



# **STANLEY COLLEGE PROGRAMS GUIDE LINE**

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Stanley College (CRICOS Code: 03047E | RTO Code: 51973) is a registered training organisation located in Perth, Western Australia. Stanley College has three campuses offering 23 nationally recognised courses in Translation and Interpreting, Business and Management, Hospitality, Commercial Cookery and Patisserie, Health, Security and Early Childhood Education to international students. Stanley College also offers a General English (ELICOS) course to international students.

### CAMPUS 1: JAMES STREET CAMPUS

- BUSINESS
- LEADERSHIP AND MANAGEMENT
- HOSPITALITY
- COMMERCIAL COOKERY

### CAMPUS 2: WEST PERTH CAMPUS

- GENERAL ENGLISH
- BUSINESS
- LEADERSHIP AND MANAGEMENT
- HOSPITALITY
- HEALTH
- TRANSLATION AND INTERPRETING

### CAMPUS 3: MIRRABOOKA

- EARLY CHILDHOOD EDUCATION
- HEALTH



#### JAMES STREET CAMPUS

171 James Street,  
Northbridge



#### WEST PERTH CAMPUS

69 Outram Street,  
West Perth



#### MIRRABOOKA CAMPUS

9 Chesterfield Road,  
Mirrabooka

## Facilities

### JAMES STREET CAMPUS



### WEST PERTH CAMPUS



### MIRRABOOKA CAMPUS



\*Stanley College provides free WiFi access and laptops for on-campus use. We strongly recommend students to bring their own laptop and to organise their own WiFi access for off-campus access to study material.

# COMMERCIAL COOKERY COURSES

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Whether you want to be the head chef at a top restaurant, open your own restaurant, organise events, or produce fresh baked goods, you can achieve your career goals in cookery with our courses.



**Campus: James Street**



# COMMERCIAL COOKERY PATHWAY

SIT30816

## CERTIFICATE III IN COMMERCIAL COOKERY

CRICOS COURSE CODE: 094890E

Cookery is a rewarding career offering a host of exciting opportunities, both in Australia and internationally. In this course, you will learn all the necessary skills to become a qualified cook in a commercial kitchen. Students learn all about the organisation, preparation and presentation of food, and are trained in many different methods of cookery.

### CAREER OPPORTUNITIES

This qualification suits students seeking a career in the following job role:

- Cook

### DURATION

This course is delivered over 40 weeks, plus 12 weeks of holidays. Classes are rostered for two-and-a-half days per week, plus a self-study component.

### STUDY MODES

The delivery methods for this course include:

- Classroom based learning
- Practical training and assessment in commercial kitchens - including Perth Convention and Exhibition Centre (PCEC) and Stanley College's own *The Culinary Workshop*
- Work-based training.

### WORK-BASED TRAINING

The course comprises work-based training of 200 scheduled contact hours over 10 weeks. This enables students to practice their skills and knowledge in real workplace settings - making them job-ready<sup>#</sup> at graduation. To facilitate this, Stanley College has work-based training agreements with a number of employers.

All work-based training placements are organised by Stanley College's Employment Liaison Team in consultation with students. To view a list of approved work-based training Employers, visit our website for more information. Note, the list is subject to updates and may vary from time to time.

<sup>#</sup> completing a course at Stanley College, does not guarantee a migration outcome. If you decide you want to undertake further study or work in Australia, on graduation, you will need to check whether your visa allows this or whether you need to apply for a new visa by referring to [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au) for more information.

### FURTHER STUDIES

On completion of the SIT30816 Certificate III in Commercial Cookery, students may pursue the SIT40516 Certificate IV in Commercial Cookery at Stanley College or other CRICOS registered training organisations.

### QUALIFICATION RULES

Please refer to our website [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au) and visit the course page for a listing of the units delivered in this course at Stanley College.

### FULL TIME STUDIES

All full time studies requires students to attend a minimum of 20 scheduled course contact hours per week.

