

Pre-Enrolment Consultation Handout

The purpose of this handout is for prospective students to understand their rights, responsibilities, and obligations as an international student holding a student visa while studying in Australia. A prospective student will receive this handout from college staff and its education agent during the pre-enrolment enrolment process.

There are four (4) sections in this handout:

1. The regulatory requirements for the college providing education services to international students
2. The college support services to international students
3. The obligation of international students
4. Feedback and improvement

1. The regulatory requirements for the college providing education services to international students

Australia Institute of Business and Technology (AIBT) is a college in the vocational education sector. AIBT is registered to offer educational services to international students. In order to ensure that international students experience quality educational services, the college must fulfil its obligation as a registered CRICOS and training provider and abide by the ESOS framework, including ESOS Act 2000¹ and the National Code 2018².

These regulatory requirements can be found at

ESOS Act 2000 - <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>.

National Code 2018 - at <https://www.legislation.gov.au/Details/F2017L01182>.

The ESOS Framework applies to students who are enrolled in a CRICOS registered program and are studying on an Australian student visa. This regulatory framework does not apply to students who do not hold student visas (e.g., tourist visas, partner visas, and working holiday visas). If the college is found to be in breach of its obligations, international students can make a report to the regulator, the Australian Skills Quality Authority (ASQA), at <https://asqaconnect.asqa.gov.au/>.

Additional requirements can be found at Standards for Registered Training Organisations (RTOs) 2015: <https://www.asqa.gov.au/standards>.

2. The college support services to international students

When international students study in Australia, they may experience difficulties due to the differences in the environment, laws, cultures, and customs. The college understands international students' needs and provides support services for students to overcome any difficulties they may face. These services are to assist students in adjusting themselves to the new environment while achieving their study goals by maintaining satisfactory progress.

¹ "ESOS Act 2000" refers to Education Services for Overseas Students Act 2000.

² "Nation code 2018" refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

These services include, but are not limited to:

- Orientation program
- Welfare services
 - Counselling services
 - 24/7 hotline
- Learning support services
- Advice on interpreter/translator services
- Language support services
- Disability services
- Advice for workplace concerns (e.g., through the Fair Work Ombudsman)
- Student Career Management
- Library and learning centre
- Student support services
 - Credit transfer
 - Deferment, suspension and cancellation
- Advice on emergency and health services
- Facilities and resources
- Complaints and appeals process
- Advice on legal services

These support services can be found at <https://aibtglobal.edu.au/support/heart/>

3. The obligation of international students:

When an international student holds a student visa and studies in Australia, they will have to understand the responsibilities and obligations³ imposed by their student visa. These responsibilities and obligations are imposed by The Department of Home Affairs (DHA) and other relevant regulators, not AIBT. If students fail to fulfil their responsibilities and obligations, it may result in the cancellation of their enrolment.

The responsibilities and obligations for international students include, but are not limited to,

Study:

- Meeting the terms of the written agreement in the full letter of offer signed between the student and the education institution (the college)
- Enrolling and attending programs in all study periods
- Student visa holders are required to attend a minimum of 20 scheduled course contact hours per week.
- Not engaging in any academic misconduct activities
- Studying no more than 1/3 of the total program in an online delivery mode (unless advised by ASQA, e.g., during the Covid-19 pandemic etc.)
- Updating the college within seven days of changing address
- Complying with the college policies and procedures
 - maintaining satisfactory course progress
 - maintaining satisfactory course attendance

Work and general requirements:

- Satisfying student visa conditions.
- Working no more than 40 hours per fortnight during official academic terms (unless otherwise advised by the Australian Government)
- Maintaining Overseas Student Health Cover (OSHC) for the duration of student visa while studying in Australia

³ These responsibilities and obligations may change due to the change in regulatory requirements.

- Complying with the college policies and procedures
 - Student code of conduct
 - Enrolment policy and procedure
 - Overseas student transfer policy and procedure
 - any other relevant policies and procedures for students

- Notifying the college of any change in visa status

International students are expected to have sufficient funds to support themselves and pay for their studies in Australia, as this is one of the requirements from the student visa conditions. Furthermore, the college is required to monitor international students' academic progress to ensure that they can finish within the duration specified in their Confirmation of Enrolment. It is important for international students to take action early if they have difficulties, concerns and problems that could hinder them from fulfilling their responsibilities and obligations.

The prospective students can search for more information regarding:

Student visa conditions at [https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa- details-and-conditions/see-your-visa-conditions?product=500](https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions?product=500)

International Students Factsheet at <https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf>

4. Feedback and Improvement

If any prospective student has any questions and/or feedback regarding this handout or would like to receive more information, please contact studentsupport@aibtglobal.edu.au