



# OZFORD

College

**Oxford College**

CRICOS Provider No: 02427A

## **Pre-Enrolment Guide**

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## LIVING AND STUDYING IN MELBOURNE

Melbourne is a great place to live and study. It is ranked as the world's "Most Liveable City" for seven consecutive years, according to the Economist Intelligence Unit (EIU).

Melbourne is the capital city of Victoria and the second largest city in Australia. It is recognised and well known for its safe and secure environment, dynamic culture, progressive healthcare system, world class education and well-developed infrastructure.

Melbourne has a thriving food culture, offering a wide range of dining choices and interesting laneway cafes. A variety of food markets offer the freshest of every ingredient for home cooking and eating. The range of shops from large department stores to smaller designer shops and markets mean whatever you need and want can be found in Melbourne.

The streets are alive at night with theatres, bars, nightclubs, and restaurants that line the city streets and the Yarra River in Southbank. Melbourne is also home to many major cultural and sporting events each year. Melbourne is an attractive city boasting magnificent gardens, nearby beaches and easy access by car and bus to snowfields, national parks and inland lakes and rivers.

Melbourne attracts students from all over the world to study at the many leading tertiary institutions in the city. Almost 55 per cent of students living and studying in the city are international students.

### Study Melbourne

Packed with information, advice and student stories, the Study Melbourne website is a one stop place for all new students in Melbourne to learn more about living, working and studying in Melbourne and Victoria. It is aimed primarily at potential and current international students.

It is published by the State Government of Victoria and is managed by the Department of Economic Development, Jobs, Transport and Resources, International Education Unit.

<http://www.studymelbourne.vic.gov.au/>

### Student Welcome Desk

The Student Welcome Desk program was established by the City of Melbourne to improve the study experience of international students.

On arrival, students will receive free Welcome Kit containing information about Melbourne and Victoria. The information provided in the Welcome Kit and further details for education providers is also available online at: [www.studymelbourne.vic.gov.au](http://www.studymelbourne.vic.gov.au).

**Where:** International Arrivals Hall, Terminal 2, Melbourne Airport (near the Meeting Point)

**When:** February and July each year. For exact dates, please refer to Study Melbourne website. <http://www.studymelbourne.vic.gov.au/help-and-advice/support-services/welcome-desk>

Helpful staff at the welcome desk can:

- give students information on temporary accommodation options
- help students find transport options from the airport to Melbourne's central city and to their education institutions
- answer any questions students may have upon arrival.

Some staff will be able to speak languages other than English.

For more information on the City of Melbourne, please refer to: [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)

### **Climate**

Melbourne has very changeable weather and has been said to have 'four seasons in one day'. Average temperatures are:

✚ November to April (Maximum 18 - 38C, Minimum 6 - 11C)

✚ May to October (Maximum 13 - 19C, Minimum 5 - 9C).

### **Food**

Melbourne is a melting pot of culture, a fact reflected in its diverse restaurants, cafes, bistros and bars. Most Asian and European foods products are readily available in Melbourne and you do not need to bring these with you.

The Queen Victoria Market (also known as the Vic Market) is the largest open air market in Australia and a great place to experience Melbourne's diverse food cultures. It is located in the city centre and within walking distance from Ozford. (<http://www.qvm.com.au/>)

### **Currency**

Australia uses a dollars and cents system of decimal currency with 100 cents in a dollar. The bank notes in use are \$5 (purple), \$10 (blue), \$20 (orange), \$50 (yellow) and \$100 (green). Coins used are silver 5 cents, 10 cents, 20 cents and 50 cents, and gold \$1 and \$2 coins. Australian currency is the only legal tender in Australia.

Changing foreign currency or travellers' cheques is usually no problem at banks throughout Australia or at licensed money-changers such as Travelex or Amex in cities and major towns.

### **Cost of Living**

Melbourne is not very expensive compared to other cities in Australia. Please allow a minimum of AUD \$20,290 per person per annum for living costs.