SIT40516

## CERTIFICATE IV IN COMMERCIAL COOKERY

CRICOS COURSE CODE: 094891D

This course enables you to develop the necessary competency and knowledge in cookery to lead a team. You will also learn to implement operational plans and food safety programs - and acquire skills in people management, inventory control and budgeting.

### CAREER OPPORTUNITIES

This qualification suits students seeking a career in the following job roles:

- Chef
- Chef de partie

### DURATION

For students who have completed the Stanley College SIT30816 Certificate III in Commercial Cookery, the course duration is 20 weeks, plus six weeks of holidays. Classes are rostered for two-and-a-half days per week, plus a self-study component.

### STUDY MODES

The delivery methods for this course include:

- Classroom based learning
- Practical training and assessment is completed in commercial kitchens, including Stanley College's own *The Culinary Workshop*.

### FURTHER STUDIES

On completion of the SIT40516 Certificate IV in Commercial Cookery, students may pursue the SIT50416 Diploma of Hospitality Management at Stanley College or other CRICOS registered training organisations.

Please refer for information about The Culinary Workshop page 23

For entry requirements, please refer to page 43

For fees and intake dates for 2019, please refer to page 44

### RECOGNITION OF PRIOR LEARNING (RPL) OR WORK EXPERIENCE

Recognition is available (on application) to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training, in a related area. Recognition may reduce the duration of your studies.

# COMMERCIAL COOKERY PATHWAY

SIT50416

## DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS COURSE CODE: 091051B

Students will enhance their skills and knowledge to become competent chefs - while also developing excellent communication and leadership skills. Focus areas include budgeting, customer service, financial management, inventory control and operational planning.

### CAREER OPPORTUNITIES

This qualification suits students seeking a career in the following job roles:

- Chef de Cuisine
- Sous Chef
- Kitchen Manager

### DURATION

For students who have completed the Stanley College SIT30816 Certificate III in Commercial Cookery and SIT40516 Certificate IV in Commercial Cookery the course duration is 20 weeks, plus six weeks of holidays. Classes are rostered for two-and-a-half days per week, plus a self-study component.

### STUDY MODES

The delivery methods for this course include:

- Classroom based learning
- Practical training and assessment at *The Culinary Workshop*.

### FURTHER STUDIES

On completion of the SIT50416 Diploma of Hospitality Management, students may pursue the SIT60316 Advanced Diploma of Hospitality Management at Stanley College or selected Bachelor courses at Universities.

SIT60316

## ADVANCED DIPLOMA OF HOSPITALITY MANAGEMENT

CRICOS COURSE CODE: 091123B

Managing people is one of the most rewarding jobs a person can do. This course gives you the skills and experience to become a senior manager in any hospitality functional area. You will learn how to make decisions across a wide-range of technical, creative and managerial areas. The course will also enable you to work across a wide range of hospitality settings, including restaurants, hotels, catering operations, motels, clubs, pubs and coffee shops.

### CAREER OPPORTUNITIES

This qualification suits students seeking a career in the following job roles:

- Executive Chef
- Executive Sous Chef
- Head Chef

### DURATION

For students who have completed the Stanley College SIT50416 Diploma of Hospitality Management, the course duration is 40 weeks, plus 12 weeks of holidays. Classes are rostered for two-and-a-half days per week, plus a self-study component.

### STUDY MODES

The delivery methods for this course include:

- Classroom based learning.

### FURTHER STUDIES

On completion of the SIT60316 Advanced Diploma of Hospitality Management, students may pursue selected Bachelor courses at Universities.

Please refer for information about The Culinary Workshop page 23

For entry requirements, please refer to page 43

For fees and intake dates for 2019, please refer to page 44

### QUALIFICATION RULES

Please refer to our website [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au) and visit the course page for a listing of the units delivered in this course at Stanley College.

### FULL TIME STUDIES

All full time studies requires students to attend a minimum of 20 scheduled course contact hours per week.

### RECOGNITION OF PRIOR LEARNING (RPL) OR WORK EXPERIENCE

Recognition is available (on application) to students with prior skills, experience, knowledge or qualifications obtained from formal studies or training, in a related area. Recognition may reduce the duration of your studies.

