

STUDENT HANDBOOK

Section 17 – Recruitment of an overseas student

International Student Enrolment Procedure

ALG ensure we recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia.

ALG must also ensure students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

You are able to enrol with ALG in one of 4 intakes per year.

Students are encouraged to apply for enrolment as early as possible to allow for the time it takes for visa processing. Students need to apply well in advance of the term commencing to ensure a better opportunity of placement (the duration of this process depends on which country you apply from. For more detailed information check the Australian immigration department website). Early application is recommended to ensure places are available.

Our term starting dates are:

- Term 1 - end of January
- Term 2 - end of April
- Term 3 - mid of July
- Term 4 - mid of October

The exact starting dates are available on [ALG's website](#).

Application Forms

Application forms are available on [ALG's website](#). If your application to study at ALG is successful you will be sent a Letter of Offer and details of how to make your initial payment. Under the National Code 2018 International Students are required to sign a written Agreement with ALG. This agreement will be sent to students with the Letter of Offer.

Note: Some students may be asked for supplementary evidence to satisfy GTE (Genuine Temporary Entrant) requirements.

Accepting Class Allocations

Students accept that they will be allocated to classes from term to term and student allocation is based on the discretion of ALG.

ALG will not allow students to change/choose classes at their own will.

Information Provided to Students Prior to Enrolment

Prior to accepting a student, or an intending student, for enrolment in a course, ALG will provide, in print or through referral to an electronic copy, current and accurate information regarding the following:

- the requirements for acceptance into a course, including the minimum level of English language proficiency and/or educational qualifications or work experience required
- the course content and duration, qualification offered if applicable, modes of study and assessment methods
- campus locations and a general description of facilities, equipment, and learning and library resources available to students
- details of any arrangements with another registered provider, person or business to provide the course or part of the course
- indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- information about the grounds on which the student's enrolment may be deferred, suspended or cancelled
- a description of the ESOS framework and
- relevant information on living in Australia, including:
 - i. indicative costs of living
 - ii. accommodation options; and
 - iii. where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

Campus Locations and a General Description of Facilities

Up to date details of our campus locations, a general description of facilities, equipment, and learning and library – including maps, address, photos, etc. can be found on ALG's website.

English Language Proficiency

All classes at Australian Learning Group are conducted in English.

If you are an International Student and English is not your primary language you are required to show evidence that you have the required level of English proficiency prior to enrolment.

Please refer to the appendix for a copy of the [English Proficiency Requirement Factsheet](#).

Academic Requirements

To find out what evidence of academic requirements students have to provide, they can use a tool provided by the Department of Home Affairs:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

Description of the ESOS Framework

A description of the ESOS framework made available electronically by the Department of Education and Training can be accessed on:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Alternatively, students can download it here should the above link be inactive:

<http://alg.edu.au/docs/esosact.pdf>

Living in Australia

For details of accommodation, transport, moneys and banks and general information of life in Australia refer to the [International Student Support Services Booklet](#) available on ALG's website.

Student Visa requirements

For details on Overseas student visa requirements refer to [Section 8, Part B of the Student Handbook](#) available on ALG's website.

Payment of Fees – International Students

Fee Due Dates

Your Letter of Offer and account invoices clearly outlines the due date of all fees.

Unless stated otherwise in writing in your Letter of Offer, each term's course fees owed by the student are due no later than 5 weeks prior to the starting date of each term.

For clarity:

- the starting date of each term is first day of term as published (not the first day of class that may be later than this date).
- 5 weeks prior to the start of term is the due date for fee payments. Fees must be paid on or before this date.

If any fee is not paid in full by the due date the following will apply:

- ALG automatically assume the student no longer wants to study with ALG and will consider the enrolment cancelled, unless the student has taken actions to either:
 - Pay their fees and any late fees associated.
 - Enter an appeal within 20 working days of receiving notification of non-payment of fees, where ALG will maintain the student's enrolment during the 20 working day appeals process.
- Students have a 20 working day period to enter an appeal against a decision made by the provider. ALG maintains a student's enrolment during this time.
- If the student takes no action, ALG will report the student to the Australian immigration department via PRISMS for non-payment of fees. This will cancel a Confirmation of Enrolment and could affect a student's visa.

Please note that any payments made by a student are first allocated to any outstanding miscellaneous fees. The remaining balance of the payment is then allocated to course fees.

Penalty Fees for Late payments

To continue with studies fees must be paid and penalty fees incurred for late payment will also be due. If the student wishes to continue studying the student will need to pay the full term's fees plus a penalty fee of \$50 per week of the payment being late.

The student has 20 working days, from the date of being notified that their fees were late, to make the fee payment. Thereafter, ALG considers that the student no longer wishes to study with us and will report the student to Australian immigration department via PRISMS for non-payment of fees. This will cancel a Confirmation of Enrolment and could affect a student's visa.

Penalty Fees - Other

A comprehensive list of all additional fees that may be required i.e. penalty fee for late submissions, make up classes etc. can be found on ALG website as appendix to this Student Handbook or requested from our student advisors.

Refund Policy

Refund of fees paid to ALG will be granted in compliance with the Regulations stated in the ESOS (Education Services for Overseas Students) Act.

International Students and Visas not granted

Where a student is refused a visa and is yet to commence the course, a student will be eligible for a full refund less Enrolment Fee/Joining Fee. Evidence of the Visa not being granted may be requested.

In circumstances where a student is refused a visa but has already commenced the course, the amount of refund payable is the unspent portion of the fees received by ALG, that is, the product of the weekly fees for the course and the number of weeks remaining in the paid portion of the course after the day on which the relevant default occurred. The refund calculation will only be based on course fees only. No refunds will be provided on non-course fees e.g. enrolment fees, joining fees, material fees, administration fees etc.