Here is a list of common expenses:

- ✚ Rent
- ✚ Food and groceries
- ✚ Utilities such as electricity, gas and water
- ✚ \$35 - \$50 per week for lunch
- ✚ Transport cost
- ✚ local calls from public phones cost 50 cents. Some phones take only phone cards that can be bought at newsagents and shops showing the phone card sign. You can also make long distance (STD) and international (ISD) calls from public phones. For international calls, it is cheaper to buy a pre-paid international calling card with a PIN number from convenience shops and newsagents
- ✚ Homestay arrangements costing from \$300 - \$350 per week.

The figures above are indicative only and that costs can vary significantly depending on where you live in Australia. You should be prepared in case your living costs are greater than the indicated figures.

See Study in Australia website for more information:

<https://www.studyinaustralia.gov.au/global/live-in-australia/living-costs>

The living cost amount for applicants for student visas and the student guardian visa as outlined by Australian Government Department of Home Affairs are as follow:

- AUD 20,290 per year for the main student
- AUD 7,100 per year for the student's partner
- AUD 3,040 per year for the student's child

International students need to demonstrate and/or declare that they have genuine access to the living cost amount to be granted a Student visa. Applicants may have to demonstrate sufficient funds to cover these expenses for the first one or two years in Australia, depending on their assessment level.

The Student visa living cost amount applies to all dependants regardless of whether or not they intend to accompany the main student to Australia.

For further information, please refer to Department website:

<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-living-costs-and-evidence-of-funds>

### **Customs and quarantine**

As Australia is an isolated continent and is relatively free from pests and diseases, there are very strict quarantine laws controlling the importing of food and plants.

**Don't bring** any plant or animal material into the country (e.g. mushrooms, fruit, Chinese herbs, pork, noodles, spices etc.) However, if you must bring any of these please remember, all food and plants you bring into Australia must be declared at customs.

For more information, please refer to Australian Government Department of Home Affairs website.

### **Electrical appliances**

Electrical appliances operate on 240 volts. The Australian three pin plug is different to that in many other countries and will require an adaptor plug. Electrical appliances can be bought cheaply in Australia.

### **Public Transport**

Ozford is located in Melbourne CBD. Public transport (trains, trams and buses) is the easiest and most convenient way to travel to Ozford. The closest train station is Flagstaff Station which is a 3 minute walk to Ozford.

The myki card is a reusable smart card. The myki card is your ticket to travel on Melbourne's trains, trams and buses, You can buy and top up your myki at over [800 retailers](#) including all 7-Eleven stores, the ticket office window at [Premium Stations](#) and staffed myki enabled V/Line stations, from a [myki machine](#) (full fare myki cards only) located at all train stations and major tram and bus interchanges, on this website [on this website](#) and by calling [1800 800 007](#).

For more information, please refer to:

[www.ptv.vic.gov.au](http://www.ptv.vic.gov.au)

[www.myki.com.au](http://www.myki.com.au)

### **Education Quality Assurance**

Australia provides rigorous protection for international students through the *Education Services for Overseas Students Act 2000* (ESOS Act) and related legislation, which protects and enhances

Australia's reputation for quality education, provides tuition protection and supports the integrity of the student visa program.

Education institutions can only enrol and deliver education services to students in Australia on a student visa if they are registered on the **Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)**. Registered providers must have met, and continue to meet, the requirements of the *Education Services for Overseas Students Act 2000* (ESOS Act) and *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code).

Oxford English Language Centre is registered with CRICOS (CRICOS No. 02501G). We are also a proud member of English Australia, the association of quality English language providers in Australia, and of NEAS which provides us with our quality endorsement tick. Our accreditation and quality is monitored by the Australian Skills Quality Authority.

### **Education Services for Overseas Students (ESOS) Act**

The ESOS Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa. The Australian Government, through the Department of Education, administers the ESOS Act and its associated instruments.