# HIGHER EDUCATION PATHWAYS

## PATHWAY TO UNIVERSITIES

After successfully completing a Stanley College Diploma course, you may be entitled to up to eight units - or one-year advanced standing - in Bachelor of Business and Commerce courses from most Universities in Australia.

### CQUNIVERSITY AUSTRALIA

Stanley College has a number of articulation agreements with CQUniversity Australia. For students who have successfully completed a SIT50416 Diploma of Hospitality Management at Stanley College, you may be eligible for entry into CQUniversity's Bachelor of Hospitality Management (CB69): provided you meet the relevant course entry requirements.

You will also receive eight unit exemptions in the Bachelor of Hospitality Management, as follows:

One core unit: HRMT101 Human Resources in Organizations

Seven elective units in the first year.

Students who successfully complete the CHC43015 Certificate IV in Ageing Support, or the CHC50113 Diploma of Early Childhood Education and Care, may also be considered for entry into the Bachelor of Nursing at CQUniversity: as long as they meet the program's English language requirements. The English language requirement for the Bachelor of Nursing is an IELTS equivalent of 6.5 - with no individual band less than 6.5.

CQUniversity has one of the largest footprints of any university in Australia, and proudly offers a wide variety of TAFE and university qualifications. Their courses are designed in conjunction with industry, to prepare you with up-to-date, real-world knowledge and skills.

Their award-winning and widely experienced teaching professionals are dedicated to continual course improvements - and committed to providing a range of career-orientated services to ensure successful and satisfied graduates.

No matter where you are in your career, CQUniversity can help you be what you want to be. To find out more about the Bachelor of Hospitality Management at CQUniversity, search CQUni Hospitality or visit [www.cqu.edu.au](http://www.cqu.edu.au).

**CQUniversity**



# APPLICATION FORM

## INTERNATIONAL STUDENT

### AGENT'S STAMP

\*Please note, Stanley College currently holds Third Party Agreements with its registered education agents to recruit students on its behalf. All education agents associated with Stanley College are listed on our website. For further information please visit [www.stanleycollege.edu.au/agent\\_list.aspx](http://www.stanleycollege.edu.au/agent_list.aspx)

### APPLICANT CURRENT LOCATION

- Onshore  Offshore

### PREFERRED INTAKE

- January  March  May  
 August  October  Other: \_\_\_\_\_

### ENGLISH LANGUAGE COURSES\*

\*Students applying for English Language Courses are required to **complete page 2 and 3** of this application form.

- General English  
CRICOS Course Code: 097708B

#### START DATE

Please indicate (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### WEEKS OF STUDY

Number of Weeks: \_\_\_\_\_

#### HOLIDAYS

- Yes, I would like holidays included in my enrolment (minimum duration: 20 weeks)

### VOCATIONAL COURSES\*

\*Students applying for Vocational Courses are required to **complete page 2, 3 and 4** of this application form.

#### BUSINESS COURSES

- BSB2015 Certificate II in Business  
CRICOS Course Code: 086796C
- BSB3015 Certificate III in Business  
CRICOS Course Code: 086839G
- BSB30415 Certificate III in Business Administration  
CRICOS Course Code: 086864G
- BSB50215 Diploma of Business  
CRICOS Course Code: 087235F
- BSB60215 Advanced Diploma of Business  
CRICOS Course Code: 088079E

#### LEADERSHIP & MANAGEMENT COURSES

- BSB51918 Diploma of Leadership and Management  
CRICOS Course Code: 098764A
- BSB61015 Advanced Diploma of Leadership and Management  
CRICOS Course Code: 088077G

#### EARLY CHILDHOOD EDUCATION COURSES\*

- CHC30113 Certificate III in Early Childhood Education and Care  
CRICOS Course Code: 089286A
- CHC50113 Diploma of Early Childhood Education and Care  
CRICOS Course Code: 089287M

\*Applicants must provide a Working with Children Check & National Police Clearance before the start of the course.

