunded. Refund of 50% of all other fees.
The student does not commence on the agreed start date and has not previously withdrawn.	No refund. Fees for full study period (term) to be paid.
Student withdraws after commencement.	No refund. Fees for full study period (term) to be paid.
Student's enrolment is cancelled due to disciplinary action.	No refund. Fees for full study period (term) to be paid.
Student breaches a visa condition	No refund. Fees for full study period (term) to be paid.
The student has supplied incorrect or incomplete information causing the NSW Institute of Education and Training to withdraw the offer of the course prior to commencement.	No refund. Fees for full study period (term) to be paid.
The student is refused a visa because they did not pay start their course at the agreed location on the agreed starting day or they withdrew from their course with the NSW Institute of Education and Training or they did not pay an amount due.	No refund. Fees for full study period (term) to be paid.
The student is refused a visa and therefore does not commence their course on the agreed starting day or withdraws from the course on or before the agreed starting day because of the visa refusal.	The total amount of all course fees (tuition and any non-tuition fees) received or less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500.
The student is refused a visa and has already commenced their course.	The total amount of all course fees (tuition and any non-tuition fees) received for less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500.





Minimum Entry Requirements

GENERAL ENTRY REQUIREMENTS

International students must be 18 years of age or above and provide evidence of the following published entry requirements as stated below:

Meet the following Student Visa subclass 500 Vocational Education and Training requirements;

- Be a genuine temporary entrant
- Meet English language test score requirements
- Demonstrate financial capacity
- Hold Overseas Student Health Cover (OSHC)
- Meet the health requirements
- Be of good character
- Have no outstanding debts to the Commonwealth of Australia

Entry Requirements for the BSB52415 – DIPLOMA OF MARKETING & COMMUNICATION

This course has pre-requisite requirements for entry into the qualification:

Entry to this qualification is limited to those individuals who have completed *all core units in BSB42415 Certificate IV in Marketing and Communication*: <https://training.gov.au/Training/Details/BSB42415>

BSBCMM401 Make a presentation

BSBCRT401 Articulate, present and debate ideas

BSBMGT407 Apply digital solutions to work processes

BSBMKG417 Apply marketing communication across a convergent industry

BSBMKG418 Develop and apply knowledge of marketing communication industry

ACADEMIC ENTRY REQUIREMENTS

- Year 12 or equivalent and above, and





ENGLISH LANGUAGE ENTRY REQUIREMENTS

International Students are required to have English ability at the IELTS 5.5 with no band less than 5.0 (International English Language Testing System) level or higher, since written and oral forms of communication are an important part of the course.

IELTS is the preferred test for English proficiency; however, results of other testing systems may also be accepted. Students must show certified proof of their proficiency or proof of having passed an English Language Test in the last two years.

OTHER REQUIREMENTS

Students are required to provide their own laptop computer that is compatible with Australian power voltage requirements and is loaded with Microsoft Office 365 software or Open Office 365 (open source).

Sound computer skills are required that include using intermediate level Microsoft Word features. Ability to produce and present word-processed documents/ reports and undertake internet research.

As part of the learning cycle students may be required to undertake online research or activities each week in class during term time.

Privacy Notice

Under the Data Provision Requirements 2012, The NSW Institute of Education and Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the NSW Institute of Education and Training for statistical, regulatory and research purposes. NSW Institute of Education and Training may disclose your personal information for these purposes to third parties, including:

1. School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
2. Employer – if you are enrolled in training paid by your employer;
3. Commonwealth and State or Territory government departments and authorised agencies; NCVER;
4. Organisations conducting student surveys; and Researchers. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
5. Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
6. facilitating statistics and research relating to education, including surveys;





7. understanding how the VET market operates, for policy, workforce planning and consumer information; and

8. administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration

By signing this form, I certify that the information provided is true and correct. I further certify that:

1. I have selected the course(s) and other services outlined and agree to pay the associated fees
2. I am a Genuine Temporary Entrant and a Genuine Student. Please refer to the Department of Home Affairs website for details:
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
3. I have a genuine intention to undertake the course(s) for which I have applied
4. I agree to attend any orientation presentations when required
5. I agree to regularly attend classes and meet the requirements of the program and my visa. I understand that satisfactory course progression and attendance is mandatory and failure to complete my course in the specified time may result with disciplinary action involving the Department of Home Affairs (DHA)
6. I have the financial capacity to meet tuition fees, and agree to pay fees as they become due
7. I agree to notify NSWIET of any changes to my personal contact information details within 7 days
8. I understand that should my application result in an offer of a place, I will receive a Letter of Offer and International Student Acceptance Written Agreement that specifies the course(s) chosen, fees and conditions for acceptance and constitutes the agreement between the student and NSW Institute of Education and Training
9. I understand that in the event that my application does not result in an offer of a place, I will receive written advice to explain the reasons
10. I understand that if NSWIET rejects my application before providing a student enrolment agreement that the application fee will not be refunded
11. I agree to NSWIET to use photographic images of myself within their advertising, marketing and training materials
12. I am aware that NSWIET may disclose my personal details and that information collected in this form and during my enrolment in order to meet obligations under the ESOS Act 2000 and the National Code 2018; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The Authority to collect this information is contained in the Education Services for Overseas Students Act 2000, and the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government





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and designated authorities. In other instances, information collected on this form and during enrolment can be disclosed without your consent where authorised or required by law.

13. The information I have provided is true and correct to the best of my knowledge and I understand that any false statements or evidence provided may result in termination of enrolment
14. I have read and understood the conditions of enrolment.

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Full name: _____

Signature: _____ Date: ____/____/____
Day Month Year



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