The Education Services for Overseas Students (ESOS) Act 2000 (the Act) governs:

- the registration process and obligations of registered providers
- the Tuition Protection Service; and
- Enforcement and compliance arrangements.

The [Education Services for Overseas Students \(ESOS\) Regulations 2001](#) support the implementation of the ESOS Act 2000 by setting out in detail requirements including:

- information that must be entered on the register about the provider and each course by location
- student details that providers must include on the Provider Registration and International Students Management System (PRISMS)
- information about students that providers must give relating to student visa conditions
- penalties and infringement notices
- student records that a provider must keep.

For more information, please refer to: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

### **National Code 2018**

The National Code is a set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The National Code 2018 contains:

- A description of the principles and guidelines that underpin the National Code 2018;
- A description of the roles and responsibilities of state and territory governments;
- Requirements for CRICOS-registered providers; and

- Standards for CRICOS-registered providers.

The standards for registered providers set out the obligations in delivering education and training to overseas students. These standards detail the specific requirements registered providers must meet and cover students during pre-enrolment, care for and support services to students, consumer protection for students and the student visa programme requirements.

### ***Tuition Fee Protection***

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees

For more information, please see: [www.tps.gov.au](http://www.tps.gov.au)

### **Consumer Protection**

Scams target people of all backgrounds, ages and income levels across Australia. Scams succeed because they look like the real thing and catch you off guard. Every year scams cost Australians millions of dollars as well as cause considerable non-financial harm.

Many Australian colleges have recently become aware of a tuition fee payment scam targeting international students. Scammers, claiming to be authorised international ‘agents’ of the colleges, are offering to pay students’ tuition fees directly on behalf of the student at a discounted rate. The scammer makes a payment to the college on behalf of the student and instructs the student to pay them the reduced tuition fee amount. The payment to the college is subsequently dishonoured, as the scammer has used a fraudulent credit card to make the payment. Victims of this scam lose the money they paid to the scammer, and are still required to pay the full tuition fee amount to their college.

Please note that scammers may also use other methods and Ozford advises all students to be aware.

To avoid becoming the victim of a scam you should ensure that you are familiar with the formal Ozford payment methods. If you are a commencing student, please ensure you use one of the Ozford Authorised Student Agents which can be found on Ozford website.

If you have any questions or want to verify the authenticity of any payment method or agent, please contact Ozford directly.

Be alert to the fact that scams exist. When dealing with uninvited contacts from people or businesses, whether it's over the phone, by mail, email, in person or on a social networking site, always consider the possibility that the approach may be a scam. Remember, if it looks too good to be true, it probably is.

Always consult Ozford staff first and verify the legitimacy before engaging any third party or persons claiming to be an affiliate of Ozford. Especially matters of financial nature such as tuition fees.

Know who you're dealing with. If you've only ever met someone online or are unsure of the legitimacy of a business, take some time to do a bit more research.

Beware of any requests for your details or money. Never send money or give credit card details, online account details or copies of personal documents to anyone you don't know or trust.

For more information, please refer to Scamwatch website: [www.scamwatch.gov.au](http://www.scamwatch.gov.au)

## **OZFORD COLLEGE**

Ozford College (Ozford) is a city college which complements its own resources by embracing the dynamism and experiences of the CBD and environs as an additional classroom and resource. We deliver Year 10, VCE and VCAL courses. It is in the heart of Melbourne, where it is safe and convenient and easily accessed by the public transport system. Flagstaff Station and Melbourne Central Stations are the closest railway (train) stations.

Ozford promotes flexibility, managed pathways and individual learning programs within the framework of skills of the twenty first century. We also promote practices and highly value hands-on learning experiences that enable real life application of knowledge together with a context for learning. Priority is given to understanding our student cultural and social backgrounds in order to gain a holistic picture of their needs. The College employs teachers who facilitate a culture of learning. They are creative, strong educators with a desire to make a difference to the lives of young people. They view learning as a lifelong pursuit and undertake regular professional development.