### VOCATIONAL COURSES

#### HOSPITALITY COURSES

##### Commercial Cookery Pathway

- SIT30816 Certificate III in Commercial Cookery  
CRICOS Course Code: 094890E
- SIT40516 Certificate IV in Commercial Cookery  
CRICOS Course Code: 094891D
- SIT50416 Diploma of Hospitality Management  
CRICOS Course Code: 091051B
- SIT60316 Advanced Diploma of Hospitality Management  
CRICOS Course Code: 091238

##### Patisserie Pathway

- SIT31016 Certificate III in Patisserie  
CRICOS Course Code: 096368G
- SIT40716 Certificate IV in Patisserie  
CRICOS Course Code: 096369F
- SIT50416 Diploma of Hospitality Management  
CRICOS Course Code: 091051B
- SIT60316 Advanced Diploma of Hospitality Management  
CRICOS Course Code: 091238

##### Food and Beverage Pathway

- SIT20316 Certificate II in Hospitality  
CRICOS Course Code: 097582D
- SIT30616 Certificate III in Hospitality  
CRICOS Course Code: 097583C
- SIT40416 Certificate IV in Hospitality  
CRICOS Course Code: 097584B
- SIT50416 Diploma of Hospitality Management  
CRICOS Course Code: 091051B
- SIT60316 Advanced Diploma of Hospitality Management  
CRICOS Course Code: 091238

#### HEALTH COURSES\*

- CHC33015 Certificate III in Individual Support (Ageing)  
CRICOS Course Code: 091309C
- Optional Add On:**
- Home and Community  Disability
- CHC43015 Certificate IV in Ageing Support  
CRICOS Course Code: 091310K

\*Applicants must provide a National Police Clearance before the start of the course

#### TRANSLATION & INTERPRETING COURSES

- PSP50916 Diploma of Interpreting (LOTE - English)  
CRICOS Course Code: 095310M
- PSP60816 Advanced Diploma of Translating  
CRICOS Course Code: 095311K

#### SHORT COURSES

- HITAI0003 Provide First Aid\*  Barista Workshop
- SITHFAB002 Provide Responsible Service of Alcohol (RSA)  
CRICOS Course Code: 097582D

\*This unit of competency forms part of SIT20316 Certificate I in Hospitality.

## GENERAL INFORMATION ALL COURSES

### PERSONAL DETAILS

Family Name: \_\_\_\_\_  
 Given Names: \_\_\_\_\_  
 Date of Birth (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_  Under 18 years old  
 Gender:  F  M Marital Status: \_\_\_\_\_  
 Country of Birth: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_  
 Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Are you of Aboriginal and/or Torres Strait Islander origin?  Yes  No  
 If Yes, please specify: \_\_\_\_\_

#### STUDENT ID

(if applicable)

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#### UNIQUE STUDENT IDENTIFIER (USI)

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Please note: applicants applying for General English **only** are not required to provide a USI.

### CONTACT DETAILS (HOME COUNTRY)

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home/Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

### CONTACT DETAILS (IN AUSTRALIA IF KNOWN)

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home/Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

*If you do not know your contact details, please advise Stanley College upon arrival in Australia*

### EMERGENCY / PARENTS CONTACT DETAILS

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### AIRPORT RECEPTION AND ACCOMMODATION

Do you require airport reception service\*?  Yes  No  
 Do you require us to help with accommodation arrangements\*?  Yes  No  
 If Yes,  Homestay OR  Share Accommodation  SINGLE  TWIN  TRIPLE  
(PLEASE SELECT ROOM TYPE)

Arriving in a new country can be very overwhelming. We recommend that you take advantage of our Airport Reception and Accommodation Placement Service. This will help you to feel safe and welcome from the moment you arrive.

\*Fees apply

### ENGLISH LANGUAGE PROFICIENCY

How well do you speak English?  
 Beginner  Elementary  Pre-Intermediate  
 Intermediate  Upper Intermediate  
 What is the main language spoken at home? \_\_\_\_\_  
 Please tick the appropriate box to indicate any English test you have completed within the last two years  
 IELTS  TOEFL  PTE  CAE  
 Other: \_\_\_\_\_  
 Result: \_\_\_\_\_  
 A certified copy of result/s must be attached.