Four academic reports are prepared annually and end of semester reports are sent directly to parents. We provide a comprehensive student support service with a dedicated student welfare officer. There is a weekly Activities Program where students participate in sporting activities and cultural visits.

Ozford is a School which supports and promotes the Principles and Practice of Australian Democracy, and encourages an understanding of the meaning of:

- Elected Government
- The Rule of Law
- Equal rights for all before the Law
- Freedom of Religion
- Freedom of Speech and Association
- The values of Openness and Tolerance

These principles and practices underpin the design of our Curriculum and college policies. We are proud that our students go out into the world with a strong ethical and moral grounding, and pleased that so many stay in touch with their friends of different background long after their time at Ozford has come to an end.

### **Our Vision**

Our vision is to provide every student the opportunity to practice skills learned by undertaking real life learning which is based on global needs and values. Our dedicated staff provides a student-focused approach to ensure a supportive individualized and innovative learning experience.

### **Our Mission**

Our mission is to provide quality education courses for domestic and international students to achieve their educational and personal goals and embrace lifelong learning. We will become renowned for:

- fostering a supportive learning environment where our students from diverse cultural and socioeconomic backgrounds attain knowledge, skills and values which enable them to participate effectively in their chosen career field in the global community.
- enabling students to achieve their goals and to become leaders in their communities by addressing contemporary challenges of economic and environmental sustainability, equity and community well-being.

## **Our Values**

- Unity:** We work together to achieve our vision, mission and strategic objectives.
- Passion:** We are passionately committed to delivering quality educational experiences and expanding all learners' horizons through informed learning and teaching.
- Excellence:** We strive for the highest quality in every aspect of our work.
- Respect:** We respect all our students, staff and other stakeholders by providing a caring community based on openness, fairness and friendship. We recognize that with rights come responsibilities to ourselves, our clients and our stakeholders.
- Integrity:** We act responsibly and honestly in all we do.
- Diversity:** We promote intercultural awareness and understanding through authentic experiences both within the Ozford community and the broader Australian and global community.

## **Our Philosophy**

Ozford is committed to the achievement of excellence in education. A student's success is Ozford's success. Ozford strives to be the leader in international education and Ozford is a place where students are able to realise their academic goals and personal potential. Ozford's goal is to be an innovative educational institution with many opportunities offered to students to excel academically.

At Ozford the emphasis is on linking theory with practice to ensure students receive not only an academic education but practical life experience. Students are provided with the opportunity to practice skills learned by undertaking real life learning which is based on community issues and values.

Ozford is a College which supports and promotes the Principles and Practice of Australian Democracy.

## **Our Promise**

We promise to you is to be true to our Vision, Mission and Values and to provide a personalised nature of our course offerings and services in a supportive study environment.

## **To contact us:**

*Campus Location/Address:* 310 King Street, Melbourne VIC 3000

*Telephone:* +61 3 8863 7188

*Email:* [info@ozford.edu.au](mailto:info@ozford.edu.au)

For more information visit our website: [www.ozford.edu.au](http://www.ozford.edu.au)

## **Course Information**

Course information, including Course Description, Course Structure, Entry Requirements, Duration, Intakes, Modes of delivery, Assessment Methods and course related fees for each course are available on Ozford website.

<http://www.ozford.edu.au/high-school/>

## Admission to Ozford

Ozford College has an open entry enrolment policy. Preference in enrolment is primarily determined by the applicant's date of enrolment. Ozford's terms and conditions of enrolment take into account the requirements of laws relating to the school registration, international students, privacy, discrimination and equal opportunity. Students with disabilities and/or special needs will be considered for enrolment along with all other eligible applicants.

Every member of Ozford's community has the opportunity to learn, work and participate in an environment that is free from discrimination, harassment, bullying, vilification and victimization.

Ozford's admissions policy ensure that students' qualification, experience and English language proficiency are appropriate for the course for which enrolment is sought.

All successful applicants will receive an offer letter and acceptance agreement from Ozford. Upon receipt of a completed Student Acceptance Agreement and payment from international students, the delegated admissions staff will issue a Confirmation of Enrolment (CoE) to students.

All students enrolling at Ozford deserve a smooth transition that enables them to become part of our school with minimum disruption and maximum support.

As Ozford is a Senior High School, there is no requirement for parents/guardians to present an immunisation status certificate before enrolment can be finalized

## Visa Requirements

There are various visas that you can apply for to study in Australia which depend on the type of study you choose to undertake. Please refer to Australian Government Department of Home Affairs website for more information for students who are considering studying in Australia. <https://www.homeaffairs.gov.au/Trav/Stud>

If you are holding a student visa, there are mandatory and discretionary conditions that are attached to Student Visas. Some examples of the conditions are:

-  You **cannot** work more than 40 hours per fortnight\* when your course is in session (other than work which has been registered as a part of the course).
-  **Note:** No work limits apply during recognised periods of vacation offered by your education provider. A fortnight means any period of 14 days commencing on a Monday and ending at the end of the second following Sunday.
-  You **cannot** undertake work until you have commenced your course in Australia. You **must** remain enrolled in a registered course (unless you are an AusAID/Defence student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training).
-  **Note:** a registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
-  You **must** maintain adequate arrangements for health insurance during your stay in Australia.  
**Note:** Under policy, this means that you must maintain Overseas Student Health Cover (OSHC).
-  You **must** notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You **must** notify your education provider of any change in your contact details within 7 days of the change. You **must** notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.

- ✚ If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia.

To maintain adequate arrangements for welfare you must stay in Australia with:

- your parent or legal custodian or
- a relative who has been nominated by your parents or custodians who is aged over 21 and is of good character or
- Accommodation, support and general welfare arrangements that have been approved by your education provider.

**Note:** You **must** not change those arrangements without the written approval of your education provider.

If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements are due to commence.

Please refer to Home Affairs website for more details on Student Visa conditions:  
<https://www.homeaffairs.gov.au/Trav/Stud>

### **Genuine Temporary Entrant Requirements**

The Genuine Temporary Entrant (GTE) requirement is an integrity measure managed by the Australian Government Department of Home Affairs to ensure that the Student visa Programme is used as intended and not used by international students as a way of maintaining de facto permanent residency in Australia.

The GTE requirement has improved integrity in the student visa program and ensures that only genuine applicants are granted a student visa. To be granted any student visa, applicants must satisfy to Home Affairs that they have a genuine intention to stay in Australia temporarily. When assessing the GTE requirement, Home Affairs will consider the requirements set out in Ministerial Direction 53. This requires Home Affairs to be satisfied that the student visa applicant genuinely intends to stay in Australia temporarily having regard to:

- the applicant's circumstances
- the applicant's immigration history
- if the applicant is a minor – the intention of a parent, legal guardian or spouse of the applicant
- any other relevant matter.

Please see Home Affairs website for more information.

As part of student admission process and in support of Home Affairs GTE requirement, Ozford conducts GTE Interview with the applicant before enrolment can be confirmed. These factors will be discussed in the interview and taken into consideration before enrolment is confirmed.

- a) the student's circumstances in their home country
- b) the student's potential circumstances in Australia
- c) the value of the course to the student's future
- d) the student's immigration history

### **School Age Dependents**

Adequate schooling arrangements for student dependant visa holders who have turned 5, but have not turned 18 **must** be maintained while they are in Australia and school fee may be incurred.

School-aged dependants of student visa holders can attend any school that meets relevant requirements for domestic registration. They are not required to attend CRICOS registered schools because dependants are not student visa holders.

For more information about visas for dependants of student visa holders, please see the Department website: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### **Fees**

Please refer to Ozford website on tuition fee and other fee information. Fees are subject to change without notice. Students who encounter financial difficulties are advised to contact Accounts office to discuss payment options.

The refund policy is available on Ozford website.