### OVERSEAS STUDENT HEALTH COVER

Do you have an existing Overseas Student Health Cover (OSHC)?  
 Yes  No  
 If Yes, please provide the following details:  
 Provider Name: \_\_\_\_\_  
 Membership No: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 If No, do you want Stanley College to organise on your behalf?  Yes  No  
 If Yes, please select one of the following:  
 Cover Type:  Single  Couple  Family  
 Duration of Cover: \_\_\_\_\_ months  
 If **Couple/Family**, please fill in their details below:

Surname	First Name	Date of Birth (DD/MM/YY)	Gender (M/F)	Relationship

Note: As a holder of a Student Visa, you are required to have VISA LENGTH cover, which means you must have OSHC for the entire length of your student visa, NOT course length.

### EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies?  Yes  No *(skip to next section)*  
 If yes, please specify the type/s of disability  
 Hearing  Vision  Learning  Medical  Mobility  
 Other: \_\_\_\_\_  
 Please give brief details about your medical condition/disability: \_\_\_\_\_  
 \_\_\_\_\_



## EDUCATION BACKGROUND

Are you still attending secondary school?  Yes  No

What is the highest level of secondary school you have completed?

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or below  Never attended school

Which year did you complete that schooling level? \_\_\_\_\_

Have you successfully completed a Degree, Diploma or Certificate?  Yes  No

If yes, please tick below

Bachelor Degree or Higher  Advanced Diploma of Associate Degree  Certificate IV or Advanced Certificate

Certificate III or Trade Certificate  Certificate other than above

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.

Please provide copies of all latest qualifications and/or High School results.

Name of Qualification/Course	Name of Institution/School	Country/State	Year of Completion	Certified Copy Attached
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)?  Yes  No If yes, you will need to complete additional form/s

## DECLARATION

I, \_\_\_\_\_ declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Stanley College. I acknowledge that Stanley College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

This Application Form includes questions to enable Stanley College to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Stanley College's Privacy Statement is available at the Front Desk, and via the Stanley College website.

Stanley College recognises and respects your privacy. Stanley College collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process. Stanley College's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy is available in the conditions of enrolment section of this application form.

I understand that Stanley College will apply for my Unique Student Identifier (USI), on my behalf, unless one is provided. I understand that they will use the ID I have provided as part of my application process. Furthermore, I agree that my Stanley College email account will be used as part of this registration process, and that I am required to authenticate my USI myself and may update my contact details at any time. More information on the requirement for a USI is available via [www.usi.gov.au](http://www.usi.gov.au)\*

\*Please note: applicants applying for General English **only** are not required to confirm (✓) this part of the declaration, no USI is required.

I do not allow Stanley College to use photographs, testimonials and videos taken of me for advertising or marketing purposes

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd/mm/yy)

Parent or Guardian's Signature \_\_\_\_\_  
(If applicant is under 18 years of age)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd/mm/yy)

## VOCATIONAL COURSES ADDITIONAL INFORMATION

### CURRENT STUDIES IN AUSTRALIA

Are you studying in Australia?  Yes  No

If Yes, please provide the following details:

Name of Institution: \_\_\_\_\_

Course Enrolled: \_\_\_\_\_

Course Commencement Date: \_\_\_\_\_ Visa Sub-Class: \_\_\_\_\_

Visa No: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### VISA APPLICATION

City and Country where you will lodge Visa Application:

\_\_\_\_\_

### EMPLOYMENT

Please select the description that best fits your current employment status

- |  |  |
|--|--|
| <input type="checkbox"/> Full-time employee                  | <input type="checkbox"/> Part-time employee                  |
| <input type="checkbox"/> Self employed, not employing others | <input type="checkbox"/> Employer                            |
| <input type="checkbox"/> Employed in the family business     | <input type="checkbox"/> Unemployed - seeking full-time work |
| <input type="checkbox"/> Unemployed - seeking part-time work | <input type="checkbox"/> Not employed not seeking work       |

### HOW DID YOU HEAR ABOUT US

Agent (please specify) \_\_\_\_\_

Stanley College Website  Brochure  Exhibition / Seminar

Friend or Relative (please specify) \_\_\_\_\_

Full name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Magazines/Newspapers (please specify) \_\_\_\_\_

Others (please specify) \_\_\_\_\_

### STUDY REASON

Which best describes your reason for undertaking your course? (tick one only)

- To get a job
- To start my own business
- To get a better job or promotion
- For personal interest or self-development
- I wanted extra skills for my job
- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- Others (please specify) \_\_\_\_\_

## CONDITIONS OF ENROLMENT

Students must notify Stanley College of any changes to their residential address and/or contact details within 7 days of the change.

### REFUND AND CANCELLATION POLICY - INTERNATIONAL STUDENTS

#### REFUND AND CANCELLATION POLICY OVERVIEW

The Stanley College Refund and Cancellation Policy covers how REFUND and CANCELLATION Fees are calculated in the event of Student Default or Stanley College Default. The calculations are in accordance with federal legislation and regulations including the Education Services for Overseas Students (ESOS) Act 2000, the National Code 2018 and the ELICOS Standards 2018.

The refund and cancellation policy is split in to two sections:

- Table 1: General English (ELICOS Students only)
- Table 2: VET (Vocational Education and Training - All other courses)

If you are unsure please refer to your offer letter or speak to one of our friendly Student Support Officers.

#### Refund for fees paid in advance

The calculation applied for fees paid in advance is listed in Table 1 (General English) and Table 2 (VET).

#### Cancellation fees

Where a course of study is cancelled before the agreed Completion Date, Stanley College will calculate the Cancellation Fee in accordance with Table 1 (General English) and Table 2 (VET).

## FEES AND CHARGES

Fees payable may include the following:

- **Application Fee:** The Application Fee is the fee charged to all applicants to review their application and supporting documentation to enrol in a course of study. **The Application Fee is NON-REFUNDABLE.**
- **Tuition Fees:** Tuition Fees are the fees payable to Stanley College for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITION FEES only.
- **Materials Fee:** The Materials Fee covers materials and resources required to complete your course at Stanley College. **The Materials Fee is NON-REFUNDABLE if you cancel less than 4 weeks before Course Commencement.**
- **Administration Fee:** The fee charged to cover the administrative costs in reviewing and processing the necessary documentation in order for a student to obtain the necessary visa to study in Australia. **The Administration Fee is only charged in the event the Student Visa Application is refused, and is NON-REFUNDABLE.**
- **Accommodation Placement Fee (optional):** This fee is only payable if a student requests Stanley College to arrange for accommodation in Australia. **The Accommodation Placement Fee is NON-REFUNDABLE, once a placement has been organised.**
- **Accommodation Fee (optional):** This fee is only payable if a student requests Stanley College to arrange Homestay Accommodation, the fee is charged on a weekly basis. Please refer to our 2014 Homestay Fee for more information. **The Accommodation Fee is NON-REFUNDABLE, unless more than two (2) weeks notice is provided to Stanley College a \$50 cancellation fee will apply.**
- **Overseas Student Health Cover (OSHC):** This insurance is compulsory and must be maintained throughout your entire stay in Australia. Students can choose any approved Australian Overseas Student Health Cover provider. These fees are only payable to Stanley College for Students who choose Stanley College's recommended insurance provider. Please read the OSHC brochure and terms and conditions on Stanley College's website. The OSHC Fee included in this Offer Letter is based on OSHC Provider's scheduled fee, which are subject to change each Calendar Year. Any variances are payable by you the Student, on receipt of an invoice from the OSHC Provider.
- **Additional Fees and Charges:** Any Additional Fees and Charges incurred during your studies, are as detailed in your Written Agreement with Stanley College. Where there is any change to our published Additional Fees and Charges, you will be informed via email, prior to implementation of the change.

## STANLEY COLLEGE STUDENT PRIVACY NOTICE

Stanley College recognises and respects your privacy. Stanley College collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

Under the Data Provision Requirements 2012, Stanley College 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 your Student application form and your training activity data), may be used or disclosed by Stanley College for statistical, administrative, regulatory and research purposes. Stanley College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

For more information, please visit [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au) and student declaration

## DEFINITIONS

- **Course:** Means the Course you are enrolled in as outlined in the signed Letter of Offer and Written Agreement.
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer and Written Agreement
- **Course Completion Date:** Means the agreed completion date of a course, as stipulated in the signed Letter of Offer and Written Agreement.
- **Study Period** means your Study Period is as outlined in your Offer Letter with Stanley College. See below for both General English and VET:
  - General English: **One Term** = 15 weeks study period (excludes holidays)
  - VET: **One Term** = 10 weeks study period + 3 weeks holidays = Total 13 weeks
  - One Semester** = 20 weeks study period + plus 6 weeks holidays = Total 26 weeks
- **Course Duration** means the total duration of your course of study including holidays.

## GENERAL INFORMATION

- All Refund Requests and Cancellation Notifications must be submitted using the **Course Variation Form and the Refund Application Form, both of which** are available at the Reception Desk or via the Stanley College website [www.stanleycollege.edu.au](http://www.stanleycollege.edu.au). VERBAL notifications to Stanley College staff or agents **ARE NOT VALID**.
- The date the written notice is received by Stanley College is the DEFAULT DATE, and is the date used for the calculation of any refund and/or cancellation fee.
- In case of a cancellation by the student or Stanley College, any outstanding fees to Stanley College become due within 7 (seven) days.
- Any costs incurred by Stanley College to recuperate outstanding fees will be charged to the student
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Stanley College will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- All amounts are in Australian Dollars (AUD).
- Where a refund is approved by the CEO, and is not due to the College defaulting, Stanley College will make payment of refund within 28 days of receipt of the application. The refund will be deposited into the **student's bank account only**, as nominated on the Refund Application Form.
- All refunds will be paid in Australian Dollars, where this is not possible refunds will be paid in United States dollars.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student on the Refund Application Form.
- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form **DOES NOT** match the student's signature as shown on other documents provided by the student for admission to Stanley College.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated, where a cancellation fee has been applied, students will receive a Statement of Cancellation clearly outlined how our Refund and Cancellation Policy has been applied.
- This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

## REFUND AND CANCELLATION

**TABLE 1 - REFUND AND CANCELLATION (GENERAL ENGLISH)**

Stanley College calculates Refunds and Cancellation fees based on a TERM Fee (15 weeks study period including no holidays). For courses shorter than a Term, Refunds and Cancellation fees will be calculated on the Course Fees.

REASON FOR REFUND / CANCELLATION	NOTIFICATION PERIOD		REFUND	CANCELLATION FEE
Application for visa is unsuccessful	Before Term/Course Commences		Full refund less cancellation administration fee of \$250	\$250 cancellation administration fee
	After the Term/Course Commences	Enrolment less than 24 weeks	Full refund less Cancellation Fee	\$250 cancellation administration fee + Pro-rata of tuition fee used calculated on a weekly basis
Enrolment more than 24 weeks				
Student Default	More than 10 weeks before Term/Course commences	Enrolment less than 24 weeks	Full refund less <b>cancellation fee</b>	10% of a Term fee/Course fee
		Enrolment more than 24 weeks		
Student with a student visa withdraws	More than 4 weeks and up to 10 weeks before Term/Course commences	Enrolment less than 24 weeks	70% of a Term fee/Course fee	30% of a Term fee/Course fee
		Enrolment more than 24 weeks		
Or Student is cancelled for breach of College's rules or breach of student visa rules	4 weeks or less before Term/Course commences	Enrolment less than 24 weeks	40% of a Term fee /Course fee	60% of a Term fee/ Course fee
		Enrolment more than 24 weeks		
	Enrolment less than 24 weeks After Term/Course commences		No Refund	100% of a Term/Course fee
	Enrolment more than 24 weeks After Term/Course commences			

Note: A student who has paid fees for more than two Terms in advance and withdraws during a Term and more than four weeks before the commencement of the following Term, would receive no refund of fees for the current Term, at least 70% of the following Term's fees and a full refund of fees paid for any subsequent Term; less cancellation fees.