### **High School Orientation Program**

All new students go through an Orientation Program during their first week. The orientation program aims to assist students in familiarisation with Ozford and adjusting to student life. Students are made aware of the social and cultural issues associated with living in Melbourne.

Information provided during orientation includes:

- Campus tour, safety and security arrangement including emergency evacuation procedure.
- Accommodation options.
- General information, preparation and expectation on student transition to High School
- Details of the course and timetable.
- Relevant policies and procedures (Enrolment, Support, Academic and Grievances).
- Academic conduct and academic progress requirements.
- Fee related information and contacts for assistance with fee payment.
- Student Visa requirements
- Details of Student Services and Support available
- Information about living in Melbourne, for eg: map of Melbourne city; public transport, help with banking and etc.
- Cultural, safety and other issues associated with living in Australia
- Social clubs and community events available for student participation
- Other support and services available eg. counselling, emergency and health, critical incident response, welfare, legal services, advocacy and grievance

Students will be provided with a copy of Student Handbook during orientation.

*Please bring your Passport, Offer letter and Confirmation of Enrolment (CoE) with you to the orientation program.*

## **Ozford Facilities and Services**

### **Student Facilities**

Ozford has been fitted out with modern furnishings and fittings. The library has a wide range of resources. Ozford also has student common areas, where students can get to know one another and study amongst themselves. Other facilities/equipment include:

- ✚ high speed internet connection and free wireless network access in all common areas
- ✚ computer labs
- ✚ individual login and web mail accounts
- ✚ journals, magazines, newspapers, textbooks and reference books are available at the Library on Level 10 of the King street campus.
- ✚ access to student common areas with refrigerators and microwaves
- ✚ modern classrooms featuring furniture, fittings and learning resources including data projector and DVD players.

For further details, please visit Ozford website.

### **Student Services and Information Desk**

The Student Services Officers will assist you with finding suitable accommodation and can help you with a wide range of issues including buying a mobile phone, employment, legal and financial problems, academic counselling, attendance concerns, recreation etc.

### **Student Support Services**

If you have any issues or need support during your study and life in Australia, including course progress and attendance requirements, and accommodation issues, please make an appointment to see the Student Welfare Officer. Urgent matters will be attended to promptly.

The Student Welfare Officer will refer students to the appropriate Ozford staff member if the matter is of a non-personal nature. Referrals to counselling services and other external providers will be made if deemed appropriate by the Student Welfare Officer. There is no fee attached to this welfare support and referral service. Any cost charged by the external service will be paid by the student.

### **Fees**

Please refer to Ozford website on tuition fee and other fee information. Fees are subject to change without notice. Students who encounter financial difficulties are advised to contact Accounts office to discuss payment options.

The refund policy is available on Ozford website.

## **Deferral, Suspension and Cancellation of Enrolment**

Ozford acknowledges that students are able to initiate deferral, suspension or cancellation of their studies in certain limited circumstances as described in the policy. Students may also have their enrolment suspended or cancelled by the College due to misconduct or academic performance. Matters relating to academic performance are addressed in the *Academic Progress Policy* and the related appeals policies.

Please refer to Deferring, suspending or cancelling a student's enrolment - Policy & Procedures for more details.

## **Ozford Academic Information**

### **Classes**

Classes and tutorial times - you will be advised of your timetable during orientation.

### **Mode of Study and Assessment Methods**

Modes of study and assessment methods can be found in High School section of our website.

All international students are required to enrol in study onsite face to face courses.

### **Academic Progress**

Ozford seeks to support all students in achieving success in their studies and in reaching their potential. This may require a need for early intervention and support if students are identified as being at risk of not achieving success in their studies. Intervention strategies will be implemented to address individual student's needs.

Ozford has an obligation to maintain academic integrity by setting appropriate standards for students in completing their courses. Ozford will ensure that all students understand why academic integrity is paramount and plagiarism is not acceptable and the consequences of plagiarising the work of others.

### **Academic Support**

Academic support including language, literary and numeracy is the responsibility of the students' teachers' and High School Coordinator.

The **High School Coordinator** can help you or refer you to the appropriate personnel with the following:

-  Academic Problems
-  Course transfers
-  Language and Literacy issues

Ozford does not outsource or have any arrangements with other providers to deliver any part of the High School courses.

## **Access to your records**

Official reports are available every semester. Students will also receive an interim report mid semester.

Ozford is required to use the VASS (Victorian Assessment Software System) system to administer the VCE and VCAL program for the school, including setting up the school's program, enrolling students, entering results and producing reports.

Students who need to access their records or request a report generated from the VASS at other times are advised to fill in a Student Services Request Form available at the Student Services Desk.

Upon completion of High School studies, eligible students will receive a Graduation Certification issued by Ozford 28 working days after the term ends. A letter of completion is available upon request.

The VCE and VCAL certificates are awarded by the VCAA (Victorian Curriculum and Assessment Authority) on behalf of the State Government of Victoria to students upon successful completion of Years 11 and 12/VCAL. All international students are required to pay three rounds of VCAA fees throughout the year in order to obtain certificate from VCAA. Students whom had been educated in an English environment in their home country for more than 7 years must take English as First Language. VCAA certificates are sent to students by mail at the completion of the course. Replacement of certificates and/or Statement of Results can be obtained from VCAA directly:

<http://www.vcaa.vic.edu.au/Pages/vce/results/replace.aspx>

## **Training of Next Generation Teachers/Trainers**

Ozford is committed to the excellence of training the next generation of teachers/trainers, therefore at times the trainers will team teach with another trainer-in-training and our students can also enjoy the benefit of more teachers to student ratios.

## **Undertaking Additional Course of Education or Training**

International student in Australia on a student visa is permitted to undertake additional study (that is, a course of education or training) at the same time as the principal course for which they hold a student visa. Any course undertaken by a student visa holder must be registered on CRICOS. A Confirmation of Enrolment (CoE) is also required for any additional study in a course undertaken by an overseas student whilst in Australia on a student visa.

A student on a student visa who is seeking to undertake additional study should be aware of the requirements of their student visa and the need to:

- Remain enrolled in a registered course
- Achieve satisfactory course attendance, and
- Progress in their principal course of study.

## **Ozford Policies and Procedures**

particularly:

- Attendance Policy and Procedure
- Complaints and Appeals Policy and Procedures
- Course Progress Policy and Procedures
- Critical Incident Policy and Procedures
- Plagiarism and Cheating Policy and Procedures
- Refusal, Deferral, Suspension and Cancellation of Enrolment Policy
- Refund Policy

- Student Behaviour Management Policy and Procedures
- Student Welfare Support and Service Policy and Procedures
- Transfer Between Registered Providers Policy and Procedures
- Terms and Conditions of Enrolment

These are available at the Ozford website <http://www.ozford.edu.au/policies-procedures/>

## **Other Useful Information about Melbourne, Victoria, Australia**

### **Useful websites:**

Studying in Melbourne, Australia

[www.studymelbourne.vic.gov.au](http://www.studymelbourne.vic.gov.au)

[www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

Melbourne and surrounding attractions

[www.visitmelbourne.com](http://www.visitmelbourne.com)

[www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)

Information for young Victorians on study, jobs and fun

[www.youthcentral.vic.gov.au](http://www.youthcentral.vic.gov.au)

Commonwealth government services:

[www.australia.gov.au](http://www.australia.gov.au)

Student visas and Australian Government Department of Home Affairs website

<https://www.homeaffairs.gov.au/>

Consumer Protection and scam:

[www.scamwatch.gov.au](http://www.scamwatch.gov.au)

[www.crimestoppersvic.com.au](http://www.crimestoppersvic.com.au)

**ALL THE STAFF AT OZFORD WOULD LIKE TO WELCOME YOU  
AND WISH YOU A SAFE TRIP TO AUSTRALIA.**

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