**TABLE 2 - REFUND AND CANCELLATION (VET)**

Stanley College calculates Refunds and Cancellation fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For courses shorter than a Semester, Refunds and Cancellation fees will be calculated on the Course Fees.

REASON FOR REFUND/CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATION FEE
Application for visa is unsuccessful	Before Semester/Course Commences	Full refund less <b>cancellation administration fee</b> of \$250	\$250 cancellation administration fee
	After Semester/Course Commences	Full refund less <b>Cancellation Fee</b>	\$250 cancellation administration fee + Pro-rata of tuition fee used calculated on a weekly basis
<b>Student Default</b>  Student with a student visa withdraws  Or  Student is cancelled for breach of College's rules or breach of student visa rules	More than 10 weeks before semester/course commences	Full refund less <b>Cancellation Fee</b>	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of a semester fee
	4 weeks or less before semester/course commences	40% of a semester fee	60% of a semester fee
	After semester/course commences	No Refund	100% of a semester fee

- Note: A student who has **paid** fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

**Student Default** occurs when:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
  - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
  - the student breached a condition of his or her student visa;
  - breach of Stanley College Code of Conduct.

**Refunds after Stanley College Default**

In the unlikely event of Stanley College default, within 14 days of the default, Stanley College will:

- Either offer you an alternative place at Stanley College's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

If Stanley College is unable to provide a refund or place you in an alternative course, then the student shall be referred to the Tuition Protection Service (TPS: [www.tps.gov.au](http://www.tps.gov.au)), who will place you in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

**PAYMENT**

Fees may be subject to change. Stanley College will notify students of any changes to fees no less than 30 days in advance. New fees will apply to subsequent semester/s. Note that all amounts quoted are in Australian Dollars. Course Fees may be paid in the form of a bank draft or bank cheque and made payable to Stanley College. Payment may also be made by electronic funds transfer (EFT) to:

**Bank:** Commonwealth Bank of Australia  
**Address:** Murray Street Branch  
 Perth CBD, Western Australia, Australia  
**Account Name:** Stanley College  
**BSB:** 066001  
**Account Number:** 10961450  
**SWIFT Code:** CTBAAU2S

All EFTs must contain student name and student number

**APPLICATION CHECKLIST**

- Complete all sections of the Application Form
- Read and understand the Conditions of Enrolment including the Refund and Cancellation Fee Policy
- If you already have a Student Visa and/or OSHC, please attach document/s
- Attach certified/translated copies of:
  - English test results
  - Academic records / qualifications
  - Any public examination results
  - Passport

**SEND YOUR APPLICATION TO**

Email: [admissions@stanleycollege.edu.au](mailto:admissions@stanleycollege.edu.au)  
 Fax: +61 8 9227 1238  
 Post: 171 James Street, Perth Western Australia 6003

## DOCUMENTS CHECK LIST FOR STUDY ABROAD IN AUSTRALIA

1. FOR SCHOOL APPLICATION
  - NOTARIAL CERTIFICATE OF GRADUATION CERTIFICATE (ORIGINAL & ENGLISH TRANSLATION)
  - NOTARIAL CERTIFICATE OF TRANSCRIPT (ORIGINAL & ENGLISH TRANSLATION)
  - PASSPORT COPY & TRAVELLING DETAILS, DATE, COUNTRIES
  - PASSPORT PHOTO
  - CV/RESUME
  - WORKING REFERENCE LETTER
  - IELTS OR OTHER EQUIVALENT ENGLISH TEST REPORT
  
2. FOR VISA APPLICATION
  - BIRTH CERTIFICATE
  - NOTARIAL CERTIFICATE OF HOUSE REGISTRATION (ORIGINAL & TRANSLATION)
  - BANK STATEMENT/TERM DEPOSIT
  - PARENTS PAYS LIPS (ORIGINAL & TRANSLATION)
  - MARRIAGE CERTIFICATE (IF MARRIED)
  - OVERSEAS STUDENT HEALTH COVER (OSHC)
  - APPLICATION FEE



# Thank